**Budget Issues Committee**

September 19, 2019 - Interact

Members Present: Amanda Funches (MGSU), Josefina Endere (GCSU), Jason Matt (USG), Traci Williams (FVSU), Robin Wade (KSU), Melanie White (CSU), Donnell Nixon (GGC), Liz Baker (UWG), Benjamin Scott (ITS), and Jason Matt (BOR)

Josefina opened the meeting by introducing committee members to guest from Interact.

Minutes: Shane Allen’s name needs to be changed “Steve” to “Shane”. Then minutes were approved as amended.

1. University System of Georgia Report - Jason Matt
2. Changed quarterly amendments to one week after quarter ends versus 2 weeks prior to the end of the quarter. Will allow budget to align with first quarter actual reporting. Budget confirmation sheets will be sent next week. Will be due Oct 7. Feedback received was positive.
3. Due dates for budget hearing information has been staggered based on date of budget hearing scheduled between November 13 thru April 7.
	1. Each school will report on Momentun Year and how we allocate funding to academic units based on changing of enrollments. Contains about 6 new questions.
	2. New for this year, the fiscal affairs team will meet while the Chancellor is meeting with the President. Skype options will be available if needed. Would like to see the Budget Directors involved during this discussion. Will review budget reduction/growth plan; fee strategy; student funding/receivables issues; etc.
	3. Contact Jason if you have specific issues you’d like to discuss anything else.
4. Athletes reporting – have 2 combined both the business plans and the John Fuchko reports into one. Both sets of data (reports) will be submitted through business plan data collection process. Revenue/expenditure reporting will be different than the current business plan template. Feedback was provided regarding how schools gather the data for the athletic report. There will be a larger conversation at the Budget Conference next month.
	1. Marian shared that they keep track separately of the expenditures.
	2. Middle GA has set up department structures for each sport to capture recruiting, pre- and post-game expenditures.
	3. Wants to keep mandatory fee reporting same as business plan
	4. Initial budget numbers do not need to match December business plans. Wants to see the most updated revenue projection.
5. **Technology Updates – Benjamin Scott**
6. In development window for fixes and enhancements. Ends this month. Any queries you would like or that don’t work needs to be submitted by January. Send email to Benjamin Scott.
7. Fund 14100 will be separated out from Continuing Education which will remain in fund 14000. Other special funds will flow into the “other” bucket which will need to be separated out and reported.
8. Waiting on more clarification of the MCOP process to complete changes need to the Budget Development module.
9. Electronic Budget Amendment Process– are there any additional questions or concerns? Will send presentation from Interact to the budget listserv. Will calculate lapsed salary and include a descriptor box that will flow to the header descriptor box on budget journals.
10. **Plant Allocation Methodology – Josefina Endere**

The approaches used by several different institutions were sent to committee members for review. They will be placed on the USG Budget Committee’s website. West GA needs to update theirs to reflect new approach. Everyone needs to recheck before we post.

1. **Open Discussion**

The opportunity was provided for anyone to ask questions, make suggestions, and/or express concerns.

Jason reminded everyone about the Budget Conference next month and asked for volunteers to present their institution’s approach to revenue modeling, position management, and student fees.

The system office is meeting with institutions to discuss strategy planning. Schedule to meet with Fort Valley next week and then Dalton state.

With no further business the meeting was adjourned.