

Finance and Administration (FAS) Fall 2020 Newsletter

This newsletter is intended to provide a brief update on administrative processes. Past newsletters are archived and accessible at <https://www.coloradomesa.edu/finance-administrative-services/newsletter/archive.html>.

Budget Office and COVID Related Expenditures

- If departments have **COVID related expenditures, those costs should be charged to the departmental budget and coded using Activity Code CV2020**. It is critically important that the University capture all COVID related costs for state and federal reporting purposes so your help is appreciated with properly coding transactions. COVID-related expenditures which cannot be covered through the current departmental budget will need pre-approval by your departmental Vice President/Executive Director, and ultimately Presidential approval.
- Users have the capability to run a Comparative Budget report (i.e. the Quarterly Report) any time of year using COGNOS reports. To learn more contact Jennifer Schmalz at jbschmalz@coloradomesa.edu or x1842.
- If you need budget reporting training, refresh or otherwise, please contact Jennifer Schmalz at jbschmalz@coloradomesa.edu or x1842.

IRIS and Student Success and Engagement (SSE)—Joining Forces

Have students with questions about finances, scheduling, and advising etc., send them to the first floor of Lowell Heiny Hall!

Integrated Resources for Information and Solutions (IRIS) and Student Success and Engagement (SSE) are now co-located on the first floor of LHH, joining forces to make it easier for students to access an advisor. IRIS serves as academic advisors for first time freshman and students with undeclared majors. Once a student declares a major, they should meet regularly with their faculty advisor. However, IRIS Advisors can continue to assist all students in completing the financial aid process, understanding student bills, setting up payment plans, and providing financial counseling. Meanwhile, SSE serves targeted populations, including the Provisional Baccalaureate students (keep your eyes open for a new name coming this fall), GOALS program students, TRIO students (both Classic and STEM programs), students in the Mentoring program and students with support scholarships, such as COSI, Reisher, Guardian, Daniels Fund and more. Starting in the spring, SSE will also be expanding its target population to include incoming freshman who are first generation and who meet specific low-income guidelines. In the meantime, unless specifically referred to SSE, students needing assistance should contact IRIS first.

Contact IRIS in one of the following ways:

- Location: Lowell Heiny Hall 1st floor
- Phone: 970-248-1177
- Email: IRIS@coloradomesa.edu
- Schedule Appointments Online: www.coloradomesa.edu/IRIS

Financial Aid

- In an effort to continue to encourage all students to utilize IRIS to address their administrative needs, emails sent to the Financial Aid office at financialaid@coloradomesa.edu is being automatically forwarded to IRIS (IRIS@coloradomesa.edu). Individual Financial Aid counselors can still be reached via their individual CMU employee email and phone numbers.
- Financial Aid staff continues to partner with IRIS for financial counseling sessions with students and parents. These appointments are scheduled through IRIS with several options including in-person, phone, Zoom, Teams, and Chatbot.
- All Financial Aid forms that students need to complete can be completed and submitted electronically. They can be found at <https://www.coloradomesa.edu/financial-aid/apply/forms.html>.
- For Fall 2020 term, financial aid will not be delayed 30 days for students who have not completed 75% of cumulative courses attempted. Instead, students will be sent a warning email that they could lose financial aid in the future if they do not raise their completion rate.

Purchasing and Accounts Payable

- **Personal domestic travel outside of the immediate area of Mesa, Delta, Montrose, and Garfield counties is restricted between August 17 and November 24, 2020.** If employees choose to travel against the advice of the university and state officials, they should review COVID-19 data at their anticipated destination in order to make an informed decision about their exposure risk. Employees will be subject to certain COVID protocols upon return from travel. Those protocols are available at <https://www.coloradomesa.edu/covid-19/fag/travel.html>.
- The first week of September, CMU will replace Konica Minolta copier equipment with Sharp copier equipment. Training will be provided within each department as the replacement is made. As a result of the change, departments should see a significant cost savings in equipment and cost per copy.

Facilities Services

- To help keep track of what needs attention, students, faculty and staff are encouraged to submit **work orders** for anything related to campus buildings or grounds that is not working properly or needs attention, by going online to <https://www.coloradomesa.edu/facilities/work-orders.html>.

Human Resources (HR)

- Luke Jackson will be managing the recruiting / applicant tracking system henceforth. Questions can be sent to Luke at ljackson@coloradomesa.edu or x1820.

Food Service

- Faculty/Staff BOGO Fridays are being temporarily suspended for the Fall 2020 term. This is intended to assist with the traffic flow at the Caf in the spirit of social distancing.

Bookstore

- The Maverick Store continues to partner with faculty and publishers to grow the Direct Digital program—electronic delivery of course materials. The goal of the program is to provide students with a significant cost savings over traditionally delivered course materials, while ensuring all participating students have access to these materials on the first day of class. This

Fall, participation in the program more than doubled with now more than 12,000 students in 370 class sections enrolled in the Direct Digital program. If interested in learning more about Direct Digital, contact Brandon Cummings at bacummings@coloradomesa.edu or by phone at x1347.

- For Fall 2020, the store will have capacity limited to 20 customers at a time. New this semester, we are utilizing the Acuity scheduling tool as well. This will allow students to schedule a one-on-one appointment with a knowledgeable course materials associate. The associate will recommend course materials based on a student's class schedule. Information on textbook and course materials can be found at <https://eposweb-633.sequoiars.com/ePOS?form=shared3/textbooks/main.html&store=633&design=633>.

Parking Services

- Lori Ellis, CMU's Parking Manager will begin splitting her time between parking and third-party billing in the Student Accounts Office. She will be primarily located in the Student Accounts Office on the first floor of LHH, but will also maintain office space by the University Center Information Desk. You can continue to reach her via email at ldellis@coloradomesa.edu.
- All parking lots are enforced from 6 am until 6 pm, M-F, unless otherwise posted.
- Visitor parking passes can be purchased online at <https://www.coloradomesa.edu/parking/visitor.html>
- Parking questions can be referred to Parking Services at x1921 or parking@coloradomesa.edu or at the UC information desk.

Little Mavericks and Mini Mavericks Learning Centers

Childcare is available year-round for children of CMU students, faculty, and staff plus community, in that priority order, on a first-come-first-serve basis. Mini Mavs serves infants six weeks old up to three years of age. Little Mavs serves children ages two through six years. Summer, Friday, and school district non-contact day programs are available for children in Kindergarten up to 12 years old and are open to the community. For further information, visit <https://www.coloradomesa.edu/little-mavs/index.html> or contact via email at cmulittlemavs@coloradomesa.edu.