

Notes
Budget Specialists Meeting
January 15, 2008
Room 204, Bernhard Center

In attendance: Tanya Bellamy, Regina Buckner, Michele Cole, Linda Comrie, Dace Copeland, Nancy Cretsinger, Laura Decker, Sue Ketchum, Patty Mikowski, Sue Nap, Angie Phelps, Marilyn Rowe, Yvonne Rumery, Kitty Scheffers, Darshana Shah, Samer Shammass, Terri Simmons and Cathy Smith

1. Julie Scrivener and Virginia Bowlby were our guest speakers to discuss GA/DA appointments. A Graduate Appointment Processing and Monitoring guide was handed out and reviewed. Here are some of the highlighted details:
 - Doctoral appointments receive a remission of 9 credit hours (not 6).
 - Any student whose primary responsibility (51% or above) is teaching, they must be classified as a TA.
 - I-9's should be filled out at the initial interview.
 - Copies of the appointment and termination letters need to go to Virginia.
 - Unused GA/DA money can remain with department for term. Deans may pull unused money and allocate to other departments within their college.
 - Any change in the tuition award needs to be submitted to Financial Aid.
 - Julie will have the appointment letter revised to eliminate a tuition dollar amount.
 - Julie will check with legal counsel about a standard GA/DA termination letter.

2. Beginning mid-March Nancy will be meeting with the colleges to review budgets and discuss any possible concerns. Fund 11 accounts are to not end the year in deficit.

3. Discussion regarding the timing requirements for I-9 verification. Nancy will have further discussions with the Provost on this subject.

POST MEETING NOTE: The I-9 requirements cannot be verified in advance. The reason for this is that status can change over time. We have a three-day window in which to verify I-9 requirements, beginning the first day of work through the end of the third day of work. The exception is for international hires who may still be in their home country on the first official hired payroll date. In these cases, the verification period begins the date that they enter the United States, again through the end of the third day. The timely completion of I-9 verification is critical, and we must adhere to the federal law requirements. We will continue to work on a viable solution in terms of timely completion of I-9 verification, including new faculty and GA/DA appointments.

4. For new hires: An instructor can not be in the classroom teaching unless a criminal background check was completed and cleared.

5. Instructional Development Grants will be awarded according to the number of total faculty there are per college.
6. Nancy announced that templates for faculty appointment letters are pending final review by legal counsel. There will be several drop down box options available for department policy and successful performance.
7. Kitty and Doralee will work with Nancy on completing the Policy and Procedures Manual by July 1.
8. A course fee committee is working on making the course fee process electronic.
9. Cathy Smith announced EUP revenue shares were distributed to the colleges just before the holidays.
10. Nancy mentioned that appropriate purchases from 2007-08 funds should be processed in accordance with university policy in a timely manner before June 30.
11. The 2008 meeting schedule was established and was decided as follows:

All meetings will be Tuesdays from 1:30 to 3:30 p.m.

February 12 – Hosted by College of Health and Human Services

March 11 – Hosted by The Graduate College

April 15 – Hosted by the College of Fine Arts

May 13 – Hosted by the College of Engineering and Applied Sciences

June 10 – Hosted by the Office of the Provost and VP for Academic Affairs

Skip July

August 12 – Hosted by Waldo Library

September 16 – Hosted by the College of Arts and Sciences

October 14 – Hosted by the College of Aviation Science

November 11 – Hosted by the College of Education

December 9 – Potluck hosted by EUP and Haenicke Institute

