Welcome to the first edition of Money Measures, the Kennesaw State University (KSU) newsletter published by the Office of the Associate Vice President for Operations (OAVPO). Our goal is to bring you the latest financial and related business operations news from our auxiliary services, finance and accounting, procurement and contracting, budget and planning, and project management teams. Money Measures will also include some guest articles from external contributors on related topics.

In our world of internal controls and regulations, we strive to balance compliance and risk with customer service. We invite you to collaborate with us as we introduce new ideas, processes and policies. Your feedback is valuable to our improvement.

New Normal for KSU

After 50 years of incredible growth, Kennesaw State University (KSU) is poised for continued success. On October 7, 2013 KSU kicked off Founder’s Week and celebration of the University’s 50th anniversary. The next month, on November 1, 2013, the Board of Regents (BOR) of the University System of Georgia (USG) announced the plan to consolidate KSU and Southern Polytechnic State University (SPSU). The timeline for consolidation calls for approval by the Southern Association of Colleges and Schools (SACS) in December 2014, followed by BOR approval of the new institution in January 2015.

Meanwhile, during our Founder’s Week celebration, KSU hosted a panel of experts to look ahead with a Higher Education: The Next 50 Years lecture and symposium. USG Chancellor Hank Huckaby chaired the panel discussion on the future of higher education in Georgia and the Southeast and stated:

We are in a “new normal” when it comes to public higher education. The old days and old ways of structuring, funding and advancing higher education are gone and will not return. Our responsibility as higher education leaders in Georgia is to seize the day and ensure the University System is structured and focused in ways that serve state needs and above all, serve students well.

Future Funding

This month, March 2014, President Dan Papp presents the KSU story to the BOR, making our case for funding in FY15. Tuition increases, equalization funding, infrastructure...
Planning the Seed$  
Budget and Planning News

Year-End Spending

Dawn Gamadanis, Director  
Office of Budget and Planning

The Vice President for Operations and CIO/CBO recently released the year-end deadlines for FY14. Please review the deadlines at the following link and plan your spending accordingly:

http://www.kennesaw.edu/oavpo/yearend.html

All department heads should especially take this month to review their department balances and address any deficit and anticipated spending in their travel, operating and equipment lines. If you happen to identify that surplus funding may exist, then please work within your college/unit or division to determine any needs that can be funded or any project collaborations that can be addressed within the procurement deadlines. The Office of Budget and Planning (OBP) will begin redirection of unspent funds over $10k on June 1, 2014. These funds will be used to meet priorities at the institutional level.

Budget amendment deadlines are as follows:

• 3rd Quarter – March 5, 2014
• 4th Quarter – June 11, 2014

If you have any questions or concerns then please contact the business manager for your department or the OBP at:

E: budget@kennesaw.edu  
T: 770.423.6315

College Scorecard

Rai Sookram, Associate Director  
Office of Budget and Planning

Before the academic year 2015 begins, the Department of Education will publish a new college-rating system, the College Scorecard, measuring such things as:

• how much it costs to attend an institution;
• what proportion of students graduate;
• graduate debt;
• the share of low-income students enrolled at an institution; and
• how much students earn after graduating.

Federal institutional financial aid could then be tied to these ratings when the Higher Education Act expires. Since the federal government spends $150 billion a year on student aid this could have a significant effect on colleges.

Currently financial aid is dispersed based on the number of students enrolled at an institution. President Obama will ask Congress to pass legislation giving students larger grants and more affordable loans at higher-rated colleges starting in 2018.

Concerns have been raised by college officials on the proposed rating system and as to whether the government has reliable data on which to base the rankings. As an example they cite graduation rates published by the Department of Education which count transfer students as dropouts. In addition, schools that produce a lot of teachers, as an example, would be punished since their graduates

Budget overrides

What is new? Beginning Fiscal Year 2014, the Office of Budget and Planning (OBP) in conjunction with the Office of Finance and Accounting (OPA) began monitoring the number of budget overrides issued on a weekly basis. Along with this comes a change in mindset. Non-personal services are no longer seen as one lump budget, meaning the expenses are reviewed at the 6xxxx, 7xxxx and 8xxxx budget account levels. Personal services are still reviewed at the detail account level of 521xxx, 511xxx, 522xxx, etc.

What causes a budget override situation? A budget override situation occurs when an expense exceeds the budget in a specific department and account within PeopleSoft. These errors can happen in ePro, Concur, journals, etc. Although some transactions are allowed when this occurs within certain parameters and permissions, in general, all expenses should be within your current budget and respective account(s).

What does this mean to you? Please be proactive. It is always best to review your budget before approving transactions and make necessary adjustments, if applicable, via budget amendment or transfer. This avoids an exceeds budget tolerance error situation. When OPA notifies our office of an exceeds budget tolerance error, we are reaching out to the appropriate business manager(s) and/or budget manager(s) for resolution and holding the error until the budget issue is resolved.

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New Normal for KSU

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funding and state reductions will be decided by the BOR in the next months. In recent history, KSU has received a 2.5% tuition increase and equalization funding. Our enrollment had been increasing steadily until last year. Although the number of students was flat-lined in FY13, the number of credit hours taken declined by 1.2%. With the change in summer Pell Grant funding, KSU experienced a downturn in 2012 summer enrollment by 8%. Last summer was down 3.5%. Throughout Georgia, 20 of 31 USG institutions saw a decline in semester credit hours in FY13 resulting in a $20.1 million loss in enrollment funding.

Future Initiatives

Four major initiatives at the BOR level will have an impact on KSU:

1. **The first is the consolidation of KSU and SPSU.** KSU President Dan Papp stated the following in a KSU press release announcing the consolidation:

   *This opportunity creates a new dynamic for us to raise educational attainment levels and enhance our ability to contribute to regional economic development...The unique strengths and assets of both institutions will enable us to improve access and expand the scope of the new institution among students and key stakeholders.*

   Maria Britt, KSU AVP for Operations and Sturgis, the university’s live mascot. Sturgis is a Great Horned Owl named after the university’s first president, Horace Sturgis, who led KSU from 1965-1980.

2. **The second is setting new rules for what types of degrees the 31 colleges should offer and how heavily they focus on research versus teaching.** This change will make it harder to justify new programs that don’t fall within the college’s classification. KSU is classified as a comprehensive university, along with Georgia Southern, Valdosta State and West Georgia. KSU can have doctoral programs but the primary graduate focus is on master’s degrees. We are expected to conduct research but not as heavily as the research universities. President Papp recognizes that KSU’s new designation as a comprehensive university creates greater opportunity for state funding, grant writing and private fundraising.

   KSU President Dan Papp stated the following in a KSU press release announcing the consolidation:

3. **The third initiative is tracking space utilization.** USG Chancellor Hank Huckaby’s mandate to better utilize existing space before constructing new buildings is causing all of the USG institutions to look at how efficiently current space is used. KSU has begun tracking space utilization across the campus with the goal of maximizing space for current needs while projecting future requirements for new academic programs and enrollment growth.

   Executive Vice Chancellor Steve Wrigley also noted that in the future space utilization will play a role in strategic decisions for capital planning and prioritization, and will inform budgeting decisions. “We have to change our culture from one that looks at space as someone’s property into one that rewards efficiency and considers space as a resource,” said Wrigley.

4. **The fourth change will be phased in and could start as soon as FY16. Enrollment will no longer be the sole driver for funding.** The BOR is working with the Governor’s office to develop and implement a new Performance-Based Funding Formula. The metrics for success have not been announced but are expected to focus on Complete College Georgia criteria, the number and percentage of course completions, graduation rates and degrees completed, and retention and progression rates.

Information on KSU initiatives to address and stay ahead of the new normal are communicated in KSU’s Strategic Plan; through the President’s Planning, Budget and Advisory Committee (PPBAC) and Campus Updates; and the KSU/SPSU Consolidation website. The next edition of KSU’s Money Measures will highlight these initiatives and our progress.

Associated Links

Kennesaw State University 50 Years of Excellence 1963-2012: [http://www.kennesaw.edu/50th/](http://www.kennesaw.edu/50th/)


Georgia E-Verify

Laura McMillan, Director
Office of Procurement and Contracting

During the 2013 Session of the Georgia General Assembly, the Legislature passed Senate Bill 160 (SB 160), that Georgia’s Governor, Nathan Deal, signed into law on April 24, 2013. SB 160 is a substantial and challenging expansion of Georgia’s 2011 Illegal Immigration Reform and Enforcement Act, House Bill 87 (HB 87), or better known as the Georgia E-Verify law. The Georgia E-Verify law requires that private employers with ten (10) or more employees use the federal E-Verify system for new hires (effective July 1, 2013).

The Internet based E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) and allows participating employers to electronically verify the employment eligibility of their newly hired employees. Participation in E-Verify is free and it is currently the most feasible method for determining employment eligibility of new hires.

Also starting July 1, 2013, SB 160 mandates the use of E-Verify not only for public contractors providing labor to public projects (including subcontractors and sub-subcontractors, i.e. every tier of subcontractor), but also those providing services or labor of any kind (except for professionally licensed attorneys—excluding those licensed under Title 26 or 43 or by the State Bar of Georgia). Previously, only public contractors performing construction type services (i.e., public works contracts) for the

Breaking Barriers

Ruby Patton, Assistant Director
Office of Procurement and Contracting

Everyone has an opinion about purchasing, be it vendors or internal organizational customers. Some of the more prevalent descriptions include:

- Procurement is...a bureaucracy; despicable; inflexible; too cost/price-focused; a blockade; too restrictive; dodgy with questionable integrity; a process jockey; self-serving; too challenging.

The Kennesaw State University (KSU) Office of Procurement and Contracting (OPC) staff is on a mission to de-bunk these stereotypes. A great starting point is the confusion surrounding interaction between vendors and KSU personnel. All administration, faculty and staff are encouraged to meet with vendors. They are a valuable source of information on the latest products and technology available to the University. However, only OPC is authorized to issue purchase orders. Proper communication exchanges with vendors add significant value in solicitation development, proposal preparation, proposal evaluation, discussions, and contract award processes.

When acquiring complex supplies or services, market research is a key part of developing a best value strategy. An informed understanding of current industry capabilities and practices results in both better Requests for Proposals (RFPs) and contracts. There are various resources available for accessing market data and product specifications, but...
Collaboration$  
News and Views from our Colleagues

**SAS® Financial Reporting**

*Sherry J. Oligny, Financial and Compliance Reporting Analyst*  
*Office of Enterprise Information Management*

**What is it?** SAS® Financials (SAS®) is Kennesaw State University’s (KSU’s) business intelligence and analytics reporting system that has integrated PeopleSoft Financials, P-Card, and other budget and financial data sources. The system provides self-service capabilities to customize reports and is accessible to data stewards, budget owners, business managers and others with budgetary accountability.

**What is its purpose?** SAS® is designed as the primary resource portal for delivering standardized and custom self-service budget and financial reports to university management. SAS® provides users with access to financial data to make informed budgetary and operational decisions. Data includes budget, position, revenue, travel and operational expenditures from all fund sources, which are sliced and diced into many views. These reports can be manipulated with minimal effort showing comparisons, trends and graphs of your specific department budget and spend information. SAS® data is refreshed on a nightly basis and organized into current and historical fiscal periods.

**What does this mean to you?** SAS® provides financial reporting and analysis which can help answer many frequently asked budget questions such as:

- What is my remaining budget balance?
- How much do I have to spend on travel?
- How do I compare budgets and expenses year over year?

SAS® provides answers to these and similar other questions within a few minutes. If you have additional reporting needs, we can work with you one-on-one to design and build additional custom reports.

**How do I get access?** Complete the KSU SAS® Financial Reporting Data Warehouse User Account Request Form, located on the Enterprise Information Management (EIM) Virtual Information Center website:

- Under Enterprise Reports, select user account request form.
- Select Financial Reporting.
- In addition, inside this form is a link to the KSU Data and Information Confidentiality Agreement form. This must be signed and accompany the SAS® user access form if one hasn’t been provided in the past.

**Is training available?** Classroom training is provided to advance your self-service reporting capabilities within SAS®. Announcements are made periodically through KSU Inform email via the Center for University Learning. Training sessions are also posted on the EIM website:


**Do you have more questions?**

- You should contact your business manager with any budget questions.
- If your area does not have a business manager, contact the Office of Budget and Planning (OBP):
  
  E: budget@kennesaw.edu

  For questions pertaining to SAS® navigation, portal access, training and/or report development contact:

  Sherry Oligny  
  E: soligny@kennesaw.edu  
  T: 770.423.6595

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**By Hand and Seal**

*Lori Meadows, Executive Assistant to the Vice President Office of the Vice President for Operations and CIO/CBO*

Throughout the State of Georgia, there stands a silent army. You will not know them by a uniform, badge, guidon, or by their boastfulness; in fact, unless you need them, you may never even know they are nearby. When you do need them, you will find that they present themselves with haste and a solemn air. Their arsenal includes a strong sense of civic duty; a firm grasp of the law as it pertains to their service; common sense; an uncanny eye for red flags; a stamp; a seal, and perhaps even a special pen . . . most likely with blue ink.

These are the *notaries public* of the State of Georgia. Their current enlistment exceeds 160,000, and I am honored to serve among them as a long-marcher. This article is written to serve as a tutorial for faculty and staff unfamiliar with the services that we can provide as Georgia *notaries public* employed by Kennesaw State University (KSU).

**What exactly is a notary public, anyway?**

A *notary public* is a public servant appointed by state government to witness the signing of important documents and administer oaths in non-contentious business, legal, and financial matters.

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In 1990, Columbus State University (CSU), a growing institution just across the Chattahoochee River from the State of Alabama, was in need of funding for a student housing project. With the necessary financing unavailable from State of Georgia sources, CSU eased into a new method of funding known as a public-private venture (PPV) and borrowed $2,000,000 for this construction project. Since that time, University System of Georgia (USG) institutions have initiated scores of additional PPV projects, accessing nearly $4 billion for campus needs.

An upgrade to PeopleSoft, our financial system of record, is underway and coming in 2015. Currently we are using PeopleSoft Financials version 8.9 and we are scheduled to upgrade to PeopleSoft version 9.2.

In 2008, Kennesaw State University (KSU) began using PeopleSoft hosted by the University System of Georgia Information Technology Services (USG/ITS) in Athens, Georgia. USG/ITS is leading the current upgrade for the GeorgiaFirst Universities, which includes KSU.

“The Office of Finance and Accounting (OFA), Accounting Operations is excited to have the Travel Management System (TMS/Concur) fully implemented and rolled out for all of our employees. Concur provides a great service to our employees by supporting pre-paid airfare and rental cars, and a paperless route to organizing travel from anywhere at any time. Please keep in mind that as of July 1, 2013, all employees are required to use Concur for all travel needs (with the exception of study abroad trips) including Travel Requests (for advance authorization to travel)… “

Students enrolling in the Nelnet Payment Plan may do so before the payment deadline. In fact, the earlier the enrollment, the longer the payment period. For example, students who enroll before March 24 for Summer 2014 need only pay 30% down and will have four (4) monthly installments. While students who enroll by June 3, the last date to enroll, will pay 60% down and have one (1) monthly installment. A complete enrollment schedule for the plan may be found online at: http://www.mycollegepaymentplan.com/kennesaw

While students are enjoying the longer payment period with the Nelnet Payment Plan, Nelnet guarantees 100% of the students’ contracted amount. For Spring 2014.
Public-Private Ventures

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construction. According to the Board of Regents (BOR), there are currently 188 PPV projects on USG campuses, with over $3.4 billion in outstanding liabilities. As State-provided funding for USG institutions has become more difficult to obtain, the BOR recognized PPVs as a vital source of financing for a university system that was growing. The BOR now considers PPVs “to be essential to implementation of Strategic Capital Planning.”

What is a PPV?

This is a method of funding whereby a governmental agency (in the case of USG, our colleges and universities) is able to offer tax-favored bonds in the public debt market. The governmental agency forms a partnership with a private entity to provide the funding for a project, usually in return for revenues generated by the project. Because the State of Georgia’s Constitution forbids its agencies from directly taking on debt, USG institutions typically team up with a related but legally-separate private non-profit entity (such as the college or university’s foundation), which is actually the party that issues the debt. The USG institution then leases the finished project from the private non-profit entity on a one-year lease that renews annually for the term of the bond debt. These lease payments that the colleges or universities pay to their foundation or similar partner, who actually is the long-term debtor, are funded by future revenue streams that are normally directly associated with the project that is being financed. For example, at Kennesaw State University (KSU), the Dr. Betty L. Siegel Student Recreation and Activities Center, which is currently under construction at the site of the existing student recreation center, is funded by a $43 million bond issue. That bond will be repaid by KSU to a unit of the KSU Foundation over a 28-year period, with revenues derived directly from the Student Recreation Fee collected from each KSU student.

All PPV projects must be fully vetted by the BOR and USG Fiscal Affairs and approved by the full BOR. Because the level of USG-related debt (technically, one-year leases where annual renewals are assumed) resulting from PPV projects has become a substantial obligation to the State of Georgia, the BOR closely monitors the status of each of the current 188 projects to ensure that no USG college or university will ever reach the point where repayment of the institution’s obligations would be in doubt. This year, in order to provide additional assurance to bonding agencies of the BOR’s commitment to all of the USG PPV projects, the BOR initiated a central PPV Pooled Asset Fund, into which all institutions with PPVs were asked to contribute reserves. This fund, administered by the BOR, can be used in the unlikely event that an institution is unable to make its scheduled lease payment for one or more PPVs. The fund now holds more than $20 million in reserves.

KSU is now home to the third-largest student body in the State of Georgia. The University experienced much of its remarkable growth just as PPVs were becoming recognized as a viable low-cost source of financing. Many of the projects that have allowed KSU to become such a dynamic campus with first-class facilities were funded with PPV money. At KSU there are currently seventeen (17) PPVs, plus three (3) PPVs that are held by the KSU Foundation. Here are some of the higher-profile facilities that have been made possible through PPV funding:

- North, East, West, and Central Parking Decks
- University Place (KSU Foundation)
- University Village I and II (KSU Foundation)
- Austin Student Residence Complex (formerly University Place II)
- Siegel Student Recreation and Activities Center
- Campus Loop Road / Frey Lake Road Houses
- Town Point
- Sports and Recreation Park
- KSU Center
- The Commons Dining Hall

The projects for which KSU is directly responsible were built by drawing approximately $283 million in PPV financing; the KSU Foundation’s three dormitories were constructed with an additional $138 million in PPV debt funding, meaning that this financing mechanism has made possible over $420 million in critical capital improvements to our campus.

In summary, KSU has taken full advantage of an efficient financing methodology and used it to grow when KSU leadership recognized that our students, faculty, and staff needed—and deserved—additional facilities. The KSU Foundation has been a very capable partner on each of these projects every step of the way.
When I received my first notary commission twenty three years ago, the governing authority for all notaries in our state was the Secretary of State’s office. In 1997, the Georgia Superior Court Clerks’ Cooperative Authority (GSCCCA) assumed the responsibility of notary public appointment and oversight. The appointment and duties of all Georgia notaries public are governed by TITLE 45 Chapter 17 of the Official Code of Georgia Annotated (O.C.G.A.).

Georgia notaries are commissioned for four years, and we must petition for renewal of our commissions at the end of each term. Requirements for commission as a notary public vary by state; some states (e.g., California, where I held a four-year commission) have complex requirements like completing notary education; submitting to background checks; passing a notary exam; keeping a notary journal; becoming bonded, and carrying Errors and Omissions insurance while other states require little more than an application and an oath.

Why are documents notarized?

Documents are notarized to deter fraud and to ensure they are properly executed. The notary acts as an impartial witness charged with identifying signers to screen impostors and to make sure they have entered into agreements knowingly and willingly.

What Can Notaries Do for You?

Here are some of our most common duties as notaries public:

Attestation—The notarial act of witnessing or attesting a signature or execution of a deed or other written instrument that does not involve the taking of an acknowledgment, the administering of an oath or affirmation, the taking of a verification, or the certification of a copy.

Administration of oaths and affirmations—An oath is a spoken pledge that a signing party’s attestation (promise) is made under an immediate sense of responsibility to a Supreme Being for the truthfulness of a specific statement or statements, or the faithful performance of a specific duty or function. An affirmation is a solemn declaration without oath; whenever law requires an oath, an affirmation may be taken instead from persons who have conscientious objections against taking an oath.

Self-prove a will—Georgia courts can accept a will that is self-proving without contacting the witnesses who signed it, which helps to expedite the probate process.

Affidavit—A sworn statement made in writing and usually administered under oath or affirmation.

Apostille—An international certification for documents destined for use in certain foreign countries.

Certified translation—Verifies that the translation of a document or vital record is true and accurate, but does not verify the authenticity of the document being translated.

Notarize anywhere in the State of Georgia—This is particularly beneficial when one of the signing parties is unable to travel, as long as you remember that all signing parties must be present at the time of the notarization.

Things Notaries Won’t Do for You

Notarize in absentia—All signing parties must personally appear before the notary at the time of the notarization. Failure to adhere to this law not only makes the notary public vulnerable to criminal prosecution and lawsuits, it may place the signing parties and the University in a position of vicarious liability, thereby making each subject to the same criminal and civil penalties as the notary.

Certify vital records—The office of vital statistics that issued the original document is the only entity empowered to issue a certified copy of a vital record.

Give legal advice—Notaries who are not licensed attorneys are not licensed or qualified to practice law in the State of Georgia, and are not permitted to give legal advice or accept fees for legal advice.

Solemnize a marriage—Though some states in our country empower their notaries to legally unite couples in marriage, the State of Georgia does not.

Notarize using an expired commission—If a person’s notary public commission is...
Georgia E-Verify
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State of Georgia were required to use E-Verify. However, going forward, any public contractor, including every tier of subcontractor, performing any kind of service for the State of Georgia, not just construction type services, must use E-Verify in order to do business with the state. SB 160 redefined the physical performance of services as “any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.99...” Hence, all businesses that are contracted to perform labor or services in excess of $2,499.99, ranging from public construction to information technology, consulting, advertising, and instructional and educational services, etc., are required to provide a signed and notarized Immigration and Security Affidavit.

As a public university, Kennesaw State University (KSU) is required to provide an annual report to the Georgia Department of Audit and Accounts (DOAA), relative to compliance with SB 160 (also known as the Title 13 Report). With SB 160 revising the definition of physical performance of services, that ultimately impacts the number and types of contractors to be included in the annual report that is submitted to the DOAA each calendar year. The best modus operandi when interpretation of whether or not a potential contract will include a service, is: “When in doubt, a state entity entering into such contracts for which an affidavit may potentially be required under O.C.G.A. 13-10-90(4) should err on the side of compliance and obtain an affidavit.” This is direct guidance provided by the Attorney General’s Office.

Associated Links
KSU vendor registration/ affidavit forms:
http://www.kennesaw.edu/procurement/vendors.html

For questions and issues regarding E-Verify, please contact OPC at:
E: purchasing@kennesaw.edu
T: 770.420.4355

E-Verify
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expired, it is unlawful for that person to exercise the powers of a notary public.

Charge a fee for work-related notarial acts—Notaries public who are employed by KSU will not charge a fee for performing a notarial act associated with the regular business operations of KSU, including work-related notarial acts performed outside regular business hours, or under a commission that wasn’t paid for by KSU.

Notarize personal items during business hours—If an employee is asked to notarize documents unrelated to the business operations of KSU, the notarization must take place outside of the notary’s working hours (i.e., before the work day begins, during a lunch hour, or after the workday ends). When a notary uses personal time to notarize documents that are personal in nature, a small fee may be charged per notarial act at the discretion of the notary public.

Pre-date a notarial act—The date of notarization will always be the same as the execution (signature) date appearing on the document being notarized.

Discriminate—Notaries may not refuse service on the basis of race, religion, nationality, lifestyle, or because the person is not a client or customer.

Because Georgia is one of the few states that does not require its notaries to be bonded (which helps protect the public in the event of notary negligence) and/or carry Errors and Omissions insurance (often referred to as Notary E&O, which helps protect the notary from personal liability), it is imperative that all active notaries at KSU remain vigilant in their compliance with the O.C.G.A., and that the KSU constituency understands and respects the abilities and limitations of their notaries public.

In closing, it’s important to remember that while serving you in our capacity as Georgia notaries public, we report directly to the State of Georgia, not the University. Should you have any questions, have need of a notary public, or wish to become a Georgia notary public, please contact one of the following:

Lori Meadows
E: lmeadows@kennesaw.edu
T: 770.423.6755

Division of Legal Affairs
E: asklegal@kennesaw.edu
T: 770.499.3562

Associated Links
KSU vendor registration/ affidavit forms:
http://www.kennesaw.edu/procurement/vendors.html

For questions and issues regarding E-Verify, please contact OPC at:
E: purchasing@kennesaw.edu
T: 770.420.4355

U.S. Citizenship and Immigration Services

The Internet based E-Verify is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) is located at http://www.uscis.gov/e-verify
Breaking Barriers
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one-on-one meetings with vendors can be a very cost effective method to obtain the information you need. The National Association of State Procurement Officials (NASPO) note in their State and Local Government Procurement Practical Guide that:

\[ \text{The central office should develop guidelines for vendor input into the process of determining agencies' needs or preparing initial specifications, so that the agencies and the central procurement office may obtain the benefits of vendor expertise without creating unfair bias or a conflict of interest.} \]

The State of Georgia requires that competitive procurements be conducted with integrity, openness and fairness, and its administrative rules allow contact with potential suppliers to request information. Contact with potential suppliers may occur informally, such as by telephone or email. Per the Georgia Procurement Manual (GPM) under section 2.2.3.2, Request Information from Suppliers, your procurement professional may determine a more formal method of gathering information, ideas, and input from suppliers, i.e. the Request for Information (RFI) method. Additionally, the GPM Section 2.2.3.3, Use of Advisory Services states:

\[ \text{The State of Georgia recognizes the value of advisory or consultative services which suppliers often provide to state entities. Services of this type will nonetheless be regarded as normal sales effort, and no preferential treatment will be given to suppliers providing such services when contracts are awarded. Moreover, no compensation may be paid for any such services unless they were provided pursuant to an existing contract. Equipment provided and installed by a supplier for the purpose of demonstration will not be given preferential recognition in contract awards, and the state entity will not be liable for any charges or costs incurred by suppliers in making such equipment available, nor will the state entity be under any obligation to purchase or pay in any manner when a supplier, upon the state entity's request, delivers the equipment or other products for test or trial.} \]

KSU personnel are encouraged to engage in information exchange with vendors, particularly during the pre-solicitation phase and especially for high-dollar, more complex procurements, so long as sensitive or proprietary information is protected on behalf of the University and vendors alike. Interaction with vendors is beneficial and results in:

- greater clarity of KSU requirements;
- increase awareness of industry products and services;
- increased competition;
- more favorable pricing;
- increased cost saving;
- more realistic expectations about marketplace capabilities;
- higher quality contract deliverables; and
- fewer performance problems.

Keep in mind, the closer vendor meetings are to the solicitation release, and the more detailed the information you release, direct involvement from the KSU OPC staff may be necessary to avoid the appearance of creating an unfair advantage. Be careful and mindful of the difference between gathering information and sharing information, as sharing information is where most issues arise. Do what is in the best interests of KSU, the state, and the taxpayer money we spend. When in doubt, seek clear guidance from OPC or the GPM, which is the purchasing policies and procedures guide for all Georgia state agencies.

To adequately do your jobs, you will need to speak to vendors to educate yourselves on their products and services (and the industry) well in advance of soliciting bids for new products/services. Here are a few things to keep in mind and share with your department personnel before starting communications with vendors:

- Become familiar with State and KSU ethics rules.
- Never have only one employee meet with a vendor; have at least two, one of whom could be a purchasing staff member and one could be a technical person or a product user. The idea is to have people from different areas of KSU involved and have everything out in the open.
- Never make any promises or commitments to vendors about using their product or services. You should really just be sandboxing and getting educated on what’s available, nothing more.
- There must only be one point of contact with vendors once it has been decided to issue a RFQ or RFP, and that person is the OPC procurement officer assigned to the solicitation/project. That person is responsible for answering all questions that come in from the outside; asking questions of vendors; and coordinating the entire procurement process.
- The procurement playing field must always be kept level. This is paramount. So, no conduct of any KSU employee must ever be such that it can be construed as collusive or fraudulent.
- When in doubt, consider issuing a request for information (RFI). A RFI can be as simple as a single paragraph requesting information on products or services. It can be placed on the public Georgia Procurement Registry (GPR) and vendors can respond and provide information on their products and services.

Whenever you have questions or require assistance with purchasing and contracting, please contact OPC at:

E: purchasing@kennesaw.edu
T: 770-420-4355

The OPC partners assignments by division and department are posted on our website at:

http://www.kennesaw.edu/procurement/files/opcpartners.pdf
Travel News

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travel) and Cash Advance Requests. For study abroad trips, paper forms and processes are provided on the OFA Travel Documentation web page at:

http://www.kennesaw.edu/finance/accounting/traveldocumentation.html

Travel Drop-In Sessions

Back by popular demand, we continue to host drop-in sessions on Friday from 10am—11am. No advance enrollment or registration is required for these sessions, so feel free to stop by with your questions. The current schedule is provided on the OFA website at:

http://www.kennesaw.edu/finance/accounting/traveldropinsessions.html

Travel Policy Changes

As announced in the KSU Inform, effective July 1, 2013, there are some changes in the Georgia State Travel Policy. One change you may have already noticed is that domestic incidentals are no longer included in per diem amounts. For more information, review the OFA and State Accounting Office (SAO) websites at:

http://www.kennesaw.edu/finance/accounting/travel.html

http://sao.georgia.gov/state-travel-policy

TMS/Concur Tips and Tricks

Here are a few tips and tricks for Concur.

• Customize the My Concur tab

You can rearrange the boxes of information on the My Concur tab by hovering your mouse pointer over the box, then dragging and relocating where you prefer on the page.

• Import an Itinerary

You can import your itinerary from a flight through the system.

• Default Airport Setting

Booking is easier if you set your default airport. Select the Profile tab and choose Travel Preferences. Then select Air Travel Preferences and start typing Atlanta in the Preferred Departure Airport field. ATL – Hartsfield Intl Arpt - Atlanta, GA will pop-up and you can select it. Scroll to the bottom of the page and click Save.

• Mileage Calculator

When entering Personal Car Mileage, skip the fields with red bars that say From Location and To Location and go straight to the mileage calculator. Type in the name of your destination or the address for your whole trip (like you would in MapQuest). Once you click Add Mileage to Expense, those fields with the red bars that you skipped are populated.

• Departure and Return Dates

The day you leave and the day you return from a trip are considered travel days, and are the two days that the per diem is reimbursed at the 75% rate. With departmental approval, you are allowed a day before and after a conference to travel.

• Conference Agenda Attachment

When you have an extensive conference agenda, you can attach just the portion of the agenda that pertains to the schedule and meals. Downloading and viewing receipts is faster if you only attach this portion of the agenda for department approvers and the Travel Accountants in Accounting Operations to review.

• Travel Delegates

You can assign a delegate to assist you with creating expense reports. Go to the Profile tab and select Expense Delegates. Add your delegate and check the permissions for the delegate.

Whenever you have questions or require assistance with travel, please contact the OFA, Accounting Operations Travel Accountants at:

E: travel@kennesaw.edu
T: 770.420.4394

PeopleSoft Upgrade

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When KSU moved to the 8.9 version hosted by USG/ITS, there were great challenges but also great upgrade enhancements. Since the current version we are using is no longer supported by the vendor, the upcoming upgrade is extremely important for the GeorgiaFirst Universities.

USG/ITS has planned a phased approach for the upgrade. In December 2013, behind the scenes hardware and the PeopleTools (security) interface were successfully upgraded. KSU core users from the Office of Finance and Accounting (OFA), Office of Budget and Planning (OBP), Office of Procurement and Contracting (OPC), Office of Research (Grants Office), Enterprise Services and Support (ESS), Enterprise Information Management (EIM), and Project Management Office (PMO) participated in systems testing for this phase of the upgrade. This phase also included new architecture that now allows users to access PeopleSoft queries and reports directly in the production database. In past, there was a separate reporting database maintained by USG/ITS where we ran our queries and reports, and data was not real-time. Accessing reporting directly from the production database is a great improvement.

Fit/Gap sessions for the upgrade started in January and are underway. Fit/Gap sessions involve an analysis to identify whether the new system will fit the business requirements and to identify any gaps that may require modifications to the software. PeopleSoft is an Oracle product, so USG/ITS is working with Oracle consultants who are leading the fit/gap sessions. Seating was limited at the sessions, and GeorgiaFirst Universities submitted their choices for sessions they wanted to attend. So far, KSU has sent staff to the General Ledger and Expenses sessions. Additionally, sessions are being hosted via WebEx and various core team members are also observing those sessions online.

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In Scope$

Strategic Initiatives and Projects News

Kathy L. Maschke, PMP, Director, Office of Project Management

Newsletter

The Office of the Associate Vice President for Operations (OAVPO) launched the publication of a new newsletter with this issue of Money Measures. Currently, the OAVPO plans to release two issues of Money Measures per year, in March and September.

Each issue of the newsletter is released via both a KSU Inform email message and a separate email list service. Links to the newsletter site are also provided on the OAVPO website and each newsletter is posted to the following website:

http://www.kennesaw.edu/moneymeasures/

To join our email list service and receive notifications when the next issue of the newsletter is published; offer feedback; and/or recommend a guest contributor article contact:

Editor: Kathy L. Maschke
E: finbus@kennesaw.edu
T: 770.794.7684

Policies

Working in collaboration with the Kennesaw State University (KSU) Policy Process Council, the Office of the Associate Vice President for Operations (OAVPO) policies have been reviewed and reformatted to meet the new standards for all KSU policies. Once the updates are vetted through the required policy approval process, the final updates are posted to the Policy at KSU website. Whenever policy additions are proposed, approval is required through KSU’s shared governance process.

The OAVPO policies typically fall under the Finance and Business menu category on the policy website, and some are also located under other categories when applicable. The policies can be easily located via the A-Z menu policy link or search feature on the policy website.

As policies are updated and refreshed regularly to reflect internal and external changes, we recommend that you utilize the links on the Policy at KSU website to navigate to the actual current policy document, rather than saving any document to your personal computer or other websites. This helps ensure that you are always referring to the most recent update to the policy. On the OAVPO websites right-hand menu a link to the policy website is provided for your convenience or you can access the Policy at KSU website directly at:

https://policy.kennesaw.edu/

Produce-to-Pay Project

The Procure-to-Pay Process Improvement Project was completed on February 10, 2014, with the go-live of the new OwlPay Payment Request system. This was a very time sensitive project that involved team members from the Office of the Associate Vice President for Operations; Office of Finance and Accounting; Office of Procurement and Contracting; Enterprise Systems and Services; Office of Research (aka Grants Office); Academic Affairs, Business Process Improvement/Human Resources; College of Humanities and Social Science; College of the Arts; and the Project Management Office. The project scope included the following objectives:

- Retire KSU ePro PAY process.
- Develop KSU payment request system.
- Document and communicate new related procure-to-pay process improvements, including:
  o New Procurement Guidelines and Escalation Process.
  o New Travel Expenditure Exception Process.

This spring, the Office of the Associate Vice President (OAVPO) and respective departments will kick-off recertification of users for two of our financial systems: PeopleSoft and P-Card/Works. Users who are required to recertify will be contacted via email and provided with instructions on which forms to complete and when their updated forms are due.

This year we plan to utilize Adobe fill-in forms for the recertification process, which will require manual signing and scanning after signing to submit the form. We are also exploring approaches to improve and automate this process in the future.

The purpose of this recertification process is to validate that end-user’s access to PeopleSoft and P-Card/Works systems is current and approved by the end-user’s current supervisor and department. The OAVPO is also implementing this process to meet information technology auditors’ recommendations for recertification of end-users in our financial systems.

Websites

Websites for the Office of the Associate Vice President (OAVPO), the Office of Budget and Planning (OBP), the Office of Finance and Accounting (OFA), the Office of Procurement and Contracting (OPC), and the Project Management Office (PMO) have been refreshed in the past months. As result, each site now has a new website address, or uniform resource locator (URL), that reflects current organization names. Update any browser links you have saved on your desktops or browsers, so you can navigate...
do not earn a lot of money compared to institutions that send their graduates to Wall Street.

The College Scorecard is intended to help students decide whether a school is worth the tuition bills and help the government decide where to spend federal aid money, while giving schools an incentive to keep costs down. College officials argue that their costs are affected by cutback in state funding, the rising cost of health care and other factors outside their control.

The plan requires approval from Congress and reaction so far has tended to be along party lines with Republicans being skeptical of the idea of an arbitrary rating system. The President also called for new incentives to push colleges to adopt programs to reduce costs, such as offering three-year degree programs. He hopes to encourage colleges to dream up ways of cutting costs. The Education Department will issue regulatory waivers that will allow institutions to experiment with new ideas, such as financial aid for high school students who take college courses. White House officials have promised to develop the rating system in consultation with schools and lawmakers and emphasized that the ratings would attempt to compare similar institutions.

For more information on the College Scorecard:

http://www.whitehouse.gov/issues/education/higher-education/college-score-card

Access to the College Scorecard website, pictured above, is located on the Whitehouse website.

In addition, no budget exists errors occur when an expense is charged to a particular account that is not currently established in a department. For example, a travel expense in a department that is only set up for operating expenses would cause a no budget exists error. In this situation, we are reaching out to the business/budget manager(s) for clarification and a budget amendment or transfer if necessary. Again, we will hold the error until the budget issue is resolved.

Have budget questions? If you have any budget questions or concerns please contact the business manager for your department or contact the OBP at:

E: budget@kennesaw.edu
T: 770.423.6315

PeopleSoft Upgrade
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What kind of enhancement upgrades can we expect? It is hard to tell at this point. However, the prospective vendor registration and supplier profile management features in the new version look promising. These are web-based and would allow vendors/suppliers to submit their prospective vendor registration online for the University to review and/ or accept. Once the vendor is setup and approved in the system, the new features would also allow suppliers to access and maintain their own company information.

USG/ITS's priority for this upgrade is to implement existing functionality, with a goal to reduce the number of overall modifications they support in our current version. New features in existing modules should bring some improvements and once the upgrade is complete, there may be more enhanced features and processes to explore and implement with USG/ITS assistance.

System upgrades are always challenging for end-users. We anticipate that primarily core users in the accounting, budget, finance, grants, procurement, reporting, and security operational areas will experience the greatest impact.

In the meantime, as we learn more from the fit/gap sessions we will continue to keep all our PeopleSoft end-users aware of the upgrade and future user acceptance testing timeline. Perhaps once the upgrade is complete, we should purchase t-shirts that say:

I survived another software upgrade!

Information on the upgrade is posted on the USG/ITS website at:

http://www.usg.edu/gafirst-fin/project_information/peoplesoft_financials_9.2_upgrade

For more information on the KSU project activities for this upgrade, contact:

E: kmaschke@kennesaw.edu
T: 770.794.7684

2014, four hundred thirty (430) students enrolled with Nelnet guaranteeing payments of over $1.2 million to KSU. To participate, students must have minimum of $500 outstanding balance with KSU and a maximum of $5,500. All students in state or out, undergraduate or graduate, professional or otherwise may enroll in the Nelnet Payment Plan if their account meets the balance criteria.

We’re convinced the Nelnet Payment Plan is a viable option for students who need a flexible payment option. The Alternative Payment Plan is also still in existence but certainly pales in comparison to the flexibility, convenience and cost effectiveness of the Nelnet Payment Plan.

The KSU NelNet Payment Plan website is located at:

http://www.mycollegepaymentplan.com/kennesaw
Extra $coop
Auxiliary Services and Programs News

Expanding Auxiliary Horizons
Contributions by Jo Ann Milholen, Jeremy Johnson, and Kelly Johnston

Auxiliary Services and Programs

New is the new buzzword in Auxiliary Services and Programs (ASaP). At just about every corner on campus, ASaP has helmed multiple campus improvements and growth over the past year. New information technology systems, new food options, new shuttle stops, new stores, and even new faces have been completed or are in the works.

As you have probably noticed, both the east and west entrances of the Carmichael Student Center have undergone dramatic exterior face lifts. The designer used elements from around campus to develop an exciting and visually appealing look that provides added safety features as well.

Another addition to the Student Center is Sweet Reads, featuring an eclectic mix of books that includes current best-selling authors; cookbooks; humor; biographies; current events; a sprinkling of the classics; as well as magazines and gifts. Sweet Reads also offers candy...lots of candy. Buy it by the piece or buy it by the ounce. Everyone that buys a book gets a free sample. Sweet! The Bookstore also opened The Market, a convenience store featuring all the standard fare, plus Nathan’s Hot Dogs, health and beauty items and dorm supplies. The Market offers extended hours for your convenience.

The Culinary Department added Hissho Sushi to the Student Center, which offers grab and go sushi and a full made-to-order sushi bar. Check out all the exciting enhancements and additions to the Student Center today.

Cream of the Crop
Melissa McMahon,
Marketing/Public Relations Professional

Auxiliary Services and Programs

In the past year, Culinary and Hospitality Services received the following awards or recognitions:

• 2013 The Daily Meal ®60 Best Colleges for Food in America, ranked number 8 http://www.thedailymeal.com/60-best-colleges-food-america-2013
• 2013 National Restaurant Association (NRA) Operator Innovations Award, Sustainability http://www.restaurant.org/Pressroom/Press-Releases/National-Restaurant-Association-Announces-Winn-(6)
• 2013 Best College Dining Halls, ranked number 4 http://www.bestcolleges.com/features/best-college-dining-halls/
• Deliver OwlPay system Training Demo.
• Implement OwlPay Payment Request system.

In January 2014 a total 258 end-users attended training sessions for this initiative.

For more information, read the OwlPay is Here article on page 6 in this newsletter. Or visit our website links below for additional information on the project and related process improvements:

http://www.kennesaw.edu/finance/(Select Payment Requests/OwlPay)
http://www.kennesaw.edu/procurement/

Websites
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quickly to the new site addresses, which include:

https://www.kennesaw.edu/oavpo/
http://www.kennesaw.edu/budget/
http://www.kennesaw.edu/finance/
http://www.kennesaw.edu/procurement/
http://www.kennesaw.edu/pmo/

In upcoming months, changes on these websites will continue as more content is refreshed and added. To ensure you are always utilizing the most recent updated form or document, we recommend you always use the links above to navigate to our forms and other content, rather than saving the actual document to your personal computer or website for use.

To report any issues or provide feedback on the websites noted above, contact:

Kathy L. Maschke
E: finbus@kennesaw.edu
T: 770.794.7684