

Budget Specialist Meeting  
Tuesday, January 10<sup>th</sup>, 2006  
9:00 – 11:00 a.m.  
Room 3020 Schneider Hall

Present: Michele Cole- EDUC, Darshana Shah – FA, Marilyn Rowe – A&S, Doralee DeRyke - HCoB, Kathy Smith-ENGRG, Jan Callahan-HHS, Dace Copeland-EUP, Linda Comrie-The Graduate College, Rosemary Nichols-Academic Technology Instructional Services, Karin Carl-Aviation, Sue Brodasky- Institutional Effectiveness, Regina Nelson-University Libraries, Samer Shammas – Haenicke Institute for Global Education, and Nancy Cretsinger – Academic Affairs.

There were no additions to the agenda, and the minutes from November 1 meeting were approved.

Items for Discussion:

**Carryforwards** - Nancy Cretsinger has made necessary adjustments, and the carryforwards have been reprocessed. A copy has gone out to the deans. One half of the money went back to the Presidents reserve, 25% retained in Academic Affairs and 25% was returned to the colleges. The money was returned to the colleges in one lump sum, and colleges are free to use the money at their discretion. However, at the end of this fiscal year the Provost has said there is to be no fund 11 account in deficit. If you know that you will not have money to balance each cost center, you need to have a conversation with Nancy as soon as possible.

**Summer I and II Returns and Breakdowns (incentives)** – For Summer I 05 & Summer II 06, the deans have received a copy of the breakdowns by college from Ron Davis. Nancy's student is working on the breakdown by department.

Direct instructional costs were returned.

Summer I return does not include Net Revenue Share. The colleges received a return of the compensation amount.

At this time, there are no incentive courses for Summer I 2006, so you must plan Summer I on your base funding. Nancy stated that we have verbal agreement that the direct compensation costs will be returned, but she is still working to document that agreement in writing.

Nancy hopes to have more information regarding Summer and the concern expressed about the deadline for classes to be offered or cancelled in time for students to register, after an upcoming budget meeting.

**GA/DA Allocations** – It was confirmed that the pool of money to be given to the colleges consisted of only fund 11, a 15% increase for tuition, a 3 1/2 % increase for salary, and did not include any paybacks from other funds. Everyone had a budget reduction to their GA/DA allocation. The money has been pooled centrally, and allocated to college for the dean to disburse.

It was proposed that next years deadlines match with Financial Aid's, and that the colleges are given leniency when it comes to year end. Nancy said she hopes to be able to do this, and that this year was a transition year used to make next year better.

These items are still pending

- GA/DA should receive what they were promised
- Term Appointments
- AAUP released time- Nancy needs to confirm with everyone how much that is
- Vacancies – Nancy has not heard of any mid year reduction yet. The budget office has been directed to pull any vacancy whether it is mid year or not. This could change, but there is no decision for a change at this time.

In reference to balancing the budget, you still have to get permission to move compensation dollars to any other non-compensation object codes, on a one time basis (as well as permanent).

A question regarding compensation arose asking if a person is released from their position, is the approval to fill that position looked at differently from a position from which someone has retired or resigned? Nancy said all vacancies are reviewed in terms of how big the unit is, how much other *like* support there is, and the crucial work of this position. There needs to be documentation attached to the position authorization because there is a hiring freeze still in place. HR has a process in place to address employee performance which does not meet expectations. Nancy advised working with HR if you are facing such performance issues.

**Part-Time Funds** - Every one has received their Part-Time funds. If you feel you are going to run short, the Provost needs specifics as to what's not going to be taught, and what is the crucial nature of that course.

If you have SU II 2005 base dollars left over, they can be used for other semesters. Compensation to compensation between semesters is fine.

Next year's part-time allocations will be discussed after the January term position discussion.

The Provost is giving colleges the choice as to whether they want to continue to meet the early payroll deadlines, or wait and pay part-time and adjunct on second payroll for any given semester/session. Nancy will check with Ann Houser in HR about allowing the second payroll deadline for part-time and adjunct.

**Faculty Development Fund** – Faculty want to know if the fund is going to be there. Many budget specialists in attendance believe it is not the same as the Instructional Development fund. Nancy will research and e-mail her findings.

**Travel Authorizations** – Be sure to obtain **ADVANCED** approval, not after the fact. All dean and all international travel, including Canada, Mexico and UK, must be authorized by the Provost's office. If actual costs exceed the estimated cost, submit an explanation of why. Also, although not discussed at the meetings, please note that all travel authorizations exceeding \$1,500.00 are to be submitted to Ron Davis as well.

It is advised that colleges prepare a "blanket" travel authorization form to be signed by Ron Davis for all in-state dean travel for each fiscal year, eliminating the need for repeated travel authorization paperwork.

A decision needs to be made on a dollar limit for the college budget specialists to have for any signature authority. If you have authorization, just sign. Don't sign for the dean and initial. This causes complications for auditing. Nancy keeps a record of who has signature authority.

**Course Fee Tracking** – If a course fee no longer exists for Fall 2006, you do not need to do anything regarding the course fee request at this time. A suggestion has been made that departments should receive notification when a course fee is approved. The method is yet to be determined. Terri Simmons will contact the deans regarding individual college meetings for an analysis of course fees by the middle of February. This meeting will include the dean, budget specialist, Nancy Cretsinger and Dr. Eileen Evans. Paperwork for new course fees should be held until that meeting. Nancy hopes to forward to budget specialists some of the questions that she will be asking a few days prior to each individual meeting.

Compensation for guest speakers to be paid out of class fee money is not necessarily the standard, but is allowed at this time.

If you are using course fees to pay students to staff labs, a discussion needs to occur so that provost's staff understands the need to use course fee revenue for compensation purposes.

**AAUP Release Time and Term Appointments Spreadsheet** – AAUP Release time is time that a faculty member is released from teaching and spends serving on the AAUP administrative board. A draft of a spreadsheet was reviewed and suggestions made so that all necessary information would be accurately recorded. It was noted that Sabbatical leave should be included as well as any other outstanding transfers from the provost to colleges.

AAUP and the Provost will fund the department at rank pay for the replacement of the person working on the AAUP Administration Board.

The draft for Term faculty appointment spreadsheet was approved.

Nancy will check on the status of money to be used as new faculty start up and recruitment funds. For recruiting expenses, colleges may submit a request proposal to John Beacon for potential funding.

**Mid Year Budget Reviews** – Nancy will send out a draft after her meeting with Ron via e-mail. Meetings will be with each college in March. Please respond with any questions or suggestions to the format in e-mail open forum so everyone will be informed.

**Other** – Terri Simmons will be joining the group in the future to represent the Enrollment Management segment.

The beginning time of future meetings for the Spring semester has been changed from 9:00 to 9:15.

The next meeting will be February 7<sup>th</sup> at the College of Engineering and Applied Science. There will be no guests invited to this meeting. We have been invited to stay for lunch (at our own expense). Discussion will include limits for signature authority and format for budgetary review.

The March 7<sup>th</sup> meeting will take place at Arts and Sciences. April's meeting is at the College of Aviation with lunch to follow at the Barking Frog (our own expense).