Renaissance in Our Community

Rebirth. Revival. Restoration. These are all words that come to mind when we think about making the old new again. Experiencing a Renaissance is how we transition from medieval to modern. It requires vigorous artistic and intellectual activity. Morehouse students not only experience a personal metamorphosis while on campus, but they become change agents in our community and world. This vigor is contagious, and we want to be inspired within Business and Finance.

Let’s revive how the Morehouse community handles its resources, elevate our customer service and become leaders in our financial community. The journey has already begun, and we are well equipped. As we continue to build momentum, let’s look outward at how we can influence the community on campus and beyond.

As leaders in the Renaissance there are three guiding principles we should remember. First, everything is about the people. Leaders bring people together, cultivating an environment that enables people to achieve their best, aligning them to achieve goals and objectives, and building a culture that promotes shared accountability. A successful leader recognizes that even with the best technology, systems, and processes, work does not flow unless the people in the organization are working with a common understanding of their respective roles and responsibilities to achieve our strategic initiatives.

A second principle is that, as this energy and positive momentum begin to flow, it must be harnessed and channeled to ensure that our community of stakeholders continues to focus on the College’s top priorities. Day-to-day pressures tend to distract us and we focus on what is at hand, because at some level activity feels like progress. Morehouse College must recognize and counteract the tendency to value activity over results by ensuring that the vision is translated into specific short-term goals and holding ourselves accountable for achieving them. By remaining invested in execution and not just vision, we are able to take direct, proactive steps to foster accountability throughout campus.

The third principle is that the Office of the CFO cannot improve the College’s financial management alone. We must reach out to proactively align our efforts with those within our institution and without. We need to facilitate cross-functional relationships with division leaders whose support is critical to continued financial management improvement. Bottom line, we need to build bridges within our institution!

Whether an AVP, Manager or leader on a project, you can support our drive to align people’s knowledge, skills, and abilities, build a culture of accountability, and support execution. I hope you’ll find, as I have, that the Renaissance is worth the investment.
CFO’s Corner

In the last issue, I shared with you my philosophy about execution, job enhancement and accountability. I am excited to inform you that the OCFO Management Team met to develop the implementation plan to continue our journey. The FY2010 Finance Leadership Plan (FLP) documents the goals and actions we have already initiated or will soon embark upon to achieve the vision of OCFO.

We have identified numerous initiatives to improve the student experience on campus, ensure staff effectiveness, continue system enhancements and begin the structural evolution that will ensure we are positioned for success.

The initiatives that directly impact students include upgrading the meal card and extending its use to an additional site, revamping the New Student Enrollment (NSE) process and eliminating paper checks for work study students.

Staff effectiveness will be increased by identifying and providing courses for staff development, as well as training supervisors on the performance management process.

We have identified several initiatives to address our structure, processes and systems. We will be implementing grant management improvement processes, establishing and implementing a centralized procurement process, developing an integrated budgeting process, outsourcing payroll, becoming compliant with the Payment Card Industry’s Data Security Standard (PCI-DSS), and developing the official OCFO website.

We are well on our way. It has only been a short seven months and we have vision, goals, and accomplishments. Stay tuned as the fun has only just begun.

Getting the Gold on Grants

Got a Sub-Award?

Institutions and organizations frequently collaborate on proposals to best meet the requirements of the sponsor. During the grant application process, sub recipients are identified and incorporated into the proposal. When the grant is issued, the prime award recipient has the responsibility for ensuring the sub-recipients comply with the requirements of the prime awarding agency.

A sub-award issued by Morehouse refers to an agreement between Morehouse and any other organization in which a Principal Investigator (PI) or Project Director (PD) at the other institution or organization will assist Morehouse in accomplishing an externally-funded project by performing substantive work on the project. Substantive work is effort in which the PI/PD at the other institution engages directly in the performance of the specific aims of the project. The appropriate use of sub-awards requires that:

- The scope of work to be performed utilizes the facilities, employees and/or resources of a sub-recipient.
- The PI/PD adheres to applicable federal program compliance.
- Performance is measured against the objectives of the federal program.

The work is conducted independent of Morehouse College.

The first step to initiating a sub-agreement is to contact the Office of Sponsored Programs (OSP). Depending on the proposal agency guidelines, the following information is normally requested: a scope of work to be completed by the sub-recipient and a budget that meets the requirements of the sponsor and Morehouse. The OSP will work with the Office of the Chief Financial Officer (Grants Management) the Office of General Counsel, to ensure applicable laws and regulations are included in the sub-contract. Also, the appropriate Vice-President or Dean is included in the review and routing process. The Vice President of Business and Finance/Chief Financial Officer is the authorized official of the college to sign the sub agreement.

Remember…start the sub award process as soon as possible!

SAVE THE DATE

Grant Workshop coordinated by OSP
Monday March 15 10:00-12:00
Tuesday March 16 11:00-1:00
Kudos

◆ Happy Birthday - Chelsea Smith, Sheila Jacobs, Duane Wright, Amin Hassan, and Vanessa Strong.

◆ Happy Morehouse Anniversary - Loretta Cooper, 23 yrs; Iris Benton, 21 yrs; Debra Harper, 21 yrs; Dorothy Kinnebrew, 17 yrs; Kevin Branch, 11 yrs; Jacqueline Milligan, 5 yrs; Richard Williams, 3 yrs; Tonya Newell, 3 yrs; Antonio Hughes, 2 yrs.

◆ Congratulations to Zelphi and Toni White on the birth of their daughter, Zuri, on January 10, 2010.

What’s Happening

Great things are happening in Business and Finance as we continue to learn, grow, and teach. Here are some highlights:

• A133 Audit is wrapping up. We anticipate being done by the end of February.

• As of 1/27/10, Spring enrollment was 2,399 FTE.

• Outstanding Checks: We have initiated review of approximately 1,000 checks worth about $700,000 that have been outstanding (uncashed) for more than a year. Under Georgia Escheat laws, if these checks were not voided, they might need to be remitted to the State. We have made significant progress in reducing the outstanding check volume and ensuring that the checks show appropriately in the system, saving the College $$.

• Endowment Funds: In the past, budget appropriations were made on the overall endowment balance, but expenses were not tracked separately. We have implemented a new tracking and monitoring system to properly assess the endowment revenue and expenses and enhance reporting. The Office of the CFO will ensure expenses are tracked against budgeted appropriations for each endowment and that General Funds are not overspent.

• OCFO Website Development: Website content is being developed by each department and Linkage Consulting Group, Inc. The concept design is complete, and we anticipate the full website to be launched in March.

Key Dates

◆ February 1—Performance Appraisals due in Human Resources

◆ February 7 –14 Founder’s Week

◆ February 26, 2010 Pay stubs will reflect Sick and Vacation Leave balances

◆ Late February—Budget Call Letter and Budget Calendar will be distributed

◆ April 2010 is target to stop issuing paper pay advice

Greener House

Go Green! Print email and documents only when necessary. Does that presentation have to be printed in color? Can the agenda be electronic? Try to find where you can reduce resources. When you no longer want your old meeting handouts, finish your soda or need to dispose of batteries, please recycle them.

There are recycling containers placed throughout campus for your convenience. Thank you in advance for helping Morehouse College be environmentally responsible.

a candle in the dark
February 13, 2010

“Wishing, of all strategies, is the worst.” — Andrew Young
Check That

“Check That” is a catchy phrase used to remind us of the key steps to complete in any given policy, process or procedure. It prompts us to review our actions before looking for additional root causes. It’s a fun way to stay connected. In this issue, we want to discuss our Communications Protocol.

Throughout our day, we represent ourselves in every email, presentation, and meeting. In an effort to be consistent, approachable and customer friendly, we have designed some basic tools and steps we can all use.

1. Create an Email Signature.
   You should change your email signature and provide your name, title, location and contact information. This will help facilitate interactions with your key constituents. When you send an email without a signature it is like trying to cash a check that’s not signed. It is not validated. Make sure your message is legitimized with your signature.

2. Use the standard Presentation Template. We created a standardized presentation template with many slide designs and layouts. You can still be unique, but consistent. When your peers see your presentation, they will know you are a part of Business and Finance and proud of it!

3. Send the standard Agenda Template. We also created a standardized agenda template that will let your meeting participants see all pertinent details upfront. It was created so you can focus on content and not format.

Your time will be saved for content and delivery instead of formatting and design. If you have not received any of these items, please email Sandra Walker at swalker@morehouse.edu.

The next time you send an email, prepare for a presentation, or organize a meeting, utilize the standardized tool. Rest assured that your peers will be the ones “Checking That!”

Budget Planning and Preparation

As we embark on this year’s Budget Planning cycle, we want to share some key tips and action items for employees who develop and maintain institutional budgets. Our goal is to create an integrated, strategic budget that properly allocates the College’s resources, enhances long-term development, and improves accountability and quality. As you prepare your budget requests and narratives, please consider the following:

⇒ The Budget Calendar will be available late February. Adherence to the calendar/timeline is key. We must be positioned to present our annual operating budget to the Board of Trustees in April.

⇒ Departmental Budget Proposals should align with both the strategic initiatives for your unit and Morehouse College overall.

⇒ Preliminary discussions between Department Heads, Directors, Deans, VPs, etc. should be taking place now to identify Funding Priorities for next fiscal year.

⇒ Any requests for additional resources should be accompanied by a clear and concise written justification in the “Notes” section of our Breeze system. Since this is an “investment” in each unit, the narrative must clearly articulate the unit’s Investment Strategy.

⇒ The Office of Financial Planning, Analysis and Budgets and the Office of Strategic Planning and Title III will conduct joint Budget Workshops for the campus community in late February/early March.

Both offices referenced above are available to assist financial managers throughout this process. We will publish deadlines and key dates once they are confirmed. In the interim, you can contact us with questions or concerns.

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