

Budget Issues Committee

March 23, 2017

Middle Georgia State University – Macon, GA

Members Present: Melanie White (Columbus State), Rai Sookram (Kennesaw State), Elizabeth Baker (West Ga), Marion Ryant (Albany State), Donell Nixon (Ga Gwinnett), Steve Head (Ga Tech), Josefina Endere (Ga College), Jeanne Ricketson (Augusta), Teresa James (Dalton State)

Members Absent: Connie Clark (Ga Southern), Ken McCollum (UGA), Diane Owens (South Ga)

Ex-Officio Members Present: Tracie Arnold-Dixon (USO)

Guests: None

Conducted by: Melanie White (Columbus State)

Minutes recorded by: Donna Ogle (Columbus State)

Agenda items:

Call to Order

Melanie called meeting to order at 10:07 AM with welcome and intro of attendees. Copies of December 2016 minutes and other documents for discussion were given to all members present.

Review and Approval of Minutes

Melanie asked members to review minutes from December 2016 meeting. Correction made prior to meeting by Melanie to fix fiscal year listed. Minutes approved by committee.

Discussion about Positions on BIC

Tracie mentioned adding secretary position to take minutes; will be no auto rotation. Liz volunteered beginning June. Tracie advised that Melanie accepted chair position since Megan Davidson had to vacate. Melanie will be chair for another year and a half. Arisa Burgest, vice-chair, cannot continue her roll for time being, so vice-chair position is open. Melanie would like to include all members on vice-chair decision since some members are absent; Melanie will send email to all members for input and decision/announcement will be made in June.

Conference Call to BOR on Retiree Centralization

Conference call with USO briefly covered retiree centralization of health and life benefits and the huge potential impact on budget. PowerPoint slides were emailed to all BIC members for reference before meeting. Goal is to improve efficiency and consistency across system. Areas of focus include retiree communications and administrative processes. Centralization is effective 7/1/2017. No changes to benefits. CHROs meet in Macon 3/29/17 about AON implementation. There will be meeting about financial/accounting impact in Macon 4/12/17. Rai asked question about impact on future retirees. Tracey Cook advised about that process and yearly adjustments. Waiting on guidance/details over next few weeks for entire centralization process.

Discussion on Retiree Centralization

Waiting on approval from SAO for USO to carry liability. Liz asked about funds being given back to institutions if warranted. Tracie advised there will be a yearly true-up, but don't know month.

Elective Fee/Special Charges Form for Committee Review/Approval

Melanie asked for input on form and narrative. Group discussion began. Tracie advised form is tool for institutions to use for transparency between campus departments and is a good audit tool. Budget offices should understand fee and purpose. Form should be used for new fees and changes to old fees. USO does not necessarily need completed form, but send to analyst, especially if fee is new. Forms should be managed at institutional level and housed in budget offices. Routing and signature hierarchy varies by institution. Lab/course fees can cover student travel, but not employee travel. Budget Office can write in date of BOR approval if form was submitted.

Member suggestions for tracking fee issues (based on what is currently done at different schools):

- Run reports for account codes and review descriptions
- Budget office approval of all transactions/requisitions
- Tie department #s to fees so revenue/expenditures match
- Use Banner table ZURGFTT
- If “profit” is concern, review consistently for balance and reduce fee if needed.

Member suggestions about changes to form:

- Fix title on pages 1 & 2 to be consistent
- Add line for fee name/title
- Reference part 3 from page 1 (cost table) to page 2
- Delete faculty, support staff, and fringes lines and add student assistants and additional blank lines
- Add “new or existing?” line at top
- Add line that fund 10600 must be used
- Delete “instructional equipment” and add “capital equipment” to box on right
- Add “student only” to travel line on operating expenses section
- Add “detail code and chart string” line under course title on page 1
- Delete “a” on section 2 and add info from worksheet instead
- Add “student fee committee” yes/no check box to section 4 and “if yes, attach form”

Suggestion for narrative:

- Delete housing/food language completely; add language from BPM

Melanie will revise form/narrative and email to committee for input. Form will be ready at June conference for distribution to all institutions for use beginning 7/1/17.

Faculty Contracts

Question was posed by Rai about timing of sending out faculty contracts. Consistent answer was that this is done after original budget is approved. Currently, most schools do this May to mid-June/prior to July 1. Provost Office or Budget Office, or a combination of the two, sends the contracts out.

Next Meeting and Budget Conference in June

Melanie asked for discussion topics for next meeting and asked members to use ListServ over next few days to submit ideas. Item of discussion suggested by Liz: transition to HCM. Next meeting will be June 22 at 10 AM at GGC. Melanie and Donell will coordinate room. Tracie will send conference details by email once finalized.

Adjournment

Meeting adjourned by Melanie at 12:54 PM.