



Texas Tech University

Administration and Finance

Administration & Finance (A&F):

- The CFO worked closely on the following:
 - Served on the following search committees: Vice President for Research and Senior Vice President for Academic Affairs/Provost.
 - Participated in the First-Round Interviews with Provost Candidates.
 - Prepared for and attended Board of Regents meetings February 23-24, 2017.
 - Attended the House Appropriations Committee meeting in Austin, TX.
 - Weekly legislative updates, including responding to additional information requests from Governor's Office and LBB.
 - Reviewed and edited fiscal notes.
 - Appointed to Hiring Review Committee, prepare and attend weekly meetings.
 - FY18 Budget Hearings and Department Forums in coordination with President and Provost.
 - Attended Skype meeting with University of Wisconsin – Milwaukee Funding Model for Innovation District.
 - Participated in Undergraduate Strategic Enrollment Planning Committee Inaugural Meeting.
 - Continued work on:
 - TTU at Costa Rica
 - SB 20 Implementation
 - Enterprise Risk Management
 - Enrollment Dashboard
 - Coordination of TTUS move and backfill plans
 - Allen Collection acquisition
 - Maximizing scholarship endowments
 - Space Allocation Committee
 - Facilities Allocation Committee
 - Strategic Planning Committee
- Training and Travel by the CFO:
 - Austin, TX for Appropriations HB1 Hearing

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.



Texas Tech University

Administration and Finance

Fiscal Services:

Accounting Services (AS):

- Participated in HR COOP, Finance COOP, Research Advisory Council, and Enterprise Systems Work Group (EWOG).
- The Research team facilitated audit of an Early Head Start federal pass through project with the Texas Department of Agriculture, approximately 15 hours for the month of February. Time included an onsite review with the federal auditor and resulted in a clean financial audit.
- The Research team facilitated three meetings with individual PI's and conducted six separate trainings on effort certification in conjunction with the biennial institutional certification process.
- Completed the following reports: Peterson's Undergraduate & Graduate Surveys, Times World University Rankings info to IR, AASHE for Operations Division, (sustainability research inventory, personnel and department counts), Electrical Engineering Research Expenditures for Associate Chair, 2015-2017 TARA waiver analysis for CFO& Controller, and Externally Funded TA/RA/GA/GPTI headcounts for Dean of Graduate School.
- Accounting Services dedicated extensive time to testing the following new systems/upgrades: Banner XE (4 hours), New Fund (133 hours), and New FOP (70 hours), as well as development/planning meetings for Grants Billing System (60 hours).
- Property group met with Athletics and Physical Plant Operations to implement efficiencies in new inventory tagging processes.
- Automated over 20 state bank reconciliations, estimated to save 10-15 hours/month.

Budget and Resource Planning and Management:

- The Assistant Director attended the Enterprise Reporting Working Group.
- Completed the FY2017 Quarter 1 USAS/ABEST reconciliation for both Charts T and S to fulfill state mandate. This is a comparison of expenditures and the associated appropriation/strategy coding between the state financial system and the state budget system.
- Performed analysis of funding associated with posted jobs, vacancies and summer funding. Budget staff processed entries related to the hiring freeze mandate and continue to review transactions to ensure compliance. The Managing Director contacted each of the dean level business managers to offer support, discuss concerns and answer questions.
- Managing Director and Associate Director participated in Skype meeting discussion lead by the Systems Office to start preliminary work for Shared Services and Component Funding for the Fiscal Year Budget.
- Managing Director launched Business Managers Forum.

Financial & Managerial Reporting Services (FMRS):

- AVP attended the inaugural committee meeting kickoff event for the Undergraduate Strategic Enrollment Planning committee, which included a presentation by the Education Advisory Board - Making the Academy Market Smart.



Texas Tech University

Administration and Finance

- AVP attended ERM meeting with TTU CFO and other University representatives to talk about the status of assigned areas for the ERM project for the President/May Board of Regents meeting. Provided revised ERM documents to CFO.
- Director and Assistant Director researched new format for component institution AFRs to be posted on websites. Prepared TTU System Administration AFR pdf document as an example which AVP reviewed and provided to TTU System CFO for review and approval. Will communicate to component institution accounting offices once we receive TTU System CFO approval.
- Director worked on System Administration IPEDS report. Worked extensively with the IPEDS help desk discussing pension-reporting issues.
- FMRS staff listened to the Texas House Appropriations Subcommittee finance hearings for the proposed house bill I/Article III and provided notes to the CFO. Director listened to some portions of House Committee on Higher Education. Listened to the TTU System and each component institution testimony provided to the House Appropriations Article III subcommittee.
- AVP reviewed the TTU SACUBO benchmark study prepared by Assistant Director, which includes various revenue and expense AFR financial data for FY16. By participating in the survey, TTU will have access to data submitted by other research institutions, which will enable TTU to run comparison-benchmarking reports for any of the participating peer institutions over multiple years.

University Financial Services:

- Chief accountant participated in National Unclaimed Property Organization finance meeting conference call.
- Assistant Managing Director worked with Cash Investments to identify and set up appropriate bank debit blocks to assist in preventing fraudulent payments from the University bank accounts.
- Managing Director and Associate Managing Director serving on RFP committee for credit card processor. Received and reviewed RFP responses.
- Associate Managing Director worked with Accounting Services staff and built multiple reconciliation types in ReconNet (reconciliation software), for recons done by Accounting Services. Met multiple times to work through small changes. Continues to work on building additional reconciliation types requested in order to improve efficiencies in reconciliation.

Business Services:

Administration and Finance Information Systems Management (AFISM):

- University of Texas - El Paso learned of the Tuition Estimator (TE) application created by AFISM for Student Business Services. At their request, we consulted with the UTEP Student Business Services Director to exchange ideas and provide insight into the TE development process. Plans for continuing consultation as UTEP nears project readiness.



Texas Tech University

Administration and Finance

- Hosted a tailored training for the Geosciences department chair to introduce and acquaint him with Cognos reporting. The information learned in this session provided an administrative overview to Fund and Account management.
- Worked with remote users from the TTU Waco campus to develop a training plan suited to their unique geographical circumstances.
- During the month of February, AFISM received 168 official requests for services through the FootPrints job tracking system. Of the 168 requests, 122 have been fully resolved during the month. This involves a variety of projects from web applications, web updates, report modifications, new report requests, and requests for information or assistance.

Procurement Services:

- Payment Services has implemented the Single Use Account Card (SUA) program with JP Morgan. This provides a new automated payment option for vendors. This will reduce the cost of issuing check payments and provides process efficiencies.
- Managing Director attended the national Procurement Leadership Conference and gave a presentation on fraud management.
- The PCard team has initiated the Amazon Business program for pcard purchases. This allows departments to purchase (within guidelines) from Amazon utilizing our tax exempt status and provides benefits similar to Amazon Prime for our departments.
- The Travel Services team developed and released new travel spending reports to assist departments in tracking travel expenditures. The reports will provide the functionality to compare multiple fiscal years expenditure

Student Business Services (SBS):

- SBS identified 662 students who registered after the initial payment due date and had not yet paid. After numerous communications there were only 34 students actually canceled. To date, 11 of those students have been reinstated in order to be counted for formula funding.
- Managing Director, in her role as Chair of the Executive Director of Financial Aid and Scholarship, lead the search committee in conducting phone interviews of qualified candidates and have submitted our recommendations for on-campus interviews.
- Managing Director was appointed chair of the NACUBO SFS Dashboards & Analytics committee to develop a deliverable to the NACUBO membership. Two meetings were held during the month of February to define and develop the proposed deliverable.
- We transitioned our Third Party area to report under TTU SBS Internal Collections and began a directed effort to bring our International Sponsor AR current. To date, the team has collected over \$950K, mostly from two sponsors, for the 201627 term. Collection efforts will be ongoing to bring all past terms current while maintaining greater collections percentages on current terms. OIA has agreed to return invoicing responsibility to SBS, which will greatly assist in this effort.



Texas Tech University

Administration and Finance

Auxiliary Services:

Recreational Sports (RS):

- Techwell, an interactive wellness fair was held in the Student Recreation Center for the Personal Fitness and Wellness academic classes. Thirty-five on-campus and non-profit organizations had booths where over 700 students learned health, fitness and wellness information through interactive games and models. This is a collaborative event with Recreational Sports, University Student Counseling, RISE and the Department of Kinesiology and Sport Science.
- The vertical Plains Adventure Festival is the annual climbing competition hosted in conjunction with USA Climbing, an Access Fund membership drive and the REEL Rock film series hosted by the Texas Tech Outdoor Pursuits Center. There were 128 competitors from the southwest regional. *External/Community members include a youth development team From Arch in Amarillo (ages 13 and younger) and the majority of competitive collegiate team-members including those from UT Austin, Texas A&M Commerce, U of H, UTSA, UTEP and Baylor.
- Fitness/Wellness staff took 22 student group fitness instructors/personal trainers to TexFit—a peer-led day long fitness workshop held at Texas A & M University. Five Texas Tech students made 6 of the presentations during the day.
- Recreational Sports opens the Turf Complex on February 7th and the students are loving it. Opened the Complex one month early.

Student Union and Activities:

- 151 students came to the Super Bowl Watch Party.
- Took 6 students and 3 staff members to Baltimore, Maryland for the National Association for Campus Activities (NACA) national conference.
- 150 students attended the Spring Volunteer Fair consisting of 44 non-profit agencies and volunteer agencies on an off-campus.

United Supermarkets Arena:

- United Supermarkets Arena named KCBD's 2017 Best in the West's "Best Concert Venue", an honor received by community vote.

University Student Housing (USH):

- University Student Housing hosted the Game Day Challenge for Recyclemania during the TTU vs. KU men's basketball game. 25 volunteers collected recyclable materials after the game--a part of the Recyclemania competition between 300 universities--to see who can recycle the most materials.
- University Student Housing coordinated and hosted the Off-Campus Housing Fair on February 14th. This event allows off-campus apartment and residential complexes to market their properties amenities and information to students at Texas Tech in a safe, no pressure environment. Each year, the Summer Operations team tries to



Texas Tech University

Administration and Finance

increase not only the number of participating vendors but also the number of student participants. Vendor space for the 2017 event was increase from 25 rentable tables to 35, of which all will sold. Final count of participants for the event totaled 1,183.

- USH sent four representatives to the Dallas Roadshow event. Approximately 1,110 potential students and parents attended.
- 1,243 future Red Raiders were given Housing tours during February. Conducted 17 VIP/Special Request Housing Tours
- During the SWACURH (Southwest Affiliate of College and University Residence Halls) Regional Business Conference, the Texas Tech chapter received three awards 1) The regional Outstanding Chapter of the Year was awarded to the Texas Tech Chapter; 2) The regional National Residence Hall Honorary, President of the Year was awarded to TTU chapter president Vana Springer (Clement 410); 3) The regional Outstanding Member of the Year was awarded to TTU chapter member Eduardo Cordova (Sneed 355); Only three awards are given at this conference; the students were excited to receive all three.

Operations:

Operations Division Admin:

- Hosted Costa Rica delegation site visit.
- Participated in the Athletics Basketball Training Facility evaluation of design professionals.
- Participated in ESB2 pre-construction meeting.
- Presented the concept of restricted access through 15th Street between Detroit and Boston to the Faculty & Staff Senate. It was well received and the results of their vote will be received in February.

Operations Division Department of Services:

- Red Raider Shred processed 11.41 tons in January 2017
- Central Warehouse received 2661 boxes in January 2017
- MailTech processed 515,388 pieces of mail in January 2017
- Transportation rented 16 vans in January 2017 engineering

Operations Division Department of Utilities:

- Total energy savings for January \$42,040.87
- Energy Management attended SAEAG training on energy reporting, regulations, and compliance.
- Utilities Managing Director completed APPA Institute for Facilities Management.

Operations Division Business Services

- Began implementation of a new process for Temporary Labor audits and payments.
- Operations vehicle repair shop is now in TMA for better accountability of time.
- Tyler Young of Business Services A/R completed the TTU Leadership series.