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.
- Weekly legislative updates, including responding to additional information requests from Governor’s Office and LBB.
- Reviewed and edited fiscal notes.
- Hiring Review Committee, prepare and attend weekly meetings.
- FY18 Budget Hearings and Department Forums in coordination with President and Provost.
- Reese Technology Center tour with President and VPR.
- CFO Council and TTUS Regulations.
- Begin Whitebirch software implementation training.
- Food & Entertainment policy updates.
- Meetings and relationship building with Coca-Cola.
- Annual personnel evaluations.
- 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 and utilization of spendables
  - GLEAMM
  - USNWR
  - Space Allocation Committee
  - Facilities Allocation Committee
  - Strategic Planning Committee

Training and Travel by the CFO:
- Austin, TX for Appropriations HB1 Hearing
- Purdue for Research Park Vision Planning

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):

- Accounting Services completed fund attributes for all TTU and TTUS gifts to assist Institutional Advancement with compliance and reporting responsibilities.
- Accounting Services competed automation of all state bank reconciliations and have begun automation of state operating ledger reconciliations, estimated to save 40 hours per month.
- Cristy Jones (Manager) completed all tests toward Certified Government Financial Manager (CGFM) designation.
- Sarah Cody (AMD) was nominated for and is participating in the NCURA Region V travel award and service award review committee. Megan Buie (AMD) was selected to serve a two-year term as one of 12 members to the Banner Finance College Advisory Board (CAB).

Budget and Resource Planning and Management:

- The Associate Managing Director and the Unit Assistant Director represented TTU Budget in the PAUS (Pay Adjustment Update System) Skype meeting to review the mockup screens. PAUS is an automated process to update the salary planner pay plan adjustment field during the Budget Prep cycle.
- Continued testing of the Banner 9 (XE) System by rolling the Chart T and Chart S Budget prep data in both test instances.
- The Managing Director attended one implementation planning meeting and two training webinars to begin training of the new financial modeling platform, Whitebirch. The system will facilitate revenue forecasting and other financial analysis to assist with resource management.

Financial & Managerial Reporting Services (FMRS):

- Director researched new GASB 85 Omnibus statement for AFR reporting. New GASB statement included OPEB reporting and clarification for reporting blended component units.
- Assistant Director continued extensive ground work for the automation of the TTU and TTUSA Cash Flow Statements which includes mapping new attribute codes to balance sheet and income statement account codes.
- AVP participated in conference call and 2 webinars with PFM/Whitebirch consultants, TTU CFO and TTU MD Budget to begin Whitebirch financial forecasting software implementation.

Payroll and Tax Services:

- Staff member traveled to ASU to assist foreign national guest speaker and athletics with tax payer identification number application. Assistance will result in a refund of tax withholding for the student athletes and a treaty exemption for the speaker.
- Directors and managers participated in a one day department planning session. Risk analysis for the department was completed. We also reviewed processes and identified potential efficiencies that will be researched and implemented as appropriate in the upcoming months.
• Two walk-in clinics were held this month for foreign nationals to assist them with annual individual tax return filing.

**University Financial Services:**

• Chief Accountant participated in National Unclaimed Property Organization finance meeting conference call.
• Assistant Managing Director working with Cash Investments and University bank to set up appropriate debit blocks to help prevent fraudulent payments from bank accounts.

**Business Services:**

**Administration and Finance Information Systems Management (AFISM):**

• AFISM deployed a new A&F Knowledge Base (KB). This KB is intended to serve as a repository of information for both A&F staff members as well as other university stakeholders utilizing A&F services.
• ITTS, in partnership with Microsoft representatives, hosted a multi-day Microsoft Power BI educational and "proof-of-concept" training session. In an effort to identify new and potentially applicable technologies, two AFISM staff members attended and participated in group learning, discussion, and hands-on training exercises, assessing platform relevance for AFISM customers.
• Attended and participated in the Educational Advisory Board's Academic Performance Solution (APS) finance and student data validation meetings. Through these discussions, we were able to verify data integrity, identify potential ETL issues between Banner extract and APS load, and further this project towards a live-data EAB presentation.

**Procurement Services:**

• Payment Services manager attended Ellucian Live to gain insight into innovative solutions for the ERP system.
• Staff members attending national procurement conference. Two staff members presenting on "The contract is signed, now what?"
• Staff member attended the signing of the Memorandum of Cooperation signing with the Texas Association of African American Chambers of Commerce and the Texas Association of Mexican American Chambers of Commerce. This further enhances our relationships.
• Decreased number of paper checks issued and increased automated vendor payments to 70% overall. This increases efficiencies and reduces costs to the institution for every check converted to ACH.

**Student Business Services (SBS):**

• Associate Managing Director attended the Ellucian annual conference.
• Managing Director attended the NACUBO Student Financial Services annual conference and presented on building effective succession plans.
• Managing Director was interviewed and contributed to an EAB University Business article on student retention.
Auxiliary Services:

Hospitality Services:

- FoodService Director Magazine interviewed Executive Chef McMurrey for an article on how to become a better public speaker. The article will focus on advice and tips from a Chef for Chefs and Operators.
- Accurex Engineered Restaurant Systems featured Mike Glass and The Commons at Talkington Hall as part of a case study on how to engineer ventilation of a cooking facility for energy efficiency.
- The Culinary Enrichment and Innovation Program with Hormel Foods has accepted Executive Chef McMurrey into the Leadership Class. This program is a 12-month journey toward culinary excellence where attendees learn ways to better menus, to challenge purchasing positions, and to promote better products and ingredients into their establishments. Annually only 17 Chefs from around the country are accepted.
- Hospitality Services hosted TTU President Schovanec and the Lubbock HYPE student group for breakfast at The Fresh Plate at Bledsoe/Gordon. Lubbock Hype is an organization of the best of the best students from Lubbock area high schools.

Student Union and Activities:

- Hosted a Pep Rally at 4 local elementary schools to speak about the importance of going to college and teach TTU cheers/songs.
- Hosted Diversity Week: Around 30 events were put on by over 20 student organizations and campus departments.

University Student Housing (USH):

- University Student Housing held Wellness Week from February 26th to March 2nd. Total attendance for the week was 408 across the five days.
- 39 members of Raiders Helping Others participated in four different Alternative Spring Break trips, resulting in a total of 1082 hours of community service.
- A waste audit was conducted on March 29 at the SUB. Organized by Asst. Dir. Melanie Tatum and Rubbermaid. They weighed a 24 hour waste stream and sorted it by recyclable and non-recyclable material. Final weights are not in but a good amount was identified as being diverted from the landfill. A total of 10 large containers were audited. KCBD and the DT covered the event.
- Enhanced efforts and choices created approximately $11,000 in savings as compared to last year during our recruitment efforts.
Texas Tech University
Administration and Finance

Operations:

Operations Division Admin:

- Participated in the TTU-City of Lubbock tree project meeting.
- Attended a NorthStar energy recovery presentation.
- Continue to participate in push-to-talk AT&T campus radio replacement discussions.
- Attended a benchmarking webcast to optimize Spend Management.

Operations Division of Building Maintenance and Construction:

- Processed 1007 maintenance work order requests, completed 959 within 30 days (95.23%).
- Installed new sod and sprinkler system as a water infiltration project at the United Supermarkets Arena.

Operations Division of Engineering Services

- Jacob Wright completed and passed the exams for the EPA (Environmental Protection Agency) Accredited Asbestos Inspector and Management Planner courses towards obtaining state licensing.

Operations Division Department of Services:

- Red Raider Shredder saved $3,333 recycling 117 bins of paper and shredded 8.05 tons.
- Rented 83 vehicles in February 2017 compared to 14 in February 2016.
- Services Department conducted 2017 Shred Week on March 10th. Collected 652 boxes for a weight of 10,062 pounds or 5.03 tons.

Operations Division Department of Utilities:

- Total energy savings for February equaled $29,782.76
- Energy Management team members (4) participated in no cost webinar: Water Management Basics through Federal Energy Management Program "FEMP" as preparation for Certified Water Efficiency Professionals "CWEP" certification through Association of Energy Engineers "AEE".