



Texas Tech University

Administration and Finance

Administration & Finance:

- The CFO worked closely on the following:
 - Presented at the Faculty Senate meeting
 - FY17 Budget Hearings in coordination with President and Provost
 - Attended Board of Regents meetings February 25 – 26, 2016
 - Attended Texas Tech Alumni Association (TTAA) – 2016 Distinguished Alumni Award Dinner
 - Continued work on:
 - Strategic Plan - Sustainable Resource Management
 - Differential Tuition implementation
 - Senate Bill 20
 - TTU-CR
 - ESB II
 - Childcare Facilities
- Travel by the CFO during the month:
 - Houston, TX to attend Texas Association of State Senior College & University Business Officers (TASSCUBO) 2016 winter conference.

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.



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Finance:

Accounting Services:

- 14 members attend Excel to the Max training to further develop skills.
- Assistant Managing Director, Financial Reporting and Associate Managing Director, Research Accounting, attended National Association of College and University Business Officers (NACUBO) Intermediate Accounting Conference in Orlando, FL at the end of January.
- Assistant Managing Director, Research Accounting, is serving on both the Region V Finance and Region V Annual Meeting Program Committees for National Council of University Research Administrators (NCURA) events scheduled in March 2016 and August 2016.
- Reporting/Property completed a Cost Analysis data request for the regional sites including Waco, Highland Lakes, Fredericksburg, Junction, and El Paso for their budget hearing.
- Reporting completed a survey request from Institutional Research concerning Times Higher Education World University Ranking which is based on our IPEDs report broken down by different CIP (organization) areas.

AF Information Systems Management (AFISM):

- TTUS Institutional Advancement has historically used Access database joins and manual intervention to provide annual financial statements to their donors. This year AFISM developed an automated report which provides each donor a detailed financial statement of their endowment, scholarship recipient info, etc. This not only guaranteed additional accuracy from the prior process, it greatly reduced the amount of time needed for this annual process.
- In-class training provided for a total of 89 employees (total of 272.75 training hours) in various subjects including: Financial Reporting, HR Reporting, Procurement Reporting, Xtender, Budget Management, INB Navigation, ePAF, EOPS, Travel, Financial Transactions System, Budget Management and Revision, and introduction to Cognos.

Budget Management & Resource Planning:

- Submitted the Uniform Statewide Accounting System (USAS) and Automated Budget and Evaluation System of Texas (ABEST) reconciliation for FY16 Quarter 1.
- Began phase 1 testing of the Banner finance XE transformation.

University Financial Services

- Began Discover migration with Global Payments
- Managers completed third module of Leadership training.
- Updated PCIDSS awareness training to incorporate new requirements and worked with HR to add the training to Sum Total system for increased efficiency in tracking.



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Financial & Managerial Reporting Services

- Began phase 1 testing of the Banner finance XE transformation.
- AVP worked with TTU System Treasury office to review Treasury developed System Management Discussion and Analysis (MD&A) for bond rating agency. Director working on draft MD&A template for Consolidated Annual Financial Report (CAFR) Annual Financial Report (AFR) for internal purposes.
- AVP worked on Texas Association State Senior College & University Business Officers (TASSCUBO) Accounting Policy Statement (APS011) sub-committee to combine comments from members of the group and presented to the Appropriation Control Officer (ACO) in February.
- AVP reviewed Southern Association of College & University Business Officers (SACUBO) Benchmark expenditure study prepared by Assistant Director for annual study conducted by SACUBO member institutions.
- AVP reviewed the FY15 General Academic Institution Expenditure Study cost report prepared by Institutional Research and Accounting.
- AVP attended winter TASSCUBO meeting in Houston. Attended the Accounting principles committee breakout session and earned CPE for CPA license renewal.

Student Business Services (SBS)

- First cancellation began with a student count of 4,764 student and after numerous communications and customer service efforts, was reduced to an actual cancellation of only 200 students, of which 153 reinstated their registration within the next two days. Final cancellation began with a student count of 553 students and after communication and service efforts, was reduced to only 53 students, of which 19 reinstated within two days.
- Compared to February 2015, SBS Internal Collections reduced the number of "first notices" for unpaid student accounts by 50%. Notices for unpaid fall balances resulted in a current collection rate of 83.7% and the number of student accounts placed with outside collection agencies was reduced from 481 notices (\$1.2M) in February 2015 to just 118 notices (\$269K), a reduced collection effort of approximately 75%.
- For the spring peak period, SBS Call Center answered 6,880 calls with an average customer wait time of 15 mins, placed 587 outbound calls and Internal Collections answered an additional 1,160 calls. Cashiering assisted 2,284 customers in person with an average wait time to 16 mins, answered 1,442 emails and processed payments totaling approximately \$38 million. SBS sent 89,326 email communications for bills, cancellation, holds, Direct Deposit, 1098T and others.
- Managing Director was nominated and served on the THECB Negotiated Rulemaking Committee to develop rules for allocating appropriated funds to Texas institutions that provide the Educational Aide exemption to students.
- Managing Director was selected to be the feature article for national online publication Evolution for our work in meeting student expectations of customer service.



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Auxiliary Services:

Hospitality Services (HS):

- Director, Kirk Rodriguez was selected to be part of the Foster Farms Advisory Group. Kirk will serve as a representative for College and University Food Service operators offering guidance and gaining trends analysis.
- HS Marketing & Merchandising area received two SIAA awards. The Service Industry Advertising Awards (SIAA) is the only advertising awards to specifically recognize the achievements of the service industry.
 - BRONZE Imprinted Materials | "Red Raider Recycle" / T-shirt
 - MERIT Integrated Marketing Campaign | "Feed Your Inner Raider / Integrated Campaign
- HS held the 3rd Annual Super Bowl of Chili and Chili Cook-off. The event was held in the Matador Room in the SUB on February 3rd. 13 Teams competed for the title with a People's Choice Award and a Judge's Choice Award. Executive Chef McMurrey won the People's Choice and Chef Marc Silva received the Judge's Choice. (Video Link provided) <https://youtu.be/WXUhwPOLLi>
- Student Recruitment Coordinator and Marketing Manager attended the Raider Roadshow recruitment event in Dallas February 27th.

Recreational Sports:

- The Tech Activities Board helped co-host the REEL Rock Film series with the Outdoor Pursuits Center at the Allen Theatre. This year we hosted 107 people despite a move from the typical Friday night showing to a Wednesday showing on Feb. 3. The event was free and open to the general public.
- 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. 2016 scheduled the competition on Feb. 6, 2016. 128 competitors paid and registration collected 119 completed scorecards. The 2016 event required 22 Recreational Sports staff, six volunteers from the Tech Activities Board and approximately six community volunteers.
- 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.

University Parking Services

- Associate managing director, transportation demand manager, and permit supervisor, assisted with Lubbock's Night to Shine, a prom-night experience for those 16 years of age and older with special needs held February 12. The Tim Tebow Foundation event has proms at more than 200 host churches in 48 states and seven countries on one date. In addition to day-of duties, Sonnenberg served on the steering committee.



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Operations:

Grounds Maintenance:

- Gun Signs Installed at all entrances of TTU Campus TTUHSC Campus
- Ordered 100 New Trees for the TTU Campus

Operations Division Building Maintenance and Construction:

- Various repairs done at Dan Law Field in preparation for 2016 baseball season
- Projects completed, included:
 - Completed LED lighting upgrade at Holden Hall Room 208
 - Completed estimates for 11 projects

Operations Division Department of Utilities:

- Saved \$17,853.69 with the Water Side Economizer; saved \$26,373.32 with Cogen
- Continuous Commissioning- Hosted a KGS Building webinar for our office of Energy Management and our Electronic Maintenance shop.
- Validated the Student Recreation Center has reduced its FY 15 energy bill by \$175,000 versus FY 14. The savings were achieved by performing air handler tuning and deferred maintenance at an investment of about \$36,000.
- Completed:
 - Energy management profile for the new Herd Petroleum Engineering building.
 - Demo phase chiller 3 replacement project

Operations Division Engineering Services

- Had 7 attend the American Institute of Architecture (AIA) Seminar on Zinc Roofing and Walls
- Engineering Department hosted an onsite visit for TTU Landscape Architecture class. Tour of the ODES plan room and how to find existing construction documents of existing construction to tie in a new project. Supplied construction documents for their school project.
- Achieved substantial completion for construction on 14985 Elec Engineering - Lankford Lab Room 101 Renovation.