

Notes
Budget Specialists Meeting
July 24, 2007
College of Aviation, Battle Creek

In attendance: Sue Brodasky, Regina Buckner, Michele Cole, Dace Copeland, Nancy Cretsinger, Doralee DeRyke, Darshana Shah, Samer Shammam, Terri Simmons, Cathy Smith

1. The academic affairs administrative calendar will be completed soon.
2. Starting with Fall 2007, instructional (teaching courses) appointments do not need to be submitted to the Provost's office for approval and signature. This refers to regular faculty overload appointments as well as all adjunct and part-time appointments. Fall 2007 is being considered a pilot for this change in process. Please contact Nancy Cretsinger to discuss any concerns and/or to offer general feedback.
3. Course fees: Reports are now available on Cognos. Starting Fall 2007, Accounting Services will no longer be generating course fee audit reports.
4. In accordance with course fee policy, it is prohibited to pay faculty out of course fee money.
5. Temporary appointment forms for grants and contracts are available on-line.
6. Performance Management Form training is available on-line.
7. Budget specialists should start using Foot Prints to submit routine, non-confidential requests to Office of the Provost, Budget and Personnel.
8. Dr. Keith Hearit was appointed Interim Vice Provost for Enrollment Management.
9. Announcement of a new Provost is still pending.
10. The committee to review and discuss how Academic Affairs budgets are booked by object code and consider whether we need more internal consistency will begin meeting in October 2007.
11. No final decisions have yet been made regarding 2006-07 carryforwards.
12. Starting Fall 2007, adjunct faculty will be appointment by term, not date, e.g. Fall 2007 through Summer II 2010.
13. Our next meeting will be Tuesday, September 18, 2007, 1:30 – 3:30 p.m., at the College of Education.

