

Meeting Notes
Budget Specialists
Academic Affairs
December 11, 2007

Attending: Kitty Scheffers, Samer Shammam, Linda Comrie, Darshana Shah, Dace Copeland, Michele Cole, Cathy Smith, Marilyn Rowe, Regina Buckner, Laura Decker, Sue Ketchum, Nancy Cretsinger

Expressed appreciation to Marilyn Rowe for hosting our potluck luncheon meeting.

Discussion of carryforward return allocations. Nancy will forward an electronic copy to budget specialists and deans.

Discussed vacancy one-time savings and base funding. There is now approval to move forward with the model that colleges retain 70% of both one-time savings and base funding, with 30% balance swept to central reserves. This is applied to all fund 11 positions in Academic Affairs. All exceptions to this model must be discussed with the provost and approved in writing, in advance of filling the vacancy or expending additional funds. The one standard exception to the 70/30 model is as follows:

When a vacancy is filled by an individual, who is internal within the college/unit, the college/unit will retain 100% of the funding attached to the vacancy resulting from this internal transfer.

Discussion of sabbatical funding – Questions as to how the \$100,000 allocated contractually will be distributed for the 2008-09 sabbatical awards.

Post-meeting note: The funds will be distributed to the college for the 2008-09 awards based on the proportional number of sabbaticals awarded by college. This is the same formula used for fund distribution for 2007-08.

Clarification of “reasonable” reimbursement for alcoholic beverages for business meals – one alcoholic beverage per attendee.

Post-meeting revision: The limit of one alcoholic beverage per person applies to WMU employees, not to guests.

Next meeting: January 15, 1:30 p.m. hosted by EUP
Agenda: GA/DA appointment process