

Budget Specialists Meeting  
Academic Affairs  
Tuesday, November 1<sup>st</sup>, 2005  
College of Health and Human Services

Attending: Kathy Smith -ENGRG, Dace Copeland - EUP, Darshana Shaw-FA, Doralee DeRyke-HCoB, Jan Callahan-HHS, Michele Cole- EDUC, Karin Carl- Aviation, Linda Comrie-The Graduate College, Marilyn Rowe-A&S, Sue Brodasky-Institutional Effectiveness, Samer Shammas-Haenicke Institute for Global Education and Nancy Dyksterhouse-EDUC. and Nancy Cretsinger.

Absent: Regina Buckner-Univ. Libraries

Corrections: Regina Buckner was omitted from the attending list of the previous meeting.

### **1. Welcome**

Nancy Cretsinger introduced and welcomed Samer Shammas, new staff member in the Inst. for Global Educ. Round table introductions were made after that. It was stated that our goal for this group is to improve communication and processes between the Provost office and the college business offices.

Minutes from last month were accepted. November minutes will be on the Provost's website by December 1<sup>st</sup>.

### **2. Discussion of spreadsheet summarizing budget and personnel**

The spreadsheet is a one page summary of all fund 11 personnel working in each college for the Provost's information. It is the basic format that the Provost desires.

After discussion of possible changes, Nancy will send a template to each college budget specialist for them to complete and return to the Provost by Monday, November 7<sup>th</sup>. Yet to come will be a summary of the entire college budget including every fund, department and activity in the college.

### **3. Discussion of course fees.**

A college level spreadsheet has been initiated from scratch for four reasons:

- 1) To discover why there were discrepancies between the sources of information: Banner, Customer Account Services and the Provost Office.
- 2) To have all the information in one place
- 3) To create policies and procedures that tie the process from the department, through the college and to the Provost office.
- 4) To account for how the money is spent.

Comments:

- When the spreadsheet is completed, it will be the base comprehensive sheet that lists all course fees. The list that departments were provided by Customer Account Services.
- Nancy noted that information on the hard copy of the course fees sheets was not always complete, ie: cost center and category.
- When making corrections, show discrepancy corrections in red font.
- Record data for the last 2 years of history.
- Flight fees and enrollment fees will be left separate.
- Generated Revenue is the total for the fiscal year.
- You should have a different object code for each different class fee. If you cannot break it out, please note as such.
- If departments check GLOW, you should be able to identify what the correct course fee should be
- Accounts receivable will need to be included in the process of setting up individual object codes.
- Beginning with Spring 2006, there will be a policy that course fees will be tracked as a line item.
- If the generated revenue column is not correct, please add correct information.
- Provost will not approve more course fees until this comprehensive accounting sheet is done.
- Compensation should not be paid out of course fees.

#### **4. Distribution of chair compensation letters**

Nancy passed out copies of the chair letter. Discussion pertained to individual situations.

#### **5. Deadlines for Spring 2006 payroll**

There will be a change in the Spring pay dates effective for payroll #26.

Information needs to be sent to Nancy Cretsinger by November 23<sup>rd</sup> and will include part-time and people starting in the spring.

Nancy will summarize the information and send an e-mail to business managers to with their staff.

Nancy met with the university committee on October 31<sup>st</sup> regarding electronic hiring. They are hoping to have the first piece, scanning of faculty files, relatively soon. Funds are in place for this project. The next piece will be the submission of electronic resume and application for faculty and staff.

#### **6. Calendar**

Jan Callahan passed out a list of events. It was suggested that we add the date quarterly travel is due to Vonceal Phillips.

#### **7. Other discussion**

- SU I 2005 Revenue money and tuition money was below what was projected, causing a two million dollar deficit.
- SU I incentive money must be self supporting. As state aid diminishes, there is a huge culture shift to move to a model that is self supporting.
- Nancy will send a breakdown of the net revenue from summer I 2005 to business managers soon.
- Block tuition is a scheduling and accreditation challenge. The question was posed “Will the students get the classes they need to graduate?” Nancy noted that the Provost is aware of the situation.
- Deans should bring up the issue of only getting the net revenue and not the cost of faculty at Dean’s council meetings.
- The Provost Office will give out SU II 2005 incentive course net revenue soon.
- New GA’s got a 3.5% increase based on SCS pay scale that went up 3.5%.
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**8. Next meeting:** December 6<sup>th</sup> at Schneider Hall, room 3030

#### **9. Last word**

Nancy will send out the beginning budget draft spreadsheet of *all funds in each college* after the course fees spreadsheets are due. Probably sometime after Thanksgiving.

**10. Tour of HHS building:** Thank you Kurt Haenicke, Director of Publications/Public Relations/Communications for the grand tour of the HHS building.