Finance Managers Meeting
<table>
<thead>
<tr>
<th>Topic</th>
<th>Speaker</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Aime Martinez</td>
<td>Interim CFO and Senior Vice President</td>
</tr>
<tr>
<td>Fiscal Year 2022-23 Budget and Outlook</td>
<td>Aime Martinez</td>
<td>Interim CFO and Senior Vice President</td>
</tr>
<tr>
<td>HEERF Update</td>
<td>Aime Martinez</td>
<td>Interim CFO and Senior Vice President</td>
</tr>
<tr>
<td>Auxiliary Enterprises Update</td>
<td>David Snider</td>
<td>Assistant Vice President</td>
</tr>
<tr>
<td>Diversity, Equity, Inclusion and Belonging for Finance Managers</td>
<td>Emmanuele Bowles</td>
<td>Assistant Vice Provost</td>
</tr>
<tr>
<td>Accounting and Reporting Update</td>
<td>Jose Zubimendi</td>
<td>Interim Deputy Controller</td>
</tr>
<tr>
<td>Purchasing Update</td>
<td>Kelly Mayorga</td>
<td>Director of Procurement</td>
</tr>
<tr>
<td>Business Services Update</td>
<td>Roger Clegg</td>
<td>Interim Assistant Vice President</td>
</tr>
<tr>
<td>Closing Remarks</td>
<td>Diane Singh</td>
<td>Assistant Vice President</td>
</tr>
</tbody>
</table>
Fiscal Year 2022-23
Operating and Capital Budget
FY 2022-23 Operating Budget Executive Summary

FY 2022-23 Expenditure Operating Budget totals $1.7B

- E&G State Appropriations, $251.4M
- Performance Funding - State Investment, $32.9M
- Performance Funding - FIU Investment, $35.2M
- E&G Tuition, $228.0M
- College of Medicine, $51.6M
- Auxiliary Enterprises, $259.6M
- Student Loans, $211.7M
- Student Financial Aid, $251.2M
- Contracts and Grants, $222.4M
- DSO’s, $58.1M
- Student Fees, $66.8M
- Other, $(3.5)M
- Concessions, $1.0M
- Student Loans, $211.7M
### Legislative Highlights

#### Operating Budget

<table>
<thead>
<tr>
<th></th>
<th>SUS ($ millions)</th>
<th>FIU ($ millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Support for Rankings, Research, Students Success (R)</td>
<td>$211.6</td>
<td>$5.0</td>
</tr>
<tr>
<td>Nursing Education (PIPELINE) (R)</td>
<td>$40.0</td>
<td>$4.8</td>
</tr>
</tbody>
</table>

#### Fixed Capital Outlay Budget

<table>
<thead>
<tr>
<th></th>
<th>SUS ($ millions)</th>
<th>FIU ($ millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Investment Trust Fund (CITF)</td>
<td>$44.7</td>
<td>$6.2</td>
</tr>
<tr>
<td>Deferred Maintenance</td>
<td>$443.7</td>
<td>$30.8</td>
</tr>
<tr>
<td>PECO Engineering Building Phase II</td>
<td>$144.5</td>
<td>$33.5</td>
</tr>
<tr>
<td>PECO Nursing Sexual Assault Exam Center</td>
<td>$307.6</td>
<td>$0.5</td>
</tr>
</tbody>
</table>

#### Other Operating Budget highlights:

- Maintain current level of Performance Based funding at $560 million for the SUS
- No tuition and fee increases
- Expands the Select STEM waiver from eight to ten Programs of Strategic Emphasis and Summer Funding; additional $6.3M appropriations set aside for SUS offset (originally $25M)
- $6.0 million for the SUS for the Linking Industry to Nursing Education (LINE) Fund (Memorial Health Care, HCA, and Baptist Health), $2.6 million allocated to FIU
Performance Based Funding

- FIU moved from first to third place
- No additional State Investment for the State University System — total state investment still funded with non-recurring dollars
- Received 100% of proportional share of state investment and additional amount from schools with less than 70 points — an increment of $900K
- Expect to receive 100% of proportional share of state investment in fiscal year 2023-24

<table>
<thead>
<tr>
<th>Institution</th>
<th>2021 Scores</th>
<th>2022 Scores</th>
<th>Allocation of State Investment</th>
<th>Allocation of Institutional Investment</th>
<th>Total Performance-Based Funding Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>87</td>
<td>93</td>
<td>$52,537,694</td>
<td>$57,004,493</td>
<td>$109,542,187</td>
</tr>
<tr>
<td>USF</td>
<td>94</td>
<td>92</td>
<td>$35,446,052</td>
<td>$37,993,870</td>
<td>$73,439,922</td>
</tr>
<tr>
<td>FIU</td>
<td>97</td>
<td>91</td>
<td>$32,893,614</td>
<td>$35,168,400</td>
<td>$68,062,014</td>
</tr>
<tr>
<td>FSU</td>
<td>88</td>
<td>90</td>
<td>$41,754,252</td>
<td>$46,481,148</td>
<td>$88,235,400</td>
</tr>
<tr>
<td>UCF</td>
<td>87</td>
<td>88</td>
<td>$32,342,904</td>
<td>$36,004,365</td>
<td>$68,347,269</td>
</tr>
<tr>
<td>UWF</td>
<td>83</td>
<td>81</td>
<td>$8,989,025</td>
<td>$10,006,650</td>
<td>$18,995,675</td>
</tr>
<tr>
<td>FAU</td>
<td>89</td>
<td>80</td>
<td>$20,255,729</td>
<td>$22,548,831</td>
<td>$42,804,560</td>
</tr>
<tr>
<td>UNF</td>
<td>77</td>
<td>78</td>
<td>$12,818,442</td>
<td>$14,269,586</td>
<td>$27,088,028</td>
</tr>
<tr>
<td>FAMU</td>
<td>79</td>
<td>72</td>
<td>$12,587,304</td>
<td>$14,012,282</td>
<td>$26,599,586</td>
</tr>
<tr>
<td>FGCU</td>
<td>82</td>
<td>71</td>
<td>$11,427,087</td>
<td>$12,720,719</td>
<td>$24,147,806</td>
</tr>
<tr>
<td>FL Poly</td>
<td>83</td>
<td>66</td>
<td>$2,132,910</td>
<td>$4,748,742</td>
<td>$6,881,652</td>
</tr>
<tr>
<td>NCF</td>
<td>64</td>
<td>66</td>
<td>$1,814,987</td>
<td>$4,040,914</td>
<td>$5,855,901</td>
</tr>
</tbody>
</table>
E&G University Funding Summary

- $13.9 million in incremental State Appropriations, mainly operational support, Nursing Education (PIPELINE and LINE), performance funds, and risk management insurance premium passthrough
- No tuition rate changes
- Decline in student credit hour enrollment
- Governor vetoed $250,000 for Washington Center scholarships

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-22 State Appropriations Base Budget</td>
<td>308.2</td>
</tr>
<tr>
<td>Performance Funding: (^1)</td>
<td></td>
</tr>
<tr>
<td>Non-Recurring Prior Year Performance Funds</td>
<td>(67.1)</td>
</tr>
<tr>
<td>FY 2022-23 Performance Funds -- proportional share</td>
<td>68.1</td>
</tr>
<tr>
<td>FIU - Operational Support (Top 50, Student Success, Research Excellence)</td>
<td>5.0</td>
</tr>
<tr>
<td>FIU - Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE)</td>
<td>4.8</td>
</tr>
<tr>
<td>Linking Industry to Nursing Education (LINE)</td>
<td>2.6</td>
</tr>
<tr>
<td>Legislative Adjustments (RMI &amp; Pass-throughs)</td>
<td>0.5</td>
</tr>
<tr>
<td>2022-23 Total State Appropriations</td>
<td>322.0</td>
</tr>
<tr>
<td>2021-22 E&amp;G Tuition Budget</td>
<td>230.1</td>
</tr>
<tr>
<td>Incremental Tuition (enrollment growth)</td>
<td>(2.1)</td>
</tr>
<tr>
<td>2022-23 E&amp;G Tuition Budget</td>
<td>228.0</td>
</tr>
<tr>
<td>TOTAL E&amp;G REVENUES</td>
<td>550.0</td>
</tr>
</tbody>
</table>
E&G Carryforward Summary

$45M available after 7% statutory reserve and encumbrances, 8% of E&G Revenues

- Academic and Student Affairs, $8.4M, 19%
- Facilities, Infrastructure, and Information Technology, $26.5M, 59%
- Other Operating Expenses (bargaining bonuses, etc), $8.9M, 20%
- Compliance, Audit, and Security, $0.3M, 1%
- Restricted by Appropriations, $0.6M, 1%
- Contribution to Reserves for New FCO Projects, $0.2M, 0%
Student Financial Aid Expenditures

Critical component of student success

...$101M of HEERF over 3 years...

FY 2017-18 Actuals
FY 2018-19 Actuals
FY 2019-20 Actuals
FY 2020-21 Actuals
FY 2021-22 Actuals
FY 2022-23 Budget

$ millions

Need
Non-Need

Federal
State
Institutional
Donor
Total

$163
$168
$197
$188
$235
$178

$40
$52
$64
$69
$68
$71

$240 million goal

Includes $47M for two years of lost revenues from HEERF
Includes $15M for one year of lost revenues from HEERF
Contracts and Grants Expenditures

FY 2017-18 Actuals
FY 2018-19 Actuals
FY 2019-20 Actuals
FY 2020-21 Actuals
FY 2021-22 Actuals
FY 2022-23 Budget

$109
$125
$132
$144
$179
$188

$9
$20
$8
$18
$7
$8

$28

Includes $31M of HEERF...
## FY 2022-23 Fixed Capital Outlay

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Building Maintenance Program</td>
<td>$30,798,655</td>
</tr>
<tr>
<td>Engineering Building Phase II *</td>
<td>$33,500,000</td>
</tr>
<tr>
<td>Nursing Sexual Assault Exam Center</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY (PECO) / CAPITAL IMPROVEMENT</strong></td>
<td><strong>$64,798,655</strong></td>
</tr>
</tbody>
</table>

### CAPITAL IMPROVEMENT TRUST FUND PROJECTS (CITF)

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham University Center Expansion</td>
<td>$96,099</td>
</tr>
<tr>
<td>Recreation Fields Support Building</td>
<td>$1,140,000</td>
</tr>
<tr>
<td>MMC Aquatic Center</td>
<td>$5,000,000</td>
</tr>
<tr>
<td><strong>TOTAL CITF</strong></td>
<td><strong>$6,236,099</strong></td>
</tr>
</tbody>
</table>

**TOTAL 2022-23 CAPITAL OUTLAY BUDGET**  
$71,034,754

* Total Project Cost: $69,500,000; Fundraising: $20,850,000
<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 Actual</th>
<th>Fall 2018 Actual</th>
<th>Fall 2019 Actual</th>
<th>Fall 2020 Actual</th>
<th>Fall 2021 Actual</th>
<th>Fall 2022 Actual</th>
<th>Fall 2022 Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>38,439</td>
<td>38,090</td>
<td>37,463</td>
<td>36,095</td>
<td>33,793</td>
<td>32,782</td>
<td>32,824</td>
</tr>
<tr>
<td>FIU Online 2.0</td>
<td>6,334</td>
<td>7,488</td>
<td>7,984</td>
<td>8,289</td>
<td>6,895</td>
<td>6,812</td>
<td>6,895</td>
</tr>
<tr>
<td>Graduate</td>
<td>3,413</td>
<td>3,677</td>
<td>4,342</td>
<td>5,091</td>
<td>6,072</td>
<td>6,513</td>
<td>6,526</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unclassified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>56,886</td>
<td>58,063</td>
<td>58,787</td>
<td>58,934</td>
<td>56,598</td>
<td>55,687</td>
<td>56,208</td>
</tr>
</tbody>
</table>
FTE Enrollment

<table>
<thead>
<tr>
<th>Fall 2017 Actual</th>
<th>Fall 2018 Actual</th>
<th>Fall 2019 Actual</th>
<th>Fall 2020 Actual</th>
<th>Fall 2021 Actual</th>
<th>Fall 2022 Actual</th>
<th>Fall 2022 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,188</td>
<td>20,577</td>
<td>20,793</td>
<td>20,844</td>
<td>20,163</td>
<td>19,901</td>
<td>19,787</td>
</tr>
<tr>
<td>14,598</td>
<td>14,779</td>
<td>14,630</td>
<td>14,143</td>
<td>13,183</td>
<td>12,906</td>
<td>12,470</td>
</tr>
<tr>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Undergraduate  FIU Online 2.0  Graduate  Unclassified  Professional  Total
Shift from on-campus to online persists since COVID-19

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Remote/Hybrid</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>56.5%</td>
<td>12.3%</td>
<td>31.2%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>52.3%</td>
<td>12.4%</td>
<td>35.3%</td>
</tr>
<tr>
<td>2019-2020</td>
<td>48.9%</td>
<td>12.7%</td>
<td>38.4%</td>
</tr>
<tr>
<td>2020-2021</td>
<td>39.8%</td>
<td>16.2%</td>
<td>44.0%</td>
</tr>
<tr>
<td>2021-2022</td>
<td>37.6%</td>
<td>13.1%</td>
<td>49.3%</td>
</tr>
<tr>
<td>2022-2023</td>
<td>37.6%</td>
<td>12.5%</td>
<td>50.0%</td>
</tr>
</tbody>
</table>
Fiscal Year 2022-23 Outlook

- State economy grew 5.2 percent in fiscal year 2021-22; double the rate of the previous year
- State economists project steady growth of 1 to 2 percent in the coming years; fiscal year 2022-23 state reserves projected to be $17.4 billion, a record 41.3 percent of general revenue estimates
- FIU fiscal year 2022-23 first quarter results
  - E&G state appropriations on track; additional $2.6 million for Linking Industry to Nursing Education (LINE)
  - Net E&G tuition revenues $300K or 0.3 percent below plan; student fee revenues $200K or 0.6 percent below plan
  - Academic auxiliary revenues $1.0M or 0.2 percent below plan
Fiscal Year 2023-24 Outlook

Budget Considerations:

• State economists project real GDP annual growth; significant surpluses in general revenue

• Board of Governors Legislative Budget Requests (LBR):
  o $265 million non-recurring and additional $85 million Performance-Based Funding — state investment
  o $100 million Performance-Based Excellence Recognition — receiving maximum score for a metric
  o $25 million Performance-Based Improvement Recognition — improvement on total score
  o $100 million Preeminent Universities — FSU, UF and USF
  o $356 million deferred capital replacement and renewal funding; FIU $24.7 million

• FIU Legislative Budget Requests (LBR):
  o $60.7 million Top 50 Operational Support
  o $15.8 million FIU Program of Distinction on Environmental Resilience
  o $3.1 million Framework for Innovation in Undergraduate STEM Education
Fiscal Year 2023-24 Outlook

Budget Challenges Continue:

- Lower enrollments and tuition and fee revenue and no tuition increases
- Retaining workforce, increase in minimum wage, salary compression
- Increase in employee benefit costs (reflected in fringe benefit rate)
- Unfunded increases in operating costs, e.g., plant operations and maintenance, utilities, compliance and statutory requirements, and IT security
- Greater online enrollments negatively impacting some auxiliaries (2025 Strategic Plan of 40% was exceeded in 2021)
Fiscal Year 2023-24 Outlook

Meeting Budget Challenges:

- Increase enrollments (Total, Mix, Multi-Campus)
- Top 50 Operational Support LBR for $60.7 million — students, faculty, support services, retain workforce, and investments to increase efficiencies
- Reduce base budgets strategically
- Evaluate programs and services
- Continue one-time bonuses vs. salary increases
- Evaluate existing Strategic investments and expected outcomes
- Restructure organizationally — shared services
Higher Education Emergency Relief Fund (HEERF)
**Higher Education Emergency Relief Fund (HEERF)**

**Summary of Funding Awards as of October 21, 2022**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Award</th>
<th>Expenses</th>
<th>Lost Revenues</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Grants to Students</td>
<td>$ 101.06 M</td>
<td>$ 101.06 M</td>
<td>N/A</td>
<td>$ 0.00 M</td>
<td>$ 0.00 M</td>
</tr>
<tr>
<td>Institutional Funds</td>
<td>$ 128.91 M</td>
<td>$ 34.06 M</td>
<td>$ 59.30 M</td>
<td>$ 35.13 M</td>
<td>$ 0.42 M</td>
</tr>
<tr>
<td>Minority Serving Institution Funds</td>
<td>$ 15.10 M</td>
<td>$ 0.00 M</td>
<td>$ 15.10 M</td>
<td>$ 0.00 M</td>
<td>$ 0.00 M</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 245.07 M</strong></td>
<td><strong>$ 135.12 M</strong></td>
<td><strong>$ 74.40 M</strong></td>
<td><strong>$ 35.13 M</strong></td>
<td><strong>$ 0.42 M</strong></td>
</tr>
</tbody>
</table>

- Financial Aid Grants to Students and Minority Serving Institution Funds are both fully expended
- **Institutional funds must be fully expended by June 30, 2023**
Auxiliary Enterprises Update
Long-Term E&G Space Lease/License Guidelines

• Departments must obtain prior approval from the CFO’s office to offer long-term leases of university space to external parties

• Approval requests must contain:
  o Permitted use and tie to mission
  o Exact spaces and square footage
  o Lease Duration: maximum initial term of 10 years; maximum renewal term of 5 years.
  o Proposed rental rates: consistent with market rates for similar external spaces.

• If the lease is approved, Auxiliary & Enterprise Development (AED) will work with the General Counsel’s office to draft a lease agreement

• AED will collect the lease payments, remit the Florida sales tax, allocate a pro rata share of the revenues to cover PO&M and expenses incurred by unit in managing or supporting the terms of the contract
Smart Bill Improvements

Starting on 07/01/2022 a NEW WORKFLOW was implemented to create new items or modify existing ones.

- **ENSURE** Appropriate services and rates are available to the university community.
- **STANDARDIZE** Rates across all business units.
- **GUARANTEE** Proper accounting.
- **MINIMIZE** Duplicates.

Starting on 07/01/2022, a new workflow was implemented to create new items or modify existing ones.
Division of Diversity, Equity, and Inclusion

Diversity, Equity, Inclusion and Belonging for Finance Managers
Affirmative Action Plan Overview

• FIU is a Federal contractor.

• We are responsible for implementing an annual affirmative action plan as part of our Federal contract.

• We are currently being audited by the Office of Federal Contract Compliance Programs (OFCCP).

• If found to be out of compliance, the results can range from a Conciliation Agreement requiring the contractor to change a policy or modify a system, to a demand for a very public settlement. Settlements can range anywhere from thousands to millions of dollars.

http://www.dol.gov/opa/media/press/ofccp/
Areas of Focus for the OFCCP

• Compensation inequity
  • Affirmative Action Plan is a tool

• Steering
  • Steering occurs when it appears that women or underrepresented minorities are steered to apply for certain positions.

• Adverse Impact

• Applicant disposition codes
  • Should tell the story of how an applicant traveled through the search
  • Should be completed for everyone who applies for the open opportunity

• Good faith efforts regarding our outreach and recruiting
• Veterans and Individuals WD
Affirmative Action Plan

• Affirmative Action Plan is a set of specific, positive and results-oriented procedures to which the company commits itself to apply every good faith effort.

• Actions, policies, and procedures to which a contractor commits itself that are designed to achieve equal employment opportunity in all personnel practices.

• Affirmative action obligations entail thorough, systematic efforts to prevent discrimination from occurring, to detect it, and eliminate it as promptly as possible.

• Affirmative Action obligations also require contractors to ensure equal opportunity in their recruitment and outreach efforts.

• Educational Institutional Technical Assistance Guide
### FIU Affirmative Action Plan 2021

<table>
<thead>
<tr>
<th>Job Group Code- Name</th>
<th>2021 Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>120- Mid-Level Executive I</td>
<td>Female</td>
</tr>
<tr>
<td>210- Faculty Leadership</td>
<td>Yes</td>
</tr>
<tr>
<td>220- Professor Tenured</td>
<td>Yes</td>
</tr>
<tr>
<td>250- Professor Non-Tenured</td>
<td>Yes</td>
</tr>
<tr>
<td>270- Assistant Professor Non-Tenured</td>
<td>Yes</td>
</tr>
<tr>
<td>285- Lecturer/Adjunct Faculty</td>
<td>Yes</td>
</tr>
<tr>
<td>292- Research Assistant Professor</td>
<td>Yes</td>
</tr>
<tr>
<td>300- Athletics/Support Services</td>
<td>Yes</td>
</tr>
<tr>
<td>350- Scientific &amp; Research Professional</td>
<td>Yes</td>
</tr>
<tr>
<td>351- Professional Healthcare</td>
<td>Yes</td>
</tr>
<tr>
<td>360- Student Services</td>
<td>Yes</td>
</tr>
<tr>
<td>390- Other Professional</td>
<td>Yes</td>
</tr>
<tr>
<td>420- Admin Support</td>
<td>Yes</td>
</tr>
<tr>
<td>400- Senior Level Clerical</td>
<td>Yes</td>
</tr>
<tr>
<td>410- Mid-Level Clerical</td>
<td>Yes</td>
</tr>
<tr>
<td>420- Admin Support</td>
<td>Yes</td>
</tr>
<tr>
<td>500- Computer/Telecommunication</td>
<td>Yes</td>
</tr>
<tr>
<td>510- Technician/Paraprofessional</td>
<td>Yes</td>
</tr>
<tr>
<td>600- Skilled Craft Workers</td>
<td>Yes</td>
</tr>
<tr>
<td>720- Custodial Workers</td>
<td>Yes</td>
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</tbody>
</table>
FIU Affirmative Action Plan 2021

Protected Veterans Goal

Protected Veterans Benchmarks Summary
Hiring Period: October 1, 2020 through September 30, 2021

<table>
<thead>
<tr>
<th>Plan</th>
<th>Total Hires (#)</th>
<th>Protected Veterans Hires (#)</th>
<th>% of Protected Veterans Hires</th>
<th>Protected Veteran Benchmark 5.6% Met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami, FL</td>
<td>5217</td>
<td>87</td>
<td>1.70%</td>
<td>No</td>
</tr>
</tbody>
</table>

Individuals with Disabilities Goal

Job Groups Substantially Achieved:
- 260-Associate Professor Non-Tenured 8%
- 390- Other Professional 7%
What’s Next and Why?

• DEI to complete a Pay Equity Analysis
  • Assess pay equity within the unit and determine where corrections need to be made
  • When a flag is identified, an action plan for remedial will be required
• Review hires, promotions, and organizational strategies with a lens on diversity and any gaps, to anticipate recruitment needs for the FY
  • Work with DEI to assess any unit gaps in relation to Affirmative Action Plan Goals
  • DEI Advocates will be a resource for departments/BU
• Reporting of evaluation of AAP effectiveness to management
• Designing, implementing, and overseeing audit and reporting systems that periodically measurements
Accounting and Reporting Update
Construction Smart Journal Functionality (Cash Transfers)

• **Purpose**
  - Departments/Facilities Management can process cash transfers between construction projects 60-xxxxxx by using the Smart Journal Tool
  - Eliminates the need for paper cash transfers

• **Functionality**
  - Smart Journal Tool enhanced — 2 new GL accounts will be used to transfer cash for construction projects.
  - **757005 Transfers Out Construct** and **657005 Transfers In Construct**
  - Pair with each other like the functionality in place restricting use of:
    - 757001 Transfers Out – Within Univers with 657001 Transfers In - Within Univers
    - 757003 Transfers Out Facilities & Admin Expense with 657003 Transfers In Internal F&A Distribution.
  - Tool is already in use and only available to Expense Managers with the SM_DC_JOURNAL tool access
Construction Smart Journal Functionality (Cash Transfers)

• Functionality (Continued)
  o Supporting documentation required, attach to transfers as pdf files
  o Smart Journal training manual currently being updated; webinar training will be available soon
  o Targeted Go Live date is November 14, 2022

• Project Team
  o Spearheaded by the Construction in Progress Team within the Accounting and Reporting Department
  o Thank you to Facilities Management, Financial Systems and Support Services, and PantherSoft IT Teams for their efforts in completing this project

• For immediate questions please contact cipteam@fiu.edu
Accounts Payable / Receiving invoices

• Timely and proper creation (correct receipt date) of the receipt in the system for items received by departments is a critical task heavily impacting the university’s vendor payment process. It is extremely important throughout the year, not just at year-end.

• Ensures that payment is issued within agreed payment terms and that FIU is in good standing with our vendors. Late payments by one department can affect other areas of the University.

• 700 vouchers are currently in AP pending the creation of a receipt, 300 are past due. The high volume of pending receipts results in bottlenecks in our payment process, undermines our efforts to enable more vendors on myFIUMarket and significantly increases the university’s risk for audit findings.

• As we strive to add additional vendors to myFIUMarket to provide greater benefit to our departments and increase efficiencies in our AP payment process, there is heightened urgency to avoid bottlenecks by making sure receipts are entered timely in the system.
Amazon Business Catalog is slated to be enabled in myFIUmarket by March 2023

- As with all myFIUMarket vendors (like Office Depot, Fisher Scientific, etc.), AP will receive electronic invoices via a cXML file, nonetheless, departments must enter receipts in the system for all these invoices.
- With the Amazon catalog enabled, the volume of electronic invoices will increase significantly, therefore timely receipts in the system are pivotal to our AP process. We need your cooperation on this.

Added Benefits of Amazon Business Catalog on myFIUmarket

- Shopper Role is expected to “go live” by January which allows non-requesters to punchout to any myFIUmarket catalog, select products and place in a shopping cart then transfer the content of that cart to a requester to complete the requisition process.
- Moving from Pcard to myFIUmarket
  - Control at the front-end since approval must be secured PRIOR to the purchase been completed.
  - Leveraging various requisition approval workflow (DoIT, ORED, Facilities, etc.) at the requisition level.
  - Improved budget management since expense manager must approve the requisition.
  - Reduces PCard transaction reconciliation

Review internal processes/procedures now to ensure your departments are ready for the upcoming changes
• As a result of a CFO initiative, through the ITN process FIU selected Uniglobe as our new travel partner.

• Initially, the use of Uniglobe, instead of Expedia, Travelocity etc., will not be mandatory, but users are encouraged to use the services as there are added benefits provided by this vendor.

• FIU’s Travel Policy will be built into the platform to facilitate the compliance aspect.

• Uniglobe will be hosting virtual meetings in November — an opportunity to hear the benefits of the company and share any current pain points.

• Training will be provided.

• If you are interested in participating, please send a request to Alejandra Blanco (ablanco@fiu.edu)
Follow-up Items:

- FYE deadlines: what is the preference? In person workshops or single presentation of FYE memo
- During FYE workshops there was expressed interest in additional trainings on accounting related topics
- Journal Vouchers vs ID transfers
Follow-up from Year-End Workshop

Journal Voucher vs ID Transfer

- **Journal Voucher** - used to correct miscoded vendor payment transactions from the Accounts Payable System, e.g., if incorrect activity number was provided or incorrect GL Account was used.

- **ID Transfer** - used to correct errors in transactions not processed through the Accounts Payable System.
  
  - Use ID Transfer workflow process in PeopleSoft, identify original transactions needing correction under 90 days with journal class **IDTFR** or if greater than 90 days with journal class **IDTFR90**
  
  - Example 1: Pinnacle (Primarily phone charges) or Maximo (Work Orders) charges coded to an incorrect activity number or GL Account
  
  - Example 2: Reverse a portion or a total Smart Bill, e.g., department decides to cancel an order for goods they purchased through Smart Billing
  
  - All transactions need to have supporting documentation attached, i.e., Tran Data query showing the original incorrect transaction along with an explanation as to why a correction is needed.
Follow-up from Year-End Workshop

• Other topics of interest included:

  • Expanded discussion of how internal expenses like shared services fee are recorded on ledgers internally and financial statements.

  • Understanding Intraunit cash.
Upcoming Projects Office of the Controller


• MyInventory system – for capital assets that need to be inventoried annually and to assist in the tracking of attractive property.
Procurement Services Update
Non-Conforming Purchasing Request and Dashboard

• When an invoice has been received for goods and/or services and a PO has not been issued and payment cannot be made with a PCard or is not an allowable unencumbered payment purchase, then a Non-Conforming Purchase Justification Form must be completed.

• Non-Conforming Dashboard
  o Created to enable initiators, non-conformers, approvers, superusers and auditors to track non-conforming justification forms during the approval workflow.
  o Allows approvers to login to the dashboard and review the forms that are pending their approval and proceed with approval.
  o Allows users to review non-conforming forms within their units.
  o The dashboard can be found here while the instructions guide is here.
Non-Conforming Purchases

Monthly Counts of Non Conforming Purchases
FY 21 & FY 22

<table>
<thead>
<tr>
<th>Month</th>
<th>FY 21</th>
<th>FY 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Aug</td>
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<td>24</td>
</tr>
<tr>
<td>Jun</td>
<td>8</td>
<td>29</td>
</tr>
</tbody>
</table>
GovSpend

• When posting a Quote on GovSpend it must be set up to post to the public by selecting “all companies selected within the categories selected” under Notify.

• Please see the training video to help post your quote on GovSpend.

• GovSpend RFQ and Quotes module notifies all companies within the GovSpend system (companies who have subscribed to GovSpend) when a quote is published and that have matching product codes to their company profiles, (i.e., a quote published for landscaping, notifies landscaping companies).

• To set up your GovSpend account contact Clementina Valladares cvallada@fiu.edu or Natalia Avella navella@fiu.edu at StartUp FIU Procurement

• You can schedule a support call with GovSpend at any time to learn more. Schedule a support call GovSpend’s support calendar link
Supplier Onboarding

• Improving Supplier Onboarding and Supplier Change request process
  o Implementing enhancements to PeopleSoft
  o Restructured Supplier Management team within the Procurement area:
    ▪ Richard Del Forn - Supplier Relationship Manager, (305) 348-2662
    ▪ Jose Angel Perez - Supplier Relationship Coordinator, (305) 348-2846

• Instruct suppliers to mark, “Yes”, on the Supplier Application question, “Are you currently working with an FIU department, either providing services or coordinating to begin providing services” and list your department.

• New Suppliers will be required to submit a description of services or goods to be received when completing the new application via the Portal or Departments can submit it to vendors@fiu.edu when it is requested by the Supplier On-Boarding Team.

• Please see The Office of the Controller Supplier portal website https://controller.fiu.edu/departments/procurement/procure/supplier-relationship/ for instructions and requirements
Supplier Onboarding

**FY 21-22**
- New Applications: 1727
- Modifications: 967
- Total transactions: 2694

**FY 20-21**
- New Applications: 1949
- Modifications: 1204
- Total Transactions: 3153
Delegated Signature Authority/BOT Purchasing
Agendas

• The BOT approved a resolution on President’s Powers and Duties (“Resolution”) on March 4, 2019. The Resolution reflects delegations of authority from the BOT to the President which is up to $1M. The Resolution applies to the purchase, sale, lease, license, or acquisition of commodities, goods, equipment and other types of personal property, software and contractual services, including private attorney.
  o For E&G Funds:
    ▪ Any transaction greater than or equal to $500,000 and less than $1M shall be reported on a quarterly basis to the BOT Finance Committee.
    ▪ Any transaction greater than or equal to $1M and less than $3M shall require the approval of the BOT Finance and Facilities Committee and thereafter, reported to the BOT.
    ▪ Any transaction greater than or equal to $3M shall require the prior approval of the BOT.
  o For F&A Funds:
    ▪ Submit approved Research Funding Certification Form from ORED with requisitions $1M or greater.
    ▪ Report to BOT Finance Committee after the fact on purchases greater than $500,000
  o For Sponsored Projects (Direct Funds):
    ▪ Report to BOT Finance Committee after the fact on purchases greater than $500,000
Delegated Signature Authority/BOT Purchasing Agendas

- **Departments are required to take the necessary action to meet these requirements:**
  - Obtain proper approval of all contracts and/or POs prior to receiving goods and services. Please check OGC’s website for appropriate signature authority https://generalcounsel.fiu.edu/signature-authority/.
  - Work with Procurement Services and OGC to determine if their transaction requires the Finance and Facilities Committee and/or BOT approval or reporting.
  - Work with Procurement Services and the CFO’s office to prepare the BOT agenda item and Funding Certification Form. Agendas and Funding Certification are due 45 days before BOT meeting.
  - Please see the BOT Approval Matrix for additional information.
Procurement Manual Update

- Based on the interpretation from OGC and ORED, FIU is considered a state entity under the Uniform Guidance, 2CFR, 200 and can follow all BOG and BOT Procurement Regulations for sponsored activities.

- Purchases with sponsored and non-sponsored funds can utilize all BOG and BOT exemptions and sole sources, including FIU’s Annual Certification List for Sole Source/Exceptional Purchases.

- Clarification was added to explain that the Executive Director of Procurement Services can waive the two-quote requirement for purchases between $10,000 and $74,999 if the GovSpend Quote was posted so all companies are notified within the categories selected and proof is provided by GovSpend’s audit link that a significant number of suppliers were notified of the quote and only one quote was received in GovSpend.

- A completed Sole Source form is now required vs just an email for purchases between $10,000 and $74,999 for all funding sources.
Business Services Update
Dining locations on campus
New dining concepts

- Locations in PG 5 and Green Library
- Exceeding expected demand and sales
New dining concepts

- StartUP FIU Partnership
- Engineering Building (Flagler) 2nd Floor
- Sous Vide cooking
New dining concepts

- StartUP FIU Partnership
- Graham Center Atrium
- Authentic Caribbean cuisine
In partnership with FIU sustainability, FIU Faculty Senate Environment and Planning Subcommittee, and Student Government Association

- Lids, straws and plastic bags only upon request
Stadium Kitchen

- Catering and concessions operations kitchen
- Ricardo Silva Stadium
- Paid for by dining partner, Chartwells
Stadium Concession upgrades

- New vendors for FIU Football
The Panther Book Pack is an affordable course materials rental program providing all undergraduate students with their required course materials by the first day of class at a fixed rate of $20 per credit hour.

Total Savings to students: $3,325,498.62

To gather the total savings, we applied the same logic we use in prior years to calculate course materials savings. It is based off of the new retail price less the materials charge for Panther Book Pack for the participating students and the corresponding credits.

- First in Florida
- Inclusive access program for course material
- Barnes & Noble program

Participation Rate
51%

Undergraduate Enrollment = 39,317

Participation by Class

<table>
<thead>
<tr>
<th>Class</th>
<th>67%</th>
<th>52%</th>
<th>51%</th>
<th>43%</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>3,252</td>
<td>2,785</td>
<td>7,391</td>
<td>6,371</td>
</tr>
</tbody>
</table>

*To gather the total savings, we applied the same logic we use in prior years to calculate course materials savings. It is based off of the new retail price less the materials charge for Panther Book Pack for the participating students and the corresponding credits.*
Tamiami Hall – FIU One Card

- Touchless technology
- Tamiami Hall
Wells Fargo

- New 5-year contract extension
- Financial wellness programs
- Exclusive student programs
shopFIU Listens

We feed you, your feedback!
Tell us about your experience at this location.

- shopFIU customer engagement platform
Closing Remarks
Finance Managers Meeting