

**Budget Manager's Meeting  
Agenda  
Tuesday, January 15, 2008 (9:00 AM)**

----- *FY 2007-08* -----

- **FY 07-08 Excess Revenue (Mid-Year Review)**
  - Vice Chancellor's finalizing requests. Final decisions within a week.
- **FY 07-08 Mid-Year Reviews (Receipt-Supported)**
  - Weeks of 1/28 – 2/1 and 2/4 – 2/8
  - Affected programs will be notified this week
  - Template link:  
<http://www.uncw.edu/budget/procedures/reportingtemplate.xls>

----- *FY 2008-09* -----

- **FY 2008-09 Tuition Increases (CITI)**
  - BOT approved the following on December 14, 2007:
    - in-state, undergrad increase of \$46.00
    - in-state, grad increase of \$55.00
    - out-state, undergrad + grad increase of \$250.00
  - \$755,986 generated from increases will fund the following:
    - Faculty salaries
    - Financial Aid
    - Faculty position (2)
    - Financial Aid counselor
    - Library Assistant
    - Student service counselors compensation
    - Math Lab support / tutors
  - BOG decision in February
- **FY 2008-09 Student Fees**
  - BOT approved the following increases on December 14, 2007:
    - Athletics - \$20.00
    - Health - \$9.00
    - Ed & Tech - \$6.75
    - Athletic Facilities - \$1.00
    - Campus Recreation - \$46.00
    - MC CSIS Orientation - \$125.00
    - Nursing Simulation Lab Course Fee – \$50.00
    - Application Fee - \$15.00
  - BOG decision in February
- **FY 2008-09 Supplemental Budget (Year 2 of FY 2007-09 Biennium)**
  - Budget requests sent to UNC-GA website last week (1/9)
  - Issues submitted:

	FY 2008-09	
	<u>Permanent</u>	<u>One-Time</u>
Emergency Mgmt & Business Continuity Director (I-9)	\$120,401	\$30,000
Emergency Notification Systems (II-5)	225,263	476,411
Student Case Manager (I-2)	65,897	3,000
Student Housing Security Cameras (III-1 & II-7)	0	1,365,195
University Police Accreditation (II-9A)	91,952	322,000
Coordinator of Men's Programs' Position (I-11)	<u>55,996</u>	<u>0</u>
Total requests	\$559,509	\$2,196,606

- **FY 2008-09 Special Funds' Budgets**
  - Guidance / Rates / Packages out – January 14, 2008
  - Packages due in - *May 12, 2008*
  - Security/Admin/Auxiliary Requirements – sent out (by me) Nov 20, 2007
  
- **FY 2008-09 Annual Allocation Process**
  - Permanent + One-time state funds
  - Guidance out – early March
  - Requests due back – early May
  - *First time using new automated submission process*

-----**Miscellaneous**-----

- **Grant Billing Conversion – Carole Wilson**
  
- **ORG Committee – Jan / Jo Ann / Andrea**
  
- **Pool Positions**
  - Permanent versus one-time
  - Why we're realigning vacant position funding?
  
- **HR 3.30's**
  - Time-Limited positions
  - SPA Banded positions
  
- **Lapsed Salary Report**
  - Committee investigating two possible improvements:
    - Ability for divisions/deans to run area specific reports on Up Front each month
    - New downloadable file of the raw data allowing areas to sort and subtotal to meet their individual needs.
  
- **EPA Salary Increase Process**
  - Budget Office meeting w/ ITSD (and others) to discuss automation
  
- **Budget Request System**
  - Training Sessions:

▪ January 25, 2008	9:00 am – 11:00 AM	Ho 249 (full)
▪ January 31, 2008	9:00 am – 11:00 AM	Ho 249
▪ February 6, 2008	2:00 pm – 4:00 PM	Ho 249 (full)
▪ February 12, 2008	9:00 am – 11:00 AM	Ho 249
▪ February 21, 2008	9:00 am – 11:00 AM	Ho 249
▪ February 29, 2008	2:00 pm – 4:00 PM	Ho 249
  - Attendees ???
  
- **Budget Workshop Training**

○ BGT 101	Monday, April 14	2:00 PM	AL 211
○ BGT 102	Tuesday, April 15	9:30 AM	AL 211
○ BGT 103	Wednesday, April 16	2:00 PM	AL 211
○ BGT 104	Friday, April 18	9:30 AM	AL 211
○ BGT 105	Tuesday, April 22	9:30 AM	AL 211
○ BGT 106	Thursday, April 17	9:30 AM	AL 211
○ BGT 107	Thursday, April 17	2:00 PM	AL 211
  
- **Future Budget Managers' Scheduled Meetings**

○ Tuesday, March 18, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, May 13, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, July 15, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, September 16, 2008	9:00 – 10:30 AM	AL 215
○ Tuesday, November 18, 2008	9:00 – 10:30 AM	AL 215