The CFO worked closely on the following:

- Served on the following search committees: Vice President for Research, Senior Vice President for Academic Affairs/Provost, and TTU-CR Program Director.
- Preparation and attendance, December Board of Regents meetings.
- Preparation for the Senate Finance Committee hearing.
- Weekly legislative updates.
- Continued work on:
  - TTU at Costa Rica
  - SB 20 Implementation
  - Enterprise Risk Management
  - Weeks Hall Design Committee
  - Enrollment Dashboard
  - Space Allocation Committee
  - Facilities Allocation Committee
  - Strategic Planning Committee

- Training and Travel by the CFO:
  - Austin, TX for Senate Finance Hearings.
  - Austin, TX for TASSCUBO 2017 winter conference.
  - Presented Finance Module at the President’s Leadership Institute.

A detailed listing of all division activities and accomplishments can be found on the AFISM webpage (http://www.depts.ttu.edu/adminfinance/AccomplishmentTracker/Default.aspx). Administration & Finance team leaders are encouraged to report department activities and accomplishments on this page. Some highlights are included on the following pages.
Finance:

**Accounting Services (AS):**
- Implemented a Certified Research Administrator (CRA) study group and Leadership Coffee Series with Research AMDs.
- Accounting Services hosted a Holiday Open House in continued efforts to further reach out to the academic community and build relationships.
- The Property Management team capitalized 104 assets totaling over $353k, completed walkthrough of the Maddox Engineering Research Center, and capitalized the addition to the Rawls College of Business ($12M) and added 132 new assets to the balance sheet for a cost of $1.085M in January.
- Simone Barnhill and Megan Buie attended the NACUBO Intermediate Accounting and Reporting conference. Sherrelle Vaughn attended the Federal Demonstration Partnership meeting in Washington D.C. for importation updates related to federal funding. Jennifer Branch attended TASSCUBO Winter conference in Austin, TX.

**Budget and Resource Planning and Management:**
- Management team attended the NACUBO Webinar on Advanced Budgeting Techniques. The Managing Director attended the Education Advisory Board Company’s Creating Cost Accountability through Cost Allocation web conference. The Managing Director attended the 2017 TASSCUBO (Texas Association of State Senior College and University Business Officers) Winter Conference.
- Budget hosted the first Business Manager Forum. Budget will be hosting regular forums to facilitate discussion between administrative departments and the Dean Business managers. The intent of the Forum is to provide administrative departments with a better understanding of college needs that can be addressed through training aides, policy, best practices, etc. It is also intended to provide an opportunity to discuss best practices and other topics in detail and have administrative representatives available to answer questions or provide information.
- The Managing Director and the Assistant Director participated in two Whitebirch Software demonstrations in order to determine if the software would support the complicated revenue forecasting and reporting needs for Texas Tech University.

**Financial & Managerial Reporting Services (FMRS):**
- Director participated in the Texas Society CPA professional issues update via webinar. AVP attended the winter TASSCUBO meeting held in Austin, Texas.
- FMRS staff responded to several State of Texas Comptroller AFR questions related to the FY16 TTU System Combined AFR after researching and contacting component institutions for additional information.
- AVP attended ERM meeting with TTU CFO and other University representatives to talk about the status of assigned areas for the ERM project.
Texas Tech University
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University Financial Services:

- Chief accountant, Suzy Emre, named as co-Chari to the Finance Committee for the National Unclaimed Property Organization.

Business Services:

Administration and Finance Information Systems Management (AFISM):

- Worked closely on Procurement Dashboard Modification and Revamp to provide a more informative, comparison-based dashboard that meets the needs of Procurement Services and their stakeholders.
- Extended the use of the Student Business Services Tuition Estimator to include both Summer I and II term availability (previously included only Fall/Spring). Also implemented a new TA/RA/GPTI component which estimates the cost of tuition and fees including anticipated benefits.
- Implemented new feature requests to the TRIP application, including column sort ordering, drag-drop capabilities, user-specific saved states, and multi-level record sorting.
- Converted the face-to-face FiTS training into an online, on-demand training module managed within SumTotal. Given that the function of FiTS is integral to departmental management, the online content delivery provides instant access and training to users who need it most. Training resources and documentation supplement the self-directed training so users can find what they need, when they need it.

Student Business Services (SBS):

- Internal Collections team has worked over the past calendar year to improve the results from external collection vendors. To date, in 2016, they have collected over $1M for the first time during a calendar year which has been a long-standing goal for the team.
- Director of SBS serves as the primary point of contact for TTU Legislative Fiscal Notes for the FY17 session.
- Managing Director, in her role on the NACUBO SFS Council, was invited to participate in 6 conference calls held by NACUBO to address anticipated federal legislation that may impact higher education. Various other departmental staff were invited to sit in on those conference calls to help share that information with other impacted areas.
- Managing Director attended the Winter TASSCUBO meeting held in Austin, Texas. As chair of the Student Business Services committee, she conducted the committee meeting and provided an update to the conference attendees.
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Auxiliary Services:

**Hospitality Services:**

- Hospitality Services Dietitian hosted a healthy food demo at the Dream Center in Lubbock. The topics were healthy options during the holidays and what to do with canned goods and cereals that they will receive in the food bank food bag donations. Hospitality Services Dietitian finished the creation of Gluten Free Lists for each dining location on campus. This list is designed to aid the managers and students in identifying the gluten free options at each unit.
- Executive Chef hosted a cooking demo for the Student Residents at Hulen/Clement on January 25th. The focus was cooking techniques for quick and easy meals using a crock-pot and how to sauté and bake properly. Also hosted a cooking demo for the Student Residents at Coleman residence hall. The cooking demonstration focused on the proper way to cook with a microwave.
- Hospitality Services opened its third Chick-fil-A Express. The newest Chick-fil-A on campus is at the expanded Rawls College of Business Administration building. This will be the first Chick-fil-A Express on campus to serve breakfast items.
- Executive Chef McMurrey was honored by The Culinary Institute of America to serve on the Culinary Enrichment and Innovation Program. The 12-month program, offers unique, challenging and highly inspiring educational experiences. Chef McMurrey will be working alongside some of the country’s most talented leaders at The Culinary Institute of America’s three campuses around the country.

**Recreational Sports (RS):**

- The Group Fitness schedules have gone paperless. A minimum of 2000 schedules have been printed each semester. Patrons are using their phones to take a picture of the schedule.
- The panel replacement for the Comp BecSYS has proven effective with all features operational. The system has effectively reduced our chemical use for the leisure pool.

**Student Union and Activities:**

- Leadership Training for 11 student employees who work within the Tech Activities Board.
- Katherine Drewry a student assistant with our department received $1000 scholarship for winning the President's Holiday Card Design Contest. She also won first place in the College of Media and Communications Showcase in the Photograph: 2016 category.
University Student Housing (USH):

- Assistant Director of Facilities, Drew Jahr, received a $2000 scholarship to attend the APPA Facilities Institute.
- The Residence Halls Association hosted the 58th Annual Carol of Lights® on Friday, December 2nd. Due to rainy cold conditions, the in-person attendance numbers were lower than normal, however over 6500 people watched the online broadcast. The event was also broadcast live on KTTZ-TV, and has since been rebroadcast two additional times.
- The staff of Bledsoe/Gordon/Sneed supported their residents through a Complex Council program called BGS Bag Bonanza. In the program, residents were given free blue books, pens, scantrons, and gum to assist them in their finals. Over 300 students attended this event and the residents were very grateful. The goal was to help save residents both time and money, but also to show support for residents in their final exam preparations. Residence Halls Association hosted ‘De-Stress Before the Test’ on Tuesday, December 6th, where 148 attendees relaxed with massages from the Rec Center, participated in craft projects, enjoyed hot cocoa and cookies from J&B, and prepared for finals with a presentation from the Learning Center.
- During the fall semester, staff completed 961 different educational events in support of our new Residential Curriculum implemented with the focus on five learning goals: Achievement, Character, Civility, Engagement, and Independence.

Operations:

Operations Division Admin:

- Held Awards/Staff Luncheon with guest speakers, Bart Reagor and Linda Fehoko.
- Participated in kickoff of Weeks Design Committee.

Operations Division Department of Services:

- Red Raider Shred provided savings to the University for December 2016 total $3,779 and January $3,774.
- Started an English as a Second Language Program for our night Custodians.

Operations Division Department of Utilities:

- Total Energy savings for December equaled $35,199.68.

Operations Division Engineering Services:

- Six employees attended the Regional Technology Service Partners Institute (TSPI) and Architects International Association (AIA) hosted Professional Ethics Live 2016 on TTU Campus.

Operations Division Planning and Admin:

- Completed and submitted FY16 APPA Survey.