

Notes
Budget Specialist Meeting
May 15, 2007
Waldo Library, Meader Room, 3rd Floor

Present: Sue Brodasky, Regina Buckner, Jan Callahan, Michele Cole, Dace Copeland, Nancy Cretsinger, Laura Decker, Doralee DeRyke, Rosemary Nichols, Marilyn Rowe, Darshana Shah, Samer Shammas, Terri Simmons, Cathy Smith, Barb Vilenski

Absent: Linda Comrie

1. For the 2007 Summer II session, plan on the 2004-05 booked allocations.
2. The 2005-06 and 2006-07 course fee spread sheets are due August 31, 2007.
3. The academic affairs office is getting close to finalizing an incentive plan.
4. There will not be additional base budget cuts for the 2006-07 fiscal year.
 - a. Don't plan on carry forwards.
5. Plan on budget reductions for the 2007-08 fiscal year. The exact amount at this time is still unknown.
6. Don't look for the cost containment/hiring freeze to be lifted soon.
7. The colleges may still retain their LOA monies.
8. The colleges may still retain grant reimbursements. However, how they are expended is still subject to cost containment.
9. The instructional grant funding allocations from the 80k needs to be spent by the end of the fiscal year. Carry forward of funds are possible if departments are not able to complete projects.
10. Nancy asked for a group of volunteers to oversee the writing of templates for the letters of offer. Regina Buckner volunteered. The criminal paragraph does not need to be included if the newly hired person is already a WMU employee.
11. The justification forms have finally slowed down to a manageable level and the turn around is approximately five business days. The group decided that it was satisfactory to return all signed justification forms (travel & other) to the Dean's office, rather than to the individual departments. If original vouchers are attached to the forms, the forms will go directly to Accounts Payable with a copy to the Dean's office.

- a. A justification form is not needed in provost's office for equipment and service expenditures under \$300.
 - b. Instate travel over \$500, or travel with meals need to be submitted with a justification form.
 - c. Maintenance contracts need a justification form.
 - d. Justification forms can be done via a "blanket" request.
12. Nancy is going to check with Von about the class fee forms.
 13. Nancy reminded everyone that student employees not taking classes need to be hired via a temporary appointment form. Only one justification from is needed for a mass appointment.
 14. One time payments: It is state law that individuals hired to work are paid within 30 days of completion of assignment.
 15. When a position is authorized to post, the department has to complete the hiring process within 60 days.
 16. The question was raised: Can a frozen position's base salary be applied to the percentage cut that is needed for the next fiscal year?
 17. The GA/DA funding will be affected by the new TA contract. The base increases will be covered by the general fund.
 18. After discussion it was decided that paper work is not required for a non-paid intern.
 19. The spread sheet documenting spending that was denied by the chair or dean, and dollar amount saved, is due by 5/21/07.
 20. The Provost has requested standardization for academic affairs booked budgets. Nancy will chair this committee and asked for volunteers to assist her. Those who volunteered are: Sue Brodasky, Cathy Smith, Darshana Shah, Marilyn Rowe and Regina Buckner.