**Budget Issues Committee**

**September 17, 2015**

Members Present: Jamie Fernandes, Steve Head, Scott McElroy, Michelle Alston-Brown, Arisa Burgest, Dawn Gamadanis

Members Absent: Megan Davidson, Amanda Funches, Elizabeth Baker, Jan Fackler Marion Ryant

Ex-Officio member present: Tracie Dixon

Special Guests: Amy Jurgens, Tracey Cook, GA Summit Attendees

 Agenda topics:

 ***Welcome and Introductions*** – Jamie Fernandes

The meeting was called to order at 4:10 pm with a welcome to committee members and special guests.

***Review and Approval of Minutes from June 2015*** – Jamie Fernandes

The minutes from the February 2015 meeting were reviewed and approved.

***Membership*** – Jamie Fernandes

Current membership as reviewed including the terms of those currently serving on the committee and current and upcoming vacancies. A sign-up sheet for anyone wanting to volunteer to serve on the committee was distributed. Duties of committee membership and benefits of committee membership were reviewed.

 ***Vice Chair*** – Jamie Fernandes

Jamie announced that Arisa Burgest from Savannah State has agreed to serve as Vice Chair effective immediately.

 ***Position Count and FTE Definitions and Calculations-*** Jamie Fernandes

A presentation was given at Georgia Summit on the standardized position counts and FTE calculations and the proposed procedure document was distributed for discussion. Several follow up items were discussed.

Split-Funded positions: There is not currently a standardized way to identify and count split funded positions. Georgia Tech’s budget system is automated to correctly count their split funded positions. Armstrong uses a pivot table putting the employee ID in column 1 and the department ID in column 2 to identify the split funded positions. It was determined that ITS will be asked to develop a query that can identify split funded positions during budget prep and institutions will need to manually track them during the year.

College-Work Study: There was a discussion of whether to include college work study students in the FTE count for the Annual Expenditure Report (AER). Tracey Cook indicated that she felt they should be included, however, most institutions do not include them. There will be further discussion on this topic.

Summer Faculty: There was discussion on whether to include summer faculty in the FTE count for the Annual Expenditure Report (AER). It was determined that since October payroll data is used and faculty are to be counted as an FTE of 1, it is not necessary to include summer faculty in the count.

Regular Earnings: There was discussion on whether to only include regular earnings or if overtime and additional straight time should be included. It was determined that only regular earnings should be included when calculating the FTE for the Annual Expenditure Report (AER).

 ***Review instruction or definitions for USO reports*** – Jamie Fernandes

Jamie distributed proposed procedures for calculation Square Footage, Retiree Projections, and Utility projections. Members were asked to review for discussion at the next meeting.

**Next Meeting:**  TBD

*Meeting adjourned at 5:00 pm.*