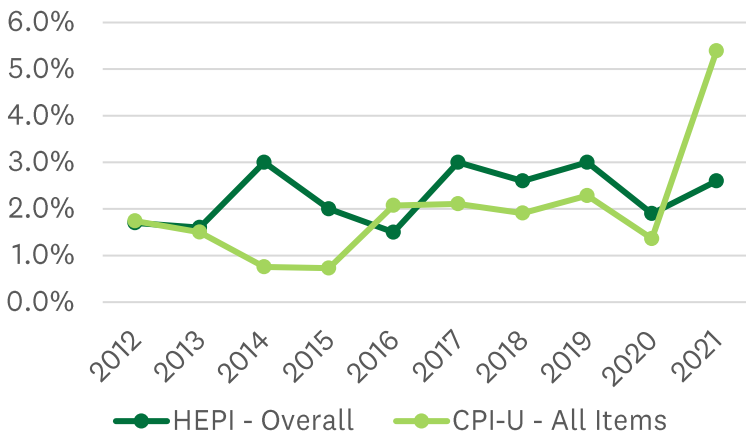


D Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Controls

Chart of the Month

Dartmouth Inflation Index Tracking – HEPI vs. CPI-U



Source: Dartmouth Index Tracker – June 2021, Courtesy of the Financial Planning & Budget Office.

Recent inflationary spikes in CPI-U have been attributed to price increases of used cars and trucks, gasoline, and food. Economists have all eyes on this spike and are trying to determine whether it is a temporary catch-up as we exit pandemic times or are there underlying conditions leading to a new era of higher inflation.

Dartmouth Finance monitors the Higher Education Price Index (HEPI) and Consumer Price Index for All Urban Consumers (CPI-U) to compare and forecast return targets for endowment portfolios and operational expenses. Both indices track inflation rates through measuring the average relative price levels of a fixed market basket of goods and services.

The CPI-U, maintained by the U.S. Bureau of Labor Statistics, measures the changes in the price of a basket of goods and services purchased by urban consumers, since approximately 89% of the population live in highly populated areas. The CPI basket of goods and services is made up of a comparison of housing, transportation, food, medical care, education, etc.

The HEPI, maintained by the Commonfund, measures the fixed basket of goods and services purchased by colleges and universities each year, excluding research. The HEPI basket of goods and services is made up primarily of an average of college and university faculty and staff salaries and benefits, and to a smaller extent utilities, supplies and materials and miscellaneous services. HEPI is used primarily to project future budget increases required to preserve purchasing power.

Welcome our New Finance Team Member

[Allyson Gavette](#) has recently joined the Finance team as an Endowment and Investment Accounting Analyst. Ally is a CPA, joining us from Indianapolis, Indiana, where she was a Senior Staff Auditor for Crowe. We are thrilled to have Ally bring her expertise to Dartmouth. Join us in welcoming her to the team.

Managing Document Size

When attaching documents, such as invoices or receipts, in either PDF or images, it is important to be mindful of the size of the file being uploaded. Many of our systems can not handle large attachment sizes. For instance, attaching documents to iExpense or Procurement that are larger than 25MB will prevent the workflow mailer notifications. Finance eForms also struggle with documents greater than 3 MB. There are a few things you can do to manage your document size.

For images, save images as either jpg, gif, or png, instead of tiff. An image saved as a tiff that is 45mb, can be reduced to 4mb, just by resaving it as a jpg (which is still quite large). Also, you can resize images using Paint or your favorite image editing tool very easily and it can have a dramatic impact on the file size.

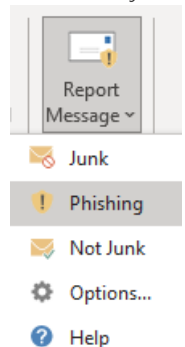
For PDF's or other files with images, you can take a snapshot of an area of the screen using quick keyboard shortcut:

- for Windows -> Windows + Shift + S
- for Mac OS -> Command + Shift + 4

Then paste the image into Word or your favorite imaging editing tool, such as Paint, and use the image guidance from above.

Reporting Phishing & Spam

Phishing and other cybercrimes continue to be prevalent. Be cautious when reviewing your email and particularly when receiving an unexpected or unsolicited email. If you have questions about a particular email you have received or want to report a phishing attempt, forward the email to Phishing@dartmouth.edu and click the Report Message in Outlook to report the email to Microsoft and prevent them from making it to your inbox again.



Learning & Professional Development

Summer is the perfect opportunity to spend some time focusing on your professional development. One of the advantages of working in higher education is that you do not need to look far to find learning opportunities.

HR Learning & Professional Development

Have you checked out HR's [Learning and Professional Development](#) site recently? HR offers courses on communication, diversity and inclusivity, personal and technical skill development. Their [Summer Catalog](#) is now available for course offerings from now through September! Check out one of their newest offerings, *Returning to the Workplace: Setting Boundaries* or consider setting a goal to obtain the [STAR Academy](#) certificate in the next year!

Other Campus Courses, Workshops, & Resources

Dartmouth Libraries:

Dartmouth Libraries offers a variety of courses on research, programming, system training, data and file management. Monitor the [Dartmouth Library Workshop & Events Calendar](#) for upcoming programs.

- [Biomedical Library Workshops](#)
- [Jones Media Center](#)
- [Research Data Best Practices](#)

Information Technology & Consulting (ITC)

[Dartmouth's Service Portal Knowledge Base](#) offers information, training, and resources for campus equipment, systems, and technology.

- [Research Computing](#)

Environmental Health & Safety

EHS offers several safety training modules from laboratory safety to occupational safety. Check out some of these great resources:

- [Safety Training Modules](#)
- [Workplace Ergonomics](#)

Wellness at Dartmouth

The Wellness at Dartmouth Office offers live and prerecorded fitness, mindfulness, and more classes and webinars and offer a monthly well-being calendar tips for focusing on your well-being each day.

Higher Education Professional Associations

There are multitudes of Higher Education Associations that offer professionals within higher education professional development opportunities, as well as a community network.

- [American Association of University Women](#)
- [Association of American Colleges and Universities](#)
- [Eastern Association of College and University Business Officers \(EACUBO\)](#)
- [EDUCAUSE](#)
- [National Association of Student Personnel Administrators](#)
- [National Association for Equal Opportunity in Higher Education](#)
- [National Association of College and University Business Officers](#)
- [National Center for Public Policy and Higher Education](#)
- [National Council of University Research Administrators](#)
- [Network for Change and Continuous Innovation in Higher Education \(NCCI\)](#)

Not seeing a higher ed community you would like to join? Try searching "higher education professional associations" with your position or other relevant keywords.

Considering College?

Dartmouth offers [educational assistance benefits](#) to encourage employees to increase their knowledge and skill development. These benefits are available to benefits-eligible employees who are actively at work for one year of continuous regular employment.

[Tuition Grant for Dartmouth Courses](#) are available for enrollment in courses offered by Arts and Sciences and the Professional Schools.

[Educational Assistance Program](#) offers reimbursement for 100% of the cost of registration and tuition and fees, up to a maximum benefit of \$2,000 per calendar year.

For Vermont Residents Only:

[Upskill Vermont](#): The University of Vermont Continuing and Distance Education recently announced the *Upskill Vermont Scholarship Program* for Vermonters! UVM is offering up to two professional development courses free!



Calling all Analysts!

The Financial Analyst Forum is open to all Dartmouth staff who have an analytical component to their job. Meetings are held quarterly, with the primary goal being to improve analytical skills through knowledge sharing of analytical projects and techniques being employed by different roles and functions around the College. The forum is a way to network and learn from your peers, and also provides an avenue to bring forward challenging projects or issues for which feedback from a group like this would be helpful. Please contact [Ryan Scelza](#) to learn more.