

Finance and Administration (FAS) Spring 2021 Newsletter

This newsletter is intended to provide a brief update on administrative processes. Past newsletters are archived and accessible [here](#).

Human Resources (HR)

As we continue with the COVID-19 pandemic, it is important to continue reporting COVID-19-related absences to HR. Employees are responsible for immediately reporting both to their supervisor and to Amy Grimes in HR either when they are absent from work OR when they are requesting to work from home if the:

- employee is experiencing COVID-19 symptoms; has tested positive; or has come into close contact with someone who has tested positive and is required to isolate;
- employee must care for a family member because the family member is experiencing COVID-19 symptoms; family member has tested positive; or family member has come into close contact with someone who has tested positive and is required to isolate.

As soon as practical, but at the latest when the employee returns to work, the employee must also complete the [COVID-19 PHEL leave form](#) and return it to Amy Grimes at aegrimes@coloradomesa.edu or 970.248.1578.

Payroll

- An updated employee time sheet schedule titled, "FY21 Semi-Monthly Time Sheet/Leave Sheet Schedule" is available on the [Payroll website](#). Please distribute this schedule to any time sheet employees, including student employees, to ensure timely payroll processing.
- For any payroll questions, please email payroll@coloradomesa.edu or 970.248.1140.

Purchasing and Accounts Payable

- Gift Cards are a non-allowable expense using any CMU funds. Please do not purchase gift cards using your CMU issued OneCard. Reimbursement requests for gift card purchases will be denied and returned to the purchaser.
- Travel: For questions or training regarding the travel process on campus, please contact Bryan Davis at brydavis@coloradomesa.edu or 970.248.1218. Additional resources, such as the CMU Travel Procedure, Travel Training PowerPoint, and expense forms may be found on the [Accounts Payable website](#).
- OneCard: Purchasing completes monthly internal audits of campus OneCard activity. Please be sure to complete all of your OneCard responsibilities (available in the OneCard Handbook on the [Onecard webpage](#)) in a timely manner in order to avoid violation issues. If you have any questions about the program, or would like additional training, please contact Donovan Harwell at dlharwell@coloradomesa.edu or 970.248.1433.
- Campus Mail: In order to clarify mail processes for users:
 - For Priority Mail/Daily Mail,
 - CMU partners with City of Grand Junction for Priority Mail processing. CMU delivers mail to the City for metering one time per day at 1:15p; if the outgoing mail is not included in the CMU Mailroom's daily pickup or delivered to the Mailroom before that time, it will not go in the mail until the next business day.
 - Please coordinate larger mailings (200 or more letters and/or 500 or more large envelopes) with the Mailroom at least two business days in advance to allow for pickup and metering planning.

- For Bulk mail,
 - There are two mail service providers available for campus use: Mail Managers Bulk (970-241-1612) and Bulk Mail Pros (970-254-8400). Departments will need to work directly with one of the mail service providers and obtain a CMU check to prepay postage.
 - For assistance with this process, you may contact the Mailroom or Tracy Miracle at tdmiracl@coloradomesa.edu or 970.248.1202 or Purchasing at 970.248.1337

Facilities Services

- Cleaning protocols for the spring will be the same as in the Fall Semester. If you need supplies or specific cleaning services please submit a [work order](#) or text/call our service line at 970.462.7172.
- The new Center for Reflection is now nearly complete and open to students , faculty, and staff with their CMU card.
- Construction on the new PA/PT/OT building has started and is scheduled for completion by January 2022. The new building is located between Wingate Residence Hall and the new Center for Reflection. Texas Ave is now permanently closed at 8th street. The Wingate lots can be accessed from Mesa Ave.
- The new Golf Performance Center at Lincoln park will be complete in early March. This is essentially the locker rooms and a training facility for the CMU Women's and Men's Golf teams. There is one hitting bay that will be open to the public but will be scheduled through the city of Grand Junction, when open.

Food Service

Did you know? CMU has an order ahead phone app! To access, in the App Store search TouchNet Order Ahead and select Colorado Mesa University for participating locations.

Integrated Resources for Information and Solutions (IRIS) and Student Success and Engagement (SSE)

Have students with questions about finances, scheduling, and advising etc.? IRIS and 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 freshmen 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.

SSE serves targeted populations, including Compass Program (formerly Provisional Baccalaureate) students, 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 now also incoming first-generation freshmen students. All student populations noted here should be directed to SSE for all their administrative needs. All other students needing assistance should contact IRIS first.

IRIS provides the following services.

- Registration assistance to build a schedule from scratch or make schedule changes, as needed;
- Help changing majors; exploring campus academic, wellness, and financial resources; or getting connected to faculty;

- Financial counseling to help students address outstanding balances or answer questions about their bill or financial options for the upcoming semester;
- Microgrant funds for students with a COVID-19 financial hardship (see more below);
- Help with academic and financial holds, completing academic and financial forms, and generally taking care of administrative business;
- Gets students connected to the right person or department to get questions answered.

IRIS contact information:

- Location: Lowell Heiny Hall (LHH) 1st floor
- Phone: 970.248.1177
- Email: IRIS@coloradomesa.edu
- Schedule Appointments Online: www.coloradomesa.edu/IRIS

Financial Aid

- Students who are registered for Spring 2021 term and experiencing financial hardship due to COVID-19 remain eligible for the COVID Hardship Microgrant. [More info on eligibility and how to apply.](#)
- [Maverick Housing Scholarship](#): A new scholarship program will be available for Fall 2021 term to assist new incoming students with on-campus housing costs. Students from Colorado, California, Nevada, and Texas will be eligible. Questions can be referred to the Admissions Office at admissions@coloradomesa.edu.
- Lindsey Campbell has assumed the title of Financial Aid Director while Curt Martin has stepped into the Deputy Director position, where he will be managing the scholarship cohorts.
- Financial aid contact information:
 - Email: financialaid@coloradomesa.edu
 - Students can [make an appointment](#) with Financial Aid
 - Financial Aid is also accessible through IRIS

The Maverick Store

- 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 2020 semester saved an average of \$70.10 per course. For Spring 2021, a total of 403 sections with 9,817 students are participating in the program. If interested in learning more about Direct Digital, contact Brandon Cummings at bacummings@coloradomesa.edu or 970.248.1347.
- As the Spring 2021 term begins, due to COVID-19, the store will limit capacity to 20 customers at a time. In addition to textbook concierge service for students, the Maverick Store will again be utilizing the [Acuity scheduling tool](#), which allows 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 [here](#).

Little Mavericks and Mini Mavericks Learning Centers

Childcare is available year-round for children of CMU students, faculty, and staff on a first-come-first-serve basis. Any remaining slots are released to community members. Mini Mavs serves infants six

weeks old up to three years of age. Little Mavs serves children ages two through six years. Day programs are available for children in Kindergarten up to 12 years old, and are open to the community, during the Summer, on school district non-contact days and Fridays. For further information, visit [our website](#) or contact cmulittlemavs@coloradomesa.edu or 970.248.1318.