

## **Budget Issues Committee**

October 6, 2020

Via Teams

Members Present: Traci Williams (FVSU), Amanda Funches (MGA), Melanie White (CSU), Denise Floyd (GSU), Scott Musak (GT), Shana Yorkey (VSU), Antrameka Knight (KSU), Marion Ryant (ASU), Donnell Nixon (GGC), Donna King (ABAC), Benjamin Scott (ITS), and Jason Matt (USO)

Members Absent: Josefina Endere (GCSU)

### **1. Welcome and Approval of Minutes**

Traci Williams called the meeting to order at 9:02AM and asked everyone to email Amanda if they were a committee member using a phone number and not their name for attendance purposes.

Traci said that she has not been able to get the last minutes due to the retirement of Liz Baker, but items discussed in the last meeting included:

- Jason Matt gave a budget update;
- Position count query and how it should be used by all institutions now and is sent when budget amendment data is sent out;
- MCOP;
- And best practices for year-end spending.

### **2. System Budget Office Updates**

Jason thanked Traci for continuing to have meetings throughout this time, especially with in person conferences cancelled. He also thanked Benjamin Scott for his technical assistance, including the Teams meetings.

Jason reminded everyone that the quarterly amendment is due this week and the quarterly report will be due next week. He also spoke of the sector meetings that are being held quarterly and encouraged everyone to participate.

USG has submitted budget request to the State of Georgia for FY22.

- USG was not required to submit additional cuts.
- USG and all state agencies were required to start at base budget but the USG was allowed to ask for enrollment growth funding.
- Insurance rates are going down, so should see a decrease in funding for that (and at the 75/25 rate even though state funding is now close to 50/50).
- A reduction in funding for TRS for ORP was added into the request since it is believed those funds will be taken.
- Total increase request of \$61M

Budget Hearing documents have been sent to Presidents/CBOs/Provosts.

- Consolidated into 15 questions this year.
- USO team has completed budget template. Institutions only need to complete the items with green shading.
- Institutions are expected to use the budget template data for crafting their narrative – financial health, etc.
- Ask questions if needed.

Jason said a Request for Information (RFI) has gone out for the budgetary reporting system. The main thing he wants is for the systems to talk to one another.

#### Budget Prep Schedules

- Trying to streamline. Will take groupings away and have schedules by individual funds.
- Will get rid of C1 and D1. Information for board sheets can be found on Schedule D.
- Schedule E1 will be re-worked to clean up to 1-2 pages. A request was made to current mockup to one that has a fringe account by page and does a year-to-year comparison.
- It was noted that all information currently found in the schedules could be found in a query format.

#### Follow-up Questions:

- Mandatory fees will be very similar to last year with small tweaks so that the accounts are similar between the fee and auxiliary plan spreadsheets.
- CVIG enrollment numbers did go out in March 2020 or so, if you do not have them, please check with your CBO.

Jason then introduced Kelly Saxon for a discussion on a Budget Manager Dashboard change request. Kelly explained that Traci at Fort Valley had put in a request for the dashboard to include org level budgets. There are two current options for this change:

- Option #1 – Adding a ledger prompt
  - Could possibly slow down system
  - Could require a new page for the dashboard
- Option #2 – Embed the org level in
  - Schools that don't use org may have to remove all accounts listed manually

After discussion, Kelly said she would go back to development and ask if a filter will be an option and if not, suggest option #1 – the prompt.

### 3. Technology Liaison Updates

Benjamin Scott said that he is working with Robert on adding MCOP support into Budget Prep and that he has been working heavily on encumbrances.

#### Technology discussion included:

- The Health\_Benefit table not updating from Alight and how this could be communicated in the future to both budget prep and HR practitioners.
- A re-hired retiree should fall to Alight, but is still encumbering. HR needs to verify the term row has been added for benefits.
- Institutions had some changes in employees not showing in encumbrances. Code has been updated and should be fixed in the new encumbrance.

After no further discussion, Traci moved to New Business.

### 4. New Business

#### Careers Implementation

- Can be a culture shift if currently using paper or a different system
- Position data has to be correct for the job to be advertised correctly. This could cause a MSS change to be done.

- Hiring different than current employee type when a position is filled has been a challenge.
- For Kennesaw, it has been easier to keep up with vacant and filled positions.
- It was suggested that a session for hiring filled positions or Careers been done via Connect2020.

#### Indirect Cost Distribution

Traci asked how it was done at each institution. Most agreed that it is percentage based with the percentage determined either before they were hired or within a different department and they were unaware how it was set up.

#### **5. Open Time for Questions, Concerns, and Other New Agenda Items**

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

A question was asked about queries and if they were school or USG defined. Benjamin noted that most queries seen are USG or ITS defined and those are the only ones public. An institution can create their own or modify as needed.

With no further business the meeting was adjourned.

Minutes approved 03.23.21.