

Budget Issues Committee Meeting Agenda

March 9, 2022

Quarterly Meeting via Microsoft Teams

Attendees: Amanda Funches (MGA), Melanie White (CSU), Traci Williams (FVSU), Benjamin Scott (ITS), and Jason Matt (USO), Scott Musak (GT), Shana Yorkey (VSU), Antrameka Knight (KSU), Marion Ryant (ASU), Stephanie Loveless (GHC), Rachel Bartlett Cruz (UGA), Liz Duclos (), Jonathan Meyer (), Brett Garrett (), Josephina Endere (GCSU), Melena Carpenter (GCSU), Susan Mccullough (USO), Zach Rigole (USO), Alec Shephard (USO), Haley Henderson (USO)

1. Welcome and Approval of Minutes

Jason Matt called the meeting to order at 10am and asked for a motion and second to approve the minutes with Antrameka Knight, KSU making a motion and seconded by Melanie White, CSU.

2. Welcome to New Members

Rachel Bartlett Cruz Introduction. Replacing Denise Floyd from GA State.

Still short one member from State Sector

Alec Shephard introduction from System Office

3. New Business

- Josephina introduction of Team.
 - Melena Carpenter Dir of Aux
- Fina: Systems used for original budget development. GCSU is currently using Epiware for Original budget development (gathering information /approval for budget prep), and we are looking into moving to Share Point. GCSU would like to know how other institutions handle it before committing to Share Point.
 - Antrameka Knight confirms SharePoint works well for KSU campus. Well received by campus. Very flexible. Year over year tracking.
 - SharePoint used as repository or functionality ability? JM- AK both
 - Original budget submission or also amendments?-AK list format for amendments. Automatic emails from Share point. Reserve reporting repository function. Central Hub. Campus uses as central hub.
 - Tableau for reserve and carry forward reporting. Moving more toward project ID.
- Fina: Procedures to handle budget amendment requests (permanent and temporary). GCSU is currently using DocuSign for request/approval purposes.
 - Used internally but not with workflow-SharePoint. Requested SSC and UWG for budget journal workflow in PS.
 - GCSU uses DocuSign for perm amendments and lapsed funding.
 - Demo from AK? Yes, for SharePoint.
 - Update on change request- Workflow for BJE. Similar to ePro routed to budget manager of department. Wasn't functional. Work around, Ad Hoc Requester, Approver, Budget Office would send Ad Hoc to Dept Head. Workflow builds of GL workflow. Any changes to this work flow will change GL. Budget Approval optional currently. opt in approver will be required. Reviewers can make changes to entry. After changes it goes back through the approval process. Controllers are getting involved. If approved Fall production Queue.
- Fina: \$5,000 Base changes and Summer faculty payrolls. Do any of our institutions have something in place for the 33.3% impact?
 - Any implementation, payroll calculators, or feedback? JM suggests posing HR to USO HR team.

- \$3750 one time supp non retirement April paycheck 2BW and Monthly. Proration or full amounts. April 1 \$5K base pay.
- New Contracts? Summer pay based on contract.
- Fina is submitting question. Will share response with Jason and he will share amongst budget group.
- How will allocations be handled. Requested for full allotment in April. 10/12 in April and then May and June. Cash allotment on 15th will have amount included. SSC will be sending initial eligibility files soon. Edit combo codes as necessary. New combo code associated.
- State to cover \$3750 for all fund sources with limited exceptions. Not finalized yet
- Going forward only E&G is planned
- April 2 increases, monthly and increase.
- 40 Hour payout update? No update.
- Vacant Positions- also included in \$5K
- 2 legislative meetings tomorrow House 7:15 Monday at 9 their meeting FY23.
- Not sure about meeting for AFY22.
- Capital projects- Senate proposed using reserves as well as state funds.
- SIF- Expected to go away. No confirmation, yet.
 - 2 year lag applies to SIF as well. Not a one for one match.
 - Formula still the same. Not receiving additional funding per student.
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- Melanie: What systems are being used for tracking the reserves usage etc? Are institutions using Project codes, separate departments, etc?
 - AF-Using project ID. Adding rewest with 499 and with expense. And department for fund 14.
 - SM-Workday, Using program codes.
 - Fiscal Year to date. No need for fiscal year indicator other than budget reference.
 - MR-Using tracking by dept ID.
 - Consider how project budgeting is handled on APPROP ledger. Using projects for tracking only causes more review and correction.
- Elect Two New Members
 - Vice Chair
 - Volunteers
 - Antrameka Knight, Unanimous Vote
 - Secretary
 - Volunteers
 - Amanda Funches, Unanimous Vote

4. Technology Liaison Update

- Known Issue: BN- Alight/Benefits Dependent Enrollment File Has Not Loaded to OneUSG Connect
 - Should be caught up by March 28th.
- Budget prep mass upload refresher
 - Best Practices- Run PS Raise Export query. The Raise you enter is an absolute value.
 - Negative adjustments will automatically skip Job Date Entry
 - Merit Field is subject to Max Raise Percentage.