

Notes
Budget Specialists Meeting
March 10, 2009
Room 210, Bernhard Center

Present: Roger Arndt, Nancy Arneson, Luann Bigelow, Jen Begeman, Gail Birch, Billie Blake, Virginia Bowlby, Maryann Bovo, Brenda Brewer, Mary Lou Brooks, Paula Bucknell, Regina Buckner, Carolyn Cardwell, Elisabeth Carnell, Michele Cole, Linda Comrie, Dace Copeland, Nancy Cretsinger, Enedelia Cruz, Doralee DeRyke, Cheri Edgar, Laretta Eisenbach, Lou Ann Grover, Michelle Hruska, Delores Huber, Tonja Iocca, Kathleen Keckler, Sue Ketchum, Lori Krum, Kristin Lagerquist, Jodie Laraway, Robin Lenkart, Rena Lynema, Pam McCartney, Karen McDougall, Lori McKnight, Gayle McMillon, AnnaLee Miller, Pamela Miller, Shellie Mosher, Sue Nap, Dawn Nelson, Barb Peacock, Angie Phelps, Eric Pye, Marian Rosser, Marilyn Rowe, Colleen Sante, Julie Scrivener, Kitty Scheffers, Darshana Shah, Samer Shammass, Terri Simmons, Sue Simons, Cathy Smith, Sandy Stephens, Sheryl Todd, Patrick Vail, Jackie Vantzelfde, Connie Volenski, Gail Walker, Klazina Welch, Alicia Yeagley and Lisa York,

1. GA/DA appointment updates – Julie Scrivener and Virginia Bowlby
 - GA appointment process sheet was handed out and discussed.
 - The TAU contract is in process - waiting on contract terms
 - Offer letters can be quoted with current rate. If rate increases new letters with the new rate will need to be generated.
 - It was recommended that departments hold a cushion of money aside for adjustments after the TAU contract is finalized.
 - Reminder on grant appointed GA's need to be routed to the Grant Office before submitting to Human Resources.
2. Financial Aid fund code sheet discussed – Lisa York and Jodie Laraway
 - Fund code sheets were handed before the meeting for discussion.
 - For auditing purposes it's recommended that scholarship disbursements be set up under the dept/acct (f/cc) that the student will be paid from.
 - Include total duration of award and amount on the request for financial aid fund code. If the tuition amount exceeds the rate sheet add a note in the comment section.
 - Financial Aid doesn't require signature (just type in the name), however, Grants does. Grand and Contracts requires the original signature.
 - Beginning with Summer II, Grants and Contracts will be issuing new codes.
3. Background checks – Nancy Cretsinger
 - Human Resources will charge background checks to the same funding source that is documented on the hiring department. The charge will be detailed under account 4570 and will list the new individual's name.
4. Moving expense policy – Nancy Cretsinger
 - Moving expenses may not be added to a letter of offer unless Jan Vanderkley (or Lowell Rinker if Jan is away from the office) in the Office of Business and Finance authorizes and signs off.
5. April 8, Business managers' meeting, agenda item records retention – You are encouraged to attend.

6. I-9's – Nancy Cretsinger
 - Reminder to have a copy of your employee I-9's for Human Resources who is currently picking up from departments.
 - After the I-9's are obtained from Human Resources the department is no longer required to keep a copy of the I-9.

7. Third quarter budget reviews – Nancy Cretsinger
 - The third quarter budget hearings will start in late April and continue through early May.
 - No fund 11 may end the fiscal year in deficit.
 - Exception is the one college 11 that doesn't collapse to the general fund.

8. Other
 - Part-time faculty pay starts the first day of the semester and ends the last date of the semester, including submission of grades by the due date.

 - The Admissions scanning of documents was discussed. It was reported that many documents are not readable. When concerns are noted regarding the quality and/or legibility of scanned student documents related to Admissions, please contact David Longjohn (7-2090) or Pam Liberacki (7-2020) in Office of Admissions as soon as possible.

The next all group meeting will be a potluck from 11:30 a.m. to 1:30 p.m., at the College of Engineering and Applied Sciences on June 9, 2009.