MINUTES

Budget Committee 2nd Quarter Meeting 2016

Date | time 12/1/2016 9:00 AM | Meeting called to order by Megan Davidson

# In Attendance

See Attached Listing

# Approval of Minutes

The minutes were read from the 1st Quarter meeting of 2016 and approved by the committee.

# Determination of need to revise membership bylaws

The committee reviewed the bylaws originally established for membership and determined no revision was necessary at this time. With a goal of effective communication, the committee will begin distributing upcoming meeting information to the Budget Listserv in the 3rd quarter of FY16.

# Elective Fee Tool

With a goal to create student elective fee template where institutions would utilize the form to request a new student elective fees or an increase to a previously approved elective fee. This approach could bridge consistency gaps amongst institutions. Additionally this tool could provide institutions with an informational resource striving towards collaborative communication on campus between all offices that interact with elective fees, such as the Accounting Office, Budget Office, Bursar’s Office, Registrar’s Office, etc.

Elizabeth Baker will forward the instructions/guidance she has available for the elective fee form on her campus to the group

Rai Sookram will forward the instructions/guidance he has available for the elective fee form on his campus to the group

After all instructions/guidance has been received, Megan will draft basic step by step instructions for the committees review.

# Position Management/ Calculation of Lapsed Wages

At this time the committee has determined no tool or resource for Position Management could easily be created and the committee is open to review this topic at a later date when additional resources become available.

# Next Meeting

* Proposed date is 3/23 at Macon- The room reservation has been requested but not processed at this time. A confirmation will be sent once received.