

Notes
Budget Specialists Meeting
June 7, 2007
Room 3030, Schneider Hall

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

1. Discussion re: preparation for budget reductions.
2. The group asked Nancy if she could generate a list of pulled positions and swept money. She agreed to update the lists distributed in December 2006.
3. Bassam Harik is in the process of scheduling a meeting with your Deans to talk about revenue targets and summer incentives.
4. Nancy stated that the processing of the justifications forms is caught up. She also reminded everyone to submit your expenditures in advance. The turn around at this time is approximately one week.
5. Effective immediately all travel should be submitted with a justification form to the Dean's office, not to the Provost's. For international travel please continue to coordinate with the Haenicke Institute. The deans will continue to submit their requests to the Provost for approval. Please submit quarterly travel reports to the Provost's office.
6. The 2006-07 Course Fee reports are due to the Provost's office on August 31, 2007.
7. AAUP faculty release time: The Budget office will transfer the AAUP and academic affairs portion of reimbursement monies.
8. Start up funds: Please e-mail a summary with the name of the person(s) and fund and cost center(s).
9. Faculty Admin: will be up and running in mid July and ready for Nancy and Terri to start entering data.
10. People Admin: The staff section is live. The faculty searches for 2008-09 will be done using People Admin.
11. Dr. Sue Caulfield has been hired as the academic collecting bargaining person to replace Dr. Jay Wood. She officially starts on July 1, 2007.
12. General discussion re: TA contract

Follow up: Nancy has confirmed that Jay Wood will gladly meet with college budget specialists to discuss the TA contract.

13. ATIS funding: Nancy is not aware of any funding changes.
14. Employment dates: In letters of offer the employment dates should be actually stated with the payroll dates noted in parenthesis, (if desired).
15. The ATIS Footprints quick log in notes was handed out. You should start using Footprints on July 1, 2007.
16. Rosemary Nichols announced that she will be retiring at the end of June 2007. The group wishes her well.
17. The next monthly meeting will be at the College of Aviation, Battle Creek, Tuesday, July 24, from 9:00 to 11: 00 a.m.