

Finance and Administration (FAS) Spring 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/index.html>

Purchasing and Accounts Payable

- **Campus mail metering is undergoing a change as the University's long-time mail metering partner is closing its doors. As a result, CMU will see an increase in first class postage costs as we will no longer be able to participate in a mail consortium. The Purchasing Department is working through these changes with a focus on maintaining the best rates and continued customer service for mail on campus. Under the new arrangement, outgoing first-class mail will be post-marked the next business day after it is picked up from on-campus mail baskets. Please communicate any specific mail needs your department has, such as certified or priority mail, with the Mail Room so they can assist you as new mail procedures are developed. Contact x1337 or by email at purchasing@coloradomesa.edu**
- Open lab training is available on **OneCard charge** reallocation processes using the US Bank Access OnLine platform. For a schedule of options, please see <https://www.coloradomesa.edu/purchasing/onecard.html>. To sign up for lab training email purchasing@coloradomesa.edu.
- Richard DeGeus recently joined the Procurement and Payables Services team. Richard can be reached at x1974, rdegeus@coloradomesa.edu or CSA Room 120 with AP and travel questions.
- Purchasing will be issuing a Request for Proposal (RFP) this spring to refresh the campus copier lease; the current Konica Minolta lease terminates in August. Campus participation will be solicited from departments on equipment features and functionalities while the Purchasing Department evaluates cost and service parameters for the next contract.

Facilities Services

- **Veteran Services has moved from LHH to Houston Hall 121. This new space provides more room to better serve the growing veteran and dependent population here at CMU. For more information, see <https://www.coloradomesa.edu/veterans/index.html>.**
- CMU's new track and field facility is on hold over the winter but construction will start back up again in the spring. Cannell Ave will remain closed.
- Elm Ave will continue to be a "tough" area given all the construction, but the pump track located next to the Hotel is complete and the Hotel and Residence Hall projects will finish this summer.
- 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)

- Independent Contractors: As a reminder, the completed Independent Contractor packet must be submitted to HR and approved before the individual completes any work for CMU. More information can be found at the following link: <https://www.coloradomesa.edu/human-resources/forms-manuals.html> (click on Independent Contractor Forms). Direct questions to Luke Jackson at ljackson@coloradomesa.edu.

- Volunteers: Anyone over the age of fifteen, including retirees, students, alumni, or others may provide volunteer services to CMU. **Before beginning their assignment**, the volunteer must complete and submit the appropriate paperwork to HR and a criminal background check must be completed. The background check can take 4-5 business days for results, so please plan the start date accordingly. Forms and information on volunteers can be found at: <https://www.coloradomesa.edu/human-resources/forms-manuals.html> (click on “Volunteer Forms”). Direct other questions to Luke Jackson at ljackson@coloradomesa.edu.
- Administrative Staff and Faculty participating in the 2020 Wellness program may now complete their Health Risk Assessment online as one way to help reduce the employee’s monthly health insurance premium at https://health.werally.com/client/rmhp_coloradomesa/register/.
- As a reminder to benefit eligible Administrative Staff and Faculty: if you are enrolled in CMU’s Health Insurance Plan with Rocky Mountain Health Plans new insurance cards were mailed to your home address and are effective 1/1/20. Also, now as a Monument Health member you are guaranteed access to several primary care practices, your wait times are generally shorter, and practices reserve same-day and next-day appointment slots for members’ more urgent needs. You can access Monument Health by phone 970-683-5630 or by email at support@monumenthealth.org.
- Ensure your retirement plan beneficiaries are up to date through TIAA: <https://www.tiaa.org/public/tcm/mesa> or Colorado PERA: <https://www.copera.org/members>. Also, faculty and staff may update life insurance beneficiaries at <https://www.coloradomesa.edu/human-resources/faculty-staff/benefits.html> and classified staff at <https://www.benefitsolver.com/benefits/BenefitSolverView>.
- Are you saving enough for retirement?
 - The IRS increased the maximum annual contribution employees can make to their voluntary retirement plans. These include the 403(b), 401(k) and 457 Plans. The 2020 maximum is **\$19,500** and for those 50 or older, the IRS maximum is **\$26,000**.
 - Take time to meet with Insight Financial Solutions to review your retirement goals. Insight Financial Solutions will continue to be on-campus the first Monday of each month; to register for an on-campus meeting with Insight, go to <https://www.signupgenius.com/go/60b0c45afab23a3fb6-retirement>. You may also contact Kevin Price at 970-201-6533 or kevin.price@lpl.com or Jason Stanfield at 970-986-8053 or jason.stanfield@lpl.com.

Budget Office

- FY 20-21 Budget planning is underway! Departmental budget meetings begin mid-February, with final budget approval by the Trustees on May 15, 2020. The narrative you provide as part of the budget process is important as it supports strategic goal progress and the accreditation process.
- Second quarter budget reports for the period July 1, 2019 through December 31, 2019 will be distributed in mid-to-late January. Please review the information and contact Jennifer Schmalz in the Budget Office with any questions or discrepancies at jbschmalz@coloradomesa.edu or x1842.
- With COGNOS reports, users have the capability to run the Comparative Budget report (i.e. the Quarterly Report) any time of year. To learn more contact Jennifer Schmalz at jbschmalz@coloradomesa.edu or x1842.

Food Service

- It's a new year and a good time to renew meal plans for the spring semester. Convenient meal plan payroll deductions are available in the MavCard Office. Sign up any time during the semester through April 30th. Watch for the Buy-One-Get-One lunch in The Caf 1/24 and 2/7 and other emails throughout the semester for other promotions.
- In the next few weeks, Sodexo will be conducting a special survey to analyze foodservice needs on campus. Please keep an eye out for this information and thank you in advance for your participation in the survey.

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. Students participating in the program in the Fall 2019 semester saved an average of \$119 per course. For Spring 2020, a total of 188 sections with 5,829 students are participating in the program. If interested in learning more about Direct Digital, contact Brandon Cummings at bacummings@coloradomesa.edu or by phone at x1347.

Parking Services

- All parking lots are enforced from 6 am until 6 pm, M-F, unless otherwise posted. Parking passes can be purchased online at <https://www.coloradomesa.edu/parking/index.html>.
- For parking questions on tickets, guest parking, and permits contact Parking Services at x1921 or parking@coloradomesa.edu or stop by the information desk in the UC.

IRIS: Integrated Resources for Information and Solutions

IRIS provides one single place where students can get answers about academic advising, registration, financial aid, and student accounts. Faculty, staff, and students are encouraged to tell students inquiring with questions in these areas to “ask IRIS”. IRIS provides front line customer service for the offices of Financial Aid, Registrar, and Student Accounts. Students can contact IRIS either by going to the first floor in LHH, by phone at x1177, or by contacting iris@coloradomesa.edu.

Office of Student Accounts

Campus Cashiering forms (e.g. deposits, cashiering sessions, spirit packs, etc.) are now available on-line at <https://www.coloradomesa.edu/accounting-financial-services/campus-cashiering.html>. Sales Tax is increasing to 8.52% on January 1st, so obtaining updated forms is especially important!

Financial Aid

- Financial Aid has two new employees. Taylor Schultz has moved from Student Accounts to Financial Aid serving as the Financial Aid Functional Analyst. Niccola LeBaron is new to CMU and serves as the Financial and Administrative Services Functional Analyst for financial aid, student accounts, payroll and AP.

Financial Aid offers have gone out to prospective and continuing students to assist in paying for their classes this coming Fall 2020. Students should be referred to IRIS for any questions. IRIS contact information above.