**Budget Issues Committee  
January 10, 2018**

**Middle Georgia State University, Macon, GA**

Members present: Melanie White (CSU), Tracie Arnold-Dixon (USG), Liz Baker (UWG), Steve Head (GATech), Marlo Key (AU) Rai Sookram (KSU), Josefina Endere (GCSU), Amanda Funches (MGSU), Donell Nixon (GGC), Traci Williams (FVSU), Donna King (ABAC)

Special Guest: Jason Matt from the Board of Regents.

The meeting was called to order at 10:15 am.

Marlo Key was introduced replacing Jeannie Ricketson at Augusta University.

The minutes of the last meeting were approved.

**1. PeopleSoft Budget Development Module**

Melanie White reviewed the upgrades to the budget development module in PeopleSoft. Cohort 1 & 2 have tested for integration into OneUSG Connect. Cohort 3 will be scheduled next month. (*That has been rescheduled for March 2*).

Some of the upgrades include:

1. Ability to add grant/projects ids
2. Improved process for changing distribution codes for positions
3. Schedule G column headings updated

**2. Plant Allocation Process**

The committee was asked to review how institutions are allocating plant costs to auxiliaries. Melanie asked committee members to submit their plant allocation methodology to her. This is required to be included in your 5-year business plans.

**3. Bylaws Update**

The committee’s bylaws need to be updated to include the additional officer positions and change the term of the chair.

1. Have added a vice chair and secretary position.
2. Chair’s term will be one year and serving a second year as ex-officio chair.
3. Josefina Endere volunteered to be the Chair.

**4. FTE Calculations**

With the new HCM system the current FTE calculation processes need to be reviewed to ensure it still makes sense. Committee members were asked to email Melanie how we count FTEs before the next meeting. Also, we need to know if the FTE report in Budget Development has been developed.

It was also mentioned that the current calculation for PT faculty average salaries need to be reviewed. Some institutions are having difficulty using the standardized approach developed by the committee. (calculations are attached for your review)

**5. Location of Budget Issues Committee Website**

The committee discussed the desire to move the location of BIC’s website from Georgia First’s website to the Budget Office of the USG. Everyone was in agreement.

**6. New Topics**

1. Mandatory fee requests –The questions was asked why are we completing the mandatory fee forms if we need student approval to charge the fees and are required to share how the money is budgeted and spent.

Answer: The forms are a tool for compliance to use with your student committees. Additionally, for audit purposes documentation is required at the Board of Regent since they must approve the fees.

1. Quarterly Actuals Report – Some institutions have expressed concern regarding the timing of the actuals report and the fact that some payroll entries are not posted. This causes variances, which require explanations. Tracie said to use what you have and comment about the timing.
2. HCM Implementation– Cohort 3 schools asked those that have gone live to share lessons learned and to what required their attention. Responses included:
   * Run clean up queries daily and fix errors
   * Be sure your grant end dates are correct. No longer have the “grace period” to continue to process transactions after end date.
   * Cross train across other areas. The system works differently.
   * Rethink/review internal processes. The system works differently. Data is located in different areas.
   * Plan on for new time clocks and potential time clock issues.
   * Communicate often across functional areas. Meet with everyone.
   * Be sure your “Report To” supervisors are correct. It drives everything.

**7. Information Sharing**

* Georgia Tech is moving from PeopleSoft financials to Workday by July 2019. All data is live; cloud based; user friendly; service not software; reporting significantly improved.
* Managing positions in budget – at next meeting come back with how you manage positions in the budget office.
* New Budget Amendment system is a way to generate a Schedule G-1 with changes throughout the year. Does not upload budget journal data into PeopleSoft. It’s an Oracle business intelligence tool for reporting. See June 2016 budget amendment system email sent out with screenshots of program. When the design is prepared, will come to this committee to test.
* Do we want to survey members about their merit process?

Meeting adjourned at 1:10pm. Next meeting in March in Macon. June meeting at Clayton State.