**Budget Issues Committee Meeting Minutes**

**September 13, 2018**

**USG Interact Conference, Athens, GA**

**Members Present:** Tracy Williams (FVSU), Tracie Dixon (BOR), Josefina Ender (GCSU), Steve Head (GA Tech), Amanda Funches (MGA), Liz Baker (UWG), Melanie White (Columbus), Robin Wade (KSU), Marlo Key (AU), and Donell Nixon (GGC)

**Guests:**  This was a closed meeting.

The meeting was called to order at 3:40 pm.

1. **Approval of Minutes**

The minutes from our June 7, 2018 meeting were approved with corrections.

1. **By-laws Approved**

The by-laws as amended in our June meeting were approved. Motion approved by Donnell Nixon and seconded by Amanda Funches.

1. **FTE Count Calculation**

We continued the discussion from June regarding how schools are counting their FTE and what queries/data sources are being used to capture the data. The “new” budget load process into HCM has created a lot of rework for some schools. That in conjunction with waiting for answers to tickets submitted has delayed receiving information necessary to thoroughly discuss this issue with accuracy.

Liz will send the FTE queries that UWG uses to the committee members after the meeting. The criteria on these queries match the variables listed on the current FTE instructions. The confusing fields may be the BW\_Payroll and Monthly\_Payroll criteria.  Many of the reports call for analysis of a specific pay period (usually the previous October).  Whenever Monthly\_Payroll criteria is available the October monthly should be listed.  When the BW\_Payroll is available, the BW payroll with the most days in October should be listed.

The query names are:

**PeopleSoft Financials**

* **Original Budget Submission** - 540\_CS\_ORIG\_BUD\_FTE

**PeopleSoft HCM**

* **Quarterly Budget Amendment**: 540\_CS\_QUARTERLY\_BA\_DETAIL
* **Original Budget Questionnaire**: 540\_CS\_ORIG\_BUD\_Q\_DETAIL
* **AER** - 540\_CS\_AER\_FTE

Please provide feedback at our next meeting in December. Please remember, for multi-incumbent positions, the FTE value of the position is used as the employee’s FTE value. If a person has two multi-incumbent jobs and both positions are structured as .475 FTE, the employee is considered a .950 employee and now benefits eligible. Since the June meeting where this was first discussed, UWG learned that after checking the FTE value total for a person, the system then verifies if the jobs are regular or temporary. If temporary, the system does not set the person up for benefits.

1. **Plant Allocation**

Liz sent the plant allocation summaries collected to the committee members prior to the meeting. Each school using the “offset department” approach appears to use a slightly different twist with no two schools using the exact approach.

It is unclear if the issue of plant/facilities costs being allocated to auxiliaries only applies to PPVs. Tracie will follow up with Regina to find out what data elements need to be considered for the PPVs. The committee is considering having a small group of schools work with the Board office on this issue.

Meeting was adjourned at 5:25 pm.