**Budget Issues Committee**

**November 4, 2014**  
  
Members Present: Arisa Burgest, Michelle Alston-Brown, Connie Clark, Megan Davidson, Jan Fackler, Jamie Fernandes, Dawn Gamadanis, Steve Head, Amanda Neff, Robin Wade,

Members Absent: Melanie White

Ex-Officio member present: Tracie Dixon

Special Guests: David Nisbet and Layne Frances

Agenda topics:

***Budget Prep and Upgrade Update –*** David Nisbet

David Nisbet presented the changes related to Budget Reference field within Budget Prep. This change is only a field name change and does not impact the meaning or usage. The field will be renamed Budget Period. Information was also provided regarding system testing and changes to Budget Prep. Changes are noted on USG/ITS website.

***FTE Definitions and Calculations-*** Tracie Dixon/members

The following was notes provided by Jan Fackler based on her interpretation of the discussion. Committee will need to confirm/approve and submit to Tracie Dixon for Fiscal Affairs review and approval.

1. **Online Budget System – Position count**  
   Include: Budgeted Full time filled and Full time Vacant benefitted positions - 30 hours or more – -Pay groups F, Y, A, H, J and X  
   -Fund 10000, 10500, 10600, 14000, 15000, 16000 and 20000 – combined like reporting system  
   -Auxiliary Services (Fund 12XXX)  Student Activities (Fund 13000) reported separately in Supplementary Information section  
   -Decimal parts of 1.0 for split funded positions should be included with the count for the respective fund – the parts should always equal 1.0  
   -Full time faculty should be counted as 1 position (not .75 which would be an FTE)

-Do Not Include: Full time temporary, non-benefitted positions ( for VSU this would mean excluding the ACA conversions to a regular pay group who are not benefitted – most working less than 20 hrs) or Part time positions without full benefits – such as Student Assts, Grad Assts and Part time Faculty  
  
  
2) Original Budget Questionnaire – Position count  
Include Budgeted Full time filled and Full time Vacant benefitted positions - 30 hours or more – --Pay groups F, Y, A, H, J and X  
-All Funds  
-Part time faculty is included as unduplicated count of individuals teaching Fall and Spring semester  
 -Full time faculty should be counted as 1 position (not .75 which would be FTE)  
-Do Not Include Student Assistants, Graduate Assistants or any other non-benefitted employees besides Part time Faculty  
  
3) Annual Expenditure Report (AER) - Filled FTE Calculation   
Include Total number of full time employee equivalents? (To be further discussed); Tracie Dixon to ask Tracey Cook if they want Total Personal Services expenditures divided by the total number of full time employees (or employees of all types) – but would there be problems with it being consistent?  
I also had a note about using Total Expenditure by account code/avg annual salary for the type account  
But we would need to use a system wide amount for the average annual salary for each account or pay group and that doesn’t exist  
-Same funds as financial information for AER – 10000, 10500, 10600, 14000, 15000 and 16000  
  
-Do Not Include Vacant, budgeted, benefitted positions.

***HCM Project Update – Jan Fackler***

Jan provided an update to the HCM project and provided the group with a spreadsheet documenting the GeorgiaTEAM Business requirements. She will keep committee informed of any decisions that would impact Budgeting.

***Chair Elect*** – Dawn Gamadanis

Dawn Gamadanis provided results of poll for committee chair. There were three nominees but only one was willing to serve. This individual was also nominated by the majority of members. Jamie Fernandez was announced Committee Chair with a start date of January 2015.

***Other membership Changes*** – Dawn Gamadanis

Research Universities – currently one vacant position and one expiring in December. Steve Head asked and agreed to remain on for one more year.

Comprehensive (Regional) Universities – Jan Fackler will continue for one more year to keep continuity among the group. Elizabeth Baker (West Georgia) will begin her membership term in January for a two-year term. Since only four institutions in sector there will be a rotation process begin with the next vacancy or end term date.

State Universities – Robin Wade will rotate off since SPSU and KSU are consolidating and her term ends anyway. Either Melanie or Arisa will continue for one more year (this needs to be decided). Scott McElroy from Clayton State and Marion Brown Ryant from Albany State will join committee beginning January 2015.

State Colleges – Member terms expire for Jamie Fernandes and Amanda Neff. However, at this time there are no volunteers for membership. Amanda will remain on for one more term (ending December 2015).

**Next Meeting:**  TBD