

Budget Issues Committee

January 20, 2016

Members Present: Jamie Fernandes, Steve Head, Diane Owens, Scott McElroy, Jan Fackler, Shane Allen (for Amanda Funches), Melanie White, Lilia McMichael, Ken McCollum, Connie Clark, Jeanne Ricketson, Marion Ryant, Arisa Burges

Members Absent: Michelle Alston-Brown, Elizabeth Baker, Teresa James, Megan Davidson

Ex-Officio member present: Tracie Arnold-Dixon, Dawn Gamadanis

Special Guests: David Nesbit, Christy Todd, Lynn Hobbs

Agenda topics:

Welcome and Introductions – Jamie Fernandes

The meeting was called to order at 9:45 AM with a welcome to committee members and special guests.

Review and Approval of Minutes from September 2015 – Jamie Fernandes

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

Budget Amendment Functionality Enhancement – David Nesbit and Christy Todd, ITS

A Budget Amendment System Design Session was held November 4, 2015. Discussion included requirements, inputs to the amendment system and expected outputs. The amendment system would be available to receive inputs throughout the year with a budget journal at the end of the amendment process to upload into production.

For personal services, a row would be inserted, a process would run to compare rows, then update the budget. Process is similar to the current financial load process. New rows can create new effective date throughout the year. When budget journals come out of pages for upload description will include position number and/or name and the operator id of the user that created the rows.

Fringe updates will happen throughout the year to allow for new position fringe changes such as mid-year adjustments to rates.

For non-personal services a new chartstrings can be added and current amounts can be edited. Users will be able to identify adjustment as permanent adjustment or for current fiscal year only.

Reporting needs are still to be determined.

Impacts of HCM on Budget Prep – existing budget prep module will require significant changes as a result of HCM implementation.

Development is already scheduled so the pilot institutions can export their budget prep data into HCM at end of FY17 budget prep cycle.

Timeline: open for discussion. Hyperion is not an option at this time. Georgia Tech willing to help ITS with the budget amendment system. They have encountered the issues ITS is encountering and has the knowledge to successfully create an ongoing amendment system.

Next step is to schedule design session. GA Tech beta to be available next month for committee demonstration on February 24, 2016 with a design session to follow in Athens on March 22-23, 2016.

oneusg update – Lynn Hobbs

Lynn Hobbs presented an overview of business procedures revisions for oneusg. 30 total procedures were identified as high priority and 10 have been completed and sent to fiscal affairs for review.

Prior to sending to fiscal affairs, all procedures were reviewed by HR and Financials steering committees.

There are 13 items still outstanding prior to 'go live'. Implementation of HCM has been delayed as program staffing is a concern and employees are going back to home institutions.

USO leadership expressed concerns in the following areas:

- Transition of eligibility, regulatory and compliance services to USG and shared services
- Ability to support regulatory change brought on by affordable care act
- Shared services isn't staffed to accept new responsibilities
- Institutions and system office may not be clear about new roles and responsibilities.

New Schedule to be published and new institution resources to be identified. – seeking consistency

Training focused on employee and manager self-service – you tube videos, job aids, quick reference guides.

Up-coming

- Faculty events
- Auto enroll in time and labor
- Summer pay

2016 Budget Conference – Tracie Arnold-Dixon

Tracie Arnold-Dixon solicited ideas for the 2016 budget conference. Tracie asked how the timing worked with all of the reports (mandatory fees, 5 year auxiliary plans, 10 year PPV projections, revenue

projections and budget development narrative) due around the same time. Discussion was positive about the due dates, but suggested that the narrative and other instructions be issued around September 1 or around Summit.

Ideas for the conference include:

- Business case for mandatory fees for budget conference. General topic – what is information for and how used?
- 10 PPV projections – update on procedure
- Mandatory fees – why need data when no fee request
- Extra Pay – Clair update on agency vs institution
- Standard Chart of Accounts –needs to be cross posted

Project Budgeting

Brief discussion on project budgeting and how the ledger change has affected the way campuses budget projects for PPVs. Julie sent out an update earlier this year and the changes will be implemented by most schools after July 1 since they have already set up the project and departments.

Job Aids – Jamie Fernandes

Jamie issued copies of job aids for the request for square footage, retirees, FTE and positions. There were brief discussions about each. Jamie will make adjustments and bring back for next meeting.

Jamie asked the new members to take the existing FTE and position document for review and feedback. Possible agenda item for the next meeting was suggested by Marion Ryant: what institutions do to update cabinet or Executive Team with budget and finance?