

Finance and Administration (FAS) Spring 2022 Newsletter

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

Parking Services

The Safety and Student Conduct Office within CMU Student Services will now oversee Parking Services. Pua Utu will be responsible for parking enforcement and student conduct. The Parking Services/Asst Conduct Officer, when filled, will provide day-to-day parking management. Once the position is filled, Lori Ellis, current Parking Services Manager, will be able to shift from her part-time to full-time position in the Office of Student Accounts. Parking lot maintenance will be handled by CMU Facilities Department.

- Until a new hire is in place, parking administrative issues should be referred to Pua Utu at putu@coloradomesa.edu or 970.248.1336.
- Parking services questions can be answered at the IRIS front desk. Students with questions, concerns or payments should be directed to either the IRIS desk, the [parking services website](#), 970-248-1921 or parking@coloradomesa.edu.
- All parking lots are enforced from 6 am until 6 pm, M-F, unless otherwise posted. Pay to Park, Reserved Lots, loading zones, handicapped spaces, and fire lanes are enforced all year, even during college breaks and move in and move out.
- Visitor parking passes can be purchased online at the [parking website](#).

Procurement and Payment Services (PPS)

During Spring 2022, PPS is launching a new online procurement solution called Source360 which will change the way CMU buys and pays for University goods and services. Source360 will provide easy access to shop with top suppliers including Amazon, Staples, B&H Photo and more all with a single campus portal accessed through MavZone. The Source360 solution is an online system for requesting, approving, ordering goods and services, managing payments and tracking orders. This paperless system will provide real time visibility into orders, help departments track spend and manage budgets. The Source360 marketplace suppliers will not require a separate OneCard transaction – transactions in the marketplace automatically generate receipts and payment is processed in the solution, thereby eliminating the need to upload invoices or reallocate expenditures. However, the OneCard will still be used for campus travel.



The PPS team has been working with campus change agents to ready the solution for production deployment to the full campus. Additional project information can be found on-line [here](#) and email inquiries can be sent to Source360@coloradomesa.edu. Further communications will be coming soon!

Payroll

- Effective February 1st, the Payroll Office will be merging with Human Resources. Tara Schultz will retain her Payroll Manager duties, but will also assume a training and development role for the University. Unless you hear otherwise, please maintain the same contacts as in the past for payroll and HR queries.
- Supervisors- if you have an hourly employee (student or staff) who missed submitting their electronic timecard, please have them email payroll@coloradomesa.edu to request a late timecard. These are now handled through email instead of using paper timesheets.
- Katy Beckel has joined the Payroll team and can be reached at kbeckel@coloradomesa.edu or 970.248.1776.
- Payroll questions should be submitted via email to payroll@coloradomesa.edu or by phone at 970.248.1140.

Human Resources (HR)

- If, according to CMU employee COVID guidelines, an employee is not able to report to campus for work, the employee should reach out to their supervisor immediately to either arrange remote work or seek approved leave. If taking leave for a COVID-19 related absence, the employee must contact the Human Resources (HR) Department to ensure the proper leave forms and documentation are submitted for processing. The employee should contact Shannon Pumphrey at spumphrey@coloradomesa.edu or Jill Knuckles at jknuckle@coloradomesa.edu or call 970.248.1820.
- Ensure your address and emergency contacts are kept up to date with HR.
 - Address change form can be found [here](#).
 - Update emergency contacts by logging into MAVzone, click “My Account”, click “Personal”, click “Other Personal Information” and then “View” or “Update” Emergency Information.
- Ensure your retirement plan and life insurance beneficiaries are up to date (in your [TIAA](#) or [PERA](#) account portal). Faculty and Staff may update life insurance beneficiaries [here](#) and Classified staff [here](#).
 - Are you saving enough for retirement? The IRS increased the maximum annual contribution employees can make pre-tax to their voluntary retirement plans. These include the 403(b), 401(k) and 457 Plan. The 2022 maximum is \$20,500 and for those 50 or older it is \$27,000.
 - Take time to meet with Insight Financial or TIAA to review your retirement goals. You may schedule your no-cost assessment and advise session by contacting Kevin Price at 970.201.6533 or kevin.price@lpl.com or Jason Stanfield at 970.986.8053 or jason.stanfield@lpl.com. You may visit with TIAA's National Contact Center, Monday through Saturday at 800.842.2252. or schedule an in-person meeting by calling 800-732-8353

Financial Aid

- New members have joined the financial aid team. They are:
 - Brandon Kendall joined the financial aid staff in September as Financial Aid Processing and Loan Coordinator. Brandon is learning all of the behind the scenes steps of processing Federal financial aid.

- Holly Daugherty joined the staff in November as Student Employment and Student Cohort Coordinator. She replaced Carrie Acree, and all of your work study questions should now be funneled to MAVWORKS@coloradomesa.edu
- Sara Hogue joined the staff in January as Scholarship Programs Coordinator. She replaced Thomas Lorendo, and all of your scholarship questions should now be funneled to Sara at SHogue@coloradomesa.edu
- Notifications to students regarding their 2022-2023 financial aid awards were sent in December, and continue to be sent each day as students complete the steps of the FAFSA.
- Thank you to the volunteers who assisted with review of Foundation scholarship applications, it is appreciated! If you are interested in volunteering next year, please contact: Sara Hogue – Shogue@coloradomesa.edu
- Financial aid contact information:
 - Email: financialaid@coloradomesa.edu
 - Students can [make an appointment](#) to go over their financial aid steps and their CMU account. Appointments are available MTTHF 8-5 pm, and W 8-6:30 pm.
 - Financial Aid assistance is also available at IRIS in person

The Maverick Store

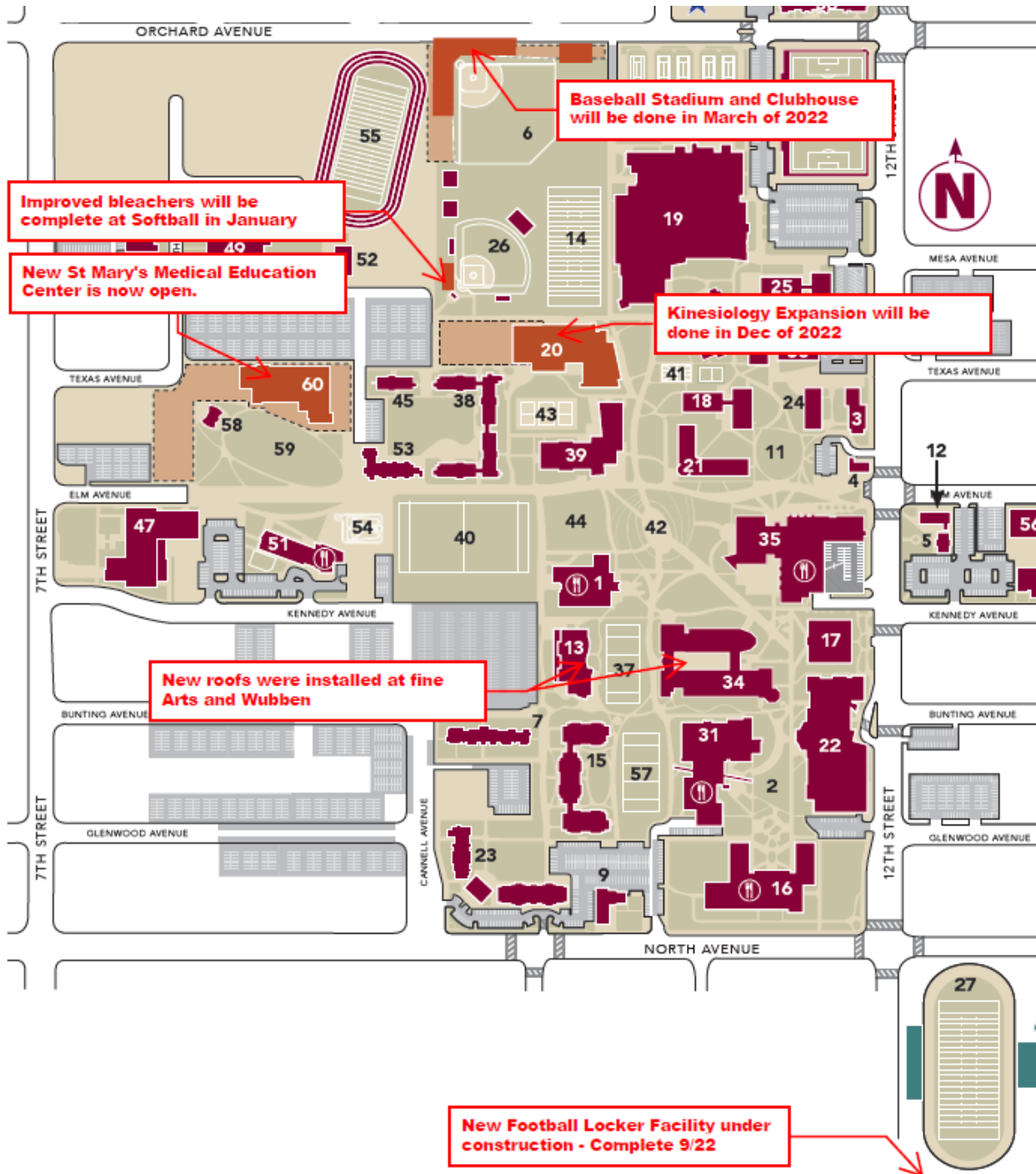
- Spring will be the store's second semester using NetSuite. Students can log onto the [Maverick Store website](#) and receive a personalized course material list based on their enrolled classes.
- Students have the ability to purchase their textbooks online for easy in-store pick-up at the Maverick Store, or choose to have their order shipped. Students shopping in-store at the improved textbook counter can also receive a personalized course material list, and have their course material pulled by a textbook associate for improved service.

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. Early registration is encouraged as slots fill quickly. 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.

Facilities Services

Facilities updates are below.



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. IRIS Advisors are also available to assist all students in completing the financial aid process, understanding student bills, setting up payment plans, and providing financial counseling.

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.
- Financial resources for students dealing with a financial hardship can be found [here](#).
- 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: LHH 1st floor
- Phone: 970.248.1177
- Email: IRIS@coloradomesa.edu
- Appointments: Schedule an appointment on the [IRIS website](#) (available via phone, virtual, or in-person)

IRIS Team

- Brenna Wilkerson, Director
- Justin Little, Assistant Director
- Mary Cummings, IRIS Advisor
- Brad Krebill, IRIS Advisor
- Alicia Mellor, IRIS Advisor (New – Started January 2022)
- Josh Russell, IRIS Advisor
- Sarah Vescio, IRIS Advisor
- Logan Williams, IRIS Advisor

Invest in You Marketing Campaign:

- IRIS has launched a marketing campaign to promote financial counseling services.
- Campaign is being promoted on social media, the CMU website, MAVzone, and Stall Street Journal from January 24th to late February.
- See attached poster and flyer in email – feel free to promote with any student or department!

New Extended Hours:

- IRIS and SSE are currently offering extended hours on Wednesdays (open until 6:30 pm)

- Assistance will be offered at the desk (staffed by 1 IRIS student employee and 1 SSE student employee) and via appointment (staffed by Brad Krebill-IRIS Advisor and one SSE Advisor). Appointments recommended.
- End date for extended hours is TBD. Continuation of this service will be assessed in late February.

Undeclared Students

- Students with undeclared majors now have an assigned IRIS Advisor (currently Mary Cummings, Jackie Vlcek, or Logan Williams) and will receive personalized communication from their IRIS Advisor. SSE students with undeclared majors will have an assigned SSE Advisor. IRIS will be hosting an event for undeclared majors – Majors in Minutes – in March.

New Student Registration

- IRIS, SSE, and WCCC will be building schedules for new incoming Fall 2022 admits.
- Students must submit their Registration Questionnaire (available February 1st). They will then be added to a schedule release date (i.e. the date their schedule is ready to be viewed in MAVzone) and will receive an email with this information.
- For questions – please contact Justin Little (970.248.1949) or Admissions (970.248.1875)

SSE provides individualized academic and support services to 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. SSE also acts as a resource to students who feel they need a little extra support on their academic path. Students can request support and faculty/staff can refer a student to receive support via the online request form on the webpage. All other students needing assistance should contact IRIS first.

SSE Contact Information

- Location: LHH 1st floor
- Phone: 970.248.1340
- Email: studentsuccess@coloradomesa.edu
- [SSE website](#)

SSE Drop-In Advising

SSE offers both in-person and virtual drop-in hours Monday-Friday, 8:00 am-5:00 pm with no appointment required!

In-Person Drop-In - Come visit SSE on the first floor of Lowell Heiny Hall!

Virtual Drop-In (Zoom) - [Join Virtual Drop-Ins Here!](#)*

* Keep in mind that students are seen in the order they arrive. There may be a wait time before you are admitted to the meeting room.