

Notes
Budget Specialists Meeting
October 16, 2007
Green Room, Dalton Center

In attendance: Regina Buckner, Michele Cole, Linda Comrie, Dace Copeland, Nancy Cretsinger, Laura Decker, Doralee DeRyke, Sue Ketchum, Marilyn Rowe, Yvonne Rumery, Kitty Scheffers, Darshana Shah, Samer Shammas, Terri Simmons and Cathy Smith

1. Kitty Scheffers asked if it was appropriate to invite other staff from the College of Health and Human Services to attend the Budget Specialist meetings. Discussion. Other college and/or departmental staff will attend in accordance with the needs of individual colleges.
2. Nancy indicated that the centralization of I-9's is still being considered.
3. The GA/DA coordinator position in The Graduate College will serve as the primary contact and be responsible for many of the original duties that Kevin Vischales performed.
4. A draft of the administrative calendar will be e-mailed soon.
5. Within a few months, one-time pay forms will no longer be used. All pay for work performed will be processed via temporary appointment form. Payments not for work performed (e.g. staff service awards) will be processed on incidental pay form.
6. Faculty who are substituting can temporarily still be on a one-time pay form. Please note the course substituted in Remarks section 4.
7. Note one-time payment requires a job description and time sheets tracking the hours as the work is completed.
8. A reminder to only sign documentation that you are authorized to sign and never sign another individual's name, even with your initials.
9. No final budget decisions have been made on the carry forwards or vacancy savings
10. The summer II 2008 budget model gross revenue targets and expenditure budgets the same as the summer II 2007.
11. The instructional development grants will probably be distributed in accordance with a formula similar to that used last year.
12. The deans were asked to prepare a report addressing the base budget requests for budget protocol items (not faculty positions) by noon, on November 15.

13. The GA/DA allocations for the 2008-09 fiscal year will be announced soon.
14. The college is responsible for paying for the back ground checks on potential employees.
15. It was decided that the December 11 meeting will also include a potluck lunch. This meeting will be held from 12:30 to 2:30 p.m., at the College of Arts and Sciences, Friedmann Hall.

Our next meeting will be hosted by EUP, on November 13, from 1:30 to 3:30 p.m.
Location is to be determined