

Administration and Finance
Weekly Activity Report
Week Ending: April 17, 2014



FSA's Solutions Management team training the warehouse staff prior to implementation.

- **Financial Systems**

- Administration - Solutions**

- Management team** – has implemented an electronic signature solution for the University Material Services warehouse. The team defined a process to use an iPad for paperless Counter Releases and for attaching the electronically signed PDF to the AiM (Facility Management System) Work Order. This process improvement eliminates the need to print the paper release forms and store the signed copies.

- **NMSU Golf Course Irrigation Project** – The installation of the new irrigation system is currently around the 4th and 7th hole. The next step is the 5th hole and finally finishing up on the 6th hole. This project is set to complete the installation within the next month. The maintenance staff will then start concentrating on adding sod to a number of areas that will provide improved turf conditions that we think our customers will enjoy going forward.
- **ICT tests disaster recovery capabilities** – In its ongoing effort to ensure continuity of business operations in the event of a disaster, ICT concluded testing of Banner production environment restoration. In the test that simulated cessation of service due to a city-wide disaster, ICT's Systems and Database Administration teams were able to restore Student and Financial data in less than 24 hours with existing computing hardware.
- **Administration and Finance hosts Rocky Mountain Business Officers (RMBO)** – The office of Administration and Finance hosted a one-day business officers meeting on NMSU Campus. The attendees included members from the Rocky Mountain and Pacific Northwest regions.
- **Sodexo** – On Tuesday, April 15th Taos Restaurant hosted the "Taste of Ecuador". The event included culturally specific food as well as music, dance, and cultural information provided by the Go Teachers Program.

