

Budget Specialist Meeting
Tuesday, October 17th, 2006
Schneider Hall 9:00 – 11:00

Present: Nancy Cretsinger, Provost's Office, Dace Copeland-Avia., Marilyn Rowe-A&S., Doralee DeRyke-HCoB., Samer Shammas-Haenicke Inst., Jan Callahan-H&HS., Kathy Smith-ENGRG., Darshana Shah-FA, Regina Buckner-Libraries, Rosemary Nichcols-ATIS, Michele Cole- EDUC, Nancy Dyksterhouse-EDUC.

Absent: Terri Simmons- Enrollment Mgmt., Sue Brodasky-Institutional Effectiveness, Linda Comrie-Graduate College

Welcome by Nancy Cretsinger. Thank you to Doralee DeRyke for hosting the meeting.

Additions to agenda

- Carry Forwards
- AL Payoffs
- Sangren Hall Library Evening & Weekend hours and Child Care issues
- Compensation time for hourly employees

Instructional Grants

Also known as Faculty Development Grants, has a contractual total of \$80,000 in the fund. \$15,000 allocated to Haenicke Institute for International Studies. \$20,000 allocated for Interdisciplinary projects. Dean's Council is working on the guidelines for the awards.

GA/DA Allocations

Have been transferred to the college account's.

There will be a one time 6% increase on the tuition subsidy for this year, due to the tuition increase. No reduction to the 2007 initial allocation is expected for 2008.

Additional GA/DA appointments can be made using money from other sources. The college/departments are responsible for the funding. 2007/2008 allocations are undecided at this time, except as stated previously.

Nancy is working with Mike Meister to set up two separate object codes. One for GA/DA tuition subsidy, and the other for undergraduate scholarships. This will hopefully help avoid confusion in the future by not mixing these funds in the same object code.

New Grant Cost Centers

This is a fund 11 to be used as a repository for grant reimbursements that will roll forward to the next fiscal year. The funds can be used for travel, compensation for other items or to fund another GA/DA.

There has been no decision on carry forwards at this point. The funds are still with the President until the Board meets to approve the projected budget. If carry forwards are given, they will be returned to the deans in a lump sum.

Part-Time

There has been no indication that Part-Time will be reduced at this point. Vacant faculty lines cannot be used to fund PT without prior Provost approval.

LOA and sabbatical funds are staying in the college.

Start Up Funds

Nancy has worked with Accounting Services and University Budgets to establish a specific cost center to which start-up funding will be collapsed and protected at the end of fiscal year.

Summer II Self-funded courses

If you have self funded courses, e-mail them to Nancy. There has been no final decision about Summer I. Proceed as you have for the past couple of years. Funding includes only the cost of covering classes (i.e. salary), not incentives.

Annual Leave Payoff

It was requested that annual leave payoff should be deducted at the time a person leaves the university so that it does not show as a deficit to the college. Nancy will look into this, as well as the policy for Chairs returning to faculty AL payoff.

Position Re-evaluation/Up Grade

The Provost's office is working to identify the base funding that is available currently. There is a central pooling of all vacant base funded lines. Allocations will come from the pool of money to each dean. Positions funded since July 1 will be counted against the pool once it is determined that the positions that have already been funded, have been subtracted.

Compensation Time for Hourly Employees

This is not allowed at the present time according to the HR policy. If change is desired, work through PSSO. Hourly schedules can be adjusted to fit departmental needs. There is a university work schedule policy on the HR website. Core hours are 9:00 to 3:00

Faculty Searches

Regina Buckner gave handouts and did a brief explanation of the check list for the search committee faculty hiring process in University Libraries. Nancy C. has found the sheets very helpful. It was noted that most people follow the procedures that are published in the Provost's procedures manual. Nancy said that she doesn't always get all the documents required. She hopes to have the revision to the Policy Manual done before the holidays. HR is working with a vendor called People Admin on the front end portion of the electronic recruiting process. This will not be in place in time for faculty searches for this year.

Nancy noted that the electronic hiring and personnel transaction form project is on hold due to the change of personnel in the administrative offices.

Colleges that had submitted the Position Authorizations for 07/08 will receive them as soon as Nancy gets clearance to send them through for presidential review. This probably won't happen until budget issues have been solved.

In an effort to be more efficient in managing funding requests, the university will be moving to a project management software program called "Foot Prints". The program will be implemented by ATIS, and will be used to submit funding requests from the colleges to the Provost's office. All requests will come into the provost office through "Foot Prints", managed electronically, and notification of action will be automatically sent back to the college's budget officer via e-mail. Nancy hopes to have a demonstration of the program at the November Budget Specialists meeting.

General Discussion

Once "Faculty Administration", a banner module of an electronic faculty file base, is implemented, the hard copies of faculty files will disappear from Nancy's office. There will be one system for the whole university when this program is ready to be implemented. Confidentiality will still be maintained. Access will be the same as it is now. Target date is the end of February. Training will take place at that time. They hope to have this program up in time for the sabbatical application process.

Nancy does not know to whom sabbaticals are awarded for next year.

Course Fees

Course fees are good for three years. Nancy only needs the 06/07 year reported on 8/15/2007.

Nancy will check to see where the signed course fees forms have been sent. Any funds in departments that cannot account for how the course fee money have been spent will be swept. Depts. need to be prepared to account for their expenditures at any point during the year.

There has been a re-organization in the Provost's office. Vonceal Phillips will still coordinate and track international and dean travel and course fee tracking.

Nancy passed out information regarding an individual interested in helping new faculty and staff who are moving into the area locate housing. His cell phone is 269-547-7554.

The question was raised as to how late departmental offices stay open. It was believed that at one point there was a presidential mandate requiring all campus offices to be open from 8-5, and all departments are abiding by that mandate. Nancy C. will check with Dr. Harik to see if an *advisor* is required to be available during the entire lunch hour in the advising offices.

It was noted that there have been children left in the Sangren Library during evening class time with no supervision. This raises security and safety issues. Regina Buckner will look into this and post notices that children are not to be left unattended.

Vacant faculty lines, one time, and base will be pulled in early November. Some Term Faculty monies have been transferred to the dean's reserve.

Please e-mail topics of interest to Nancy C. for the next budget specialist meeting within the next two or three weeks.

The next meeting will take place on November 14th in the College of Fine Arts building. Start time is changed to 8:30 for meetings for the remainder of the semester. The December 12th meeting will be in the College of Education's Dorothy McGinnis Reading Clinic, room 3514 in Sangren Hall.