

**Budget Manager's Meeting
Agenda
Tuesday, May 13, 2008 (9:00 AM)**

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

- **FY 07-08 Year-End**
 - Over commitments / Negatives:
 - Reminder -- All funds must be positive at account code level
 - Carry Forward (handout)
 - General funds only (not 102, 103, 142 receipts)
 - 2.5% of your permanent operating budget (920000-960000)
 - Methodology: all at divisional level – will maximize CFWD
 - Targets: handout
 - *Next year allocation: email to Cindy or I [prior to July 15](#)*

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

- **FY 08-09 Governor's Budget**
 - Email yesterday w/ website link
 - Reductions:
 - 0.8% mgmt flexibility reduction (~\$ 750K) ... added to \$290K from long-session
 - inflationary increases (utilities, library mat'ls, eqpt)
 - building reserve slippage (SON)
 - Expansion:
 - Fully fund enrollment growth, Regional Collaboration (Onslow), campus safety, student housing fire systems
 - 1.5% salary increase + \$1,000 one-time bonus (equates to ~ 4% raise)

FY 08-09 Special Funds Budgets

- Were due to my office yesterday
- Still missing: BA / Facilities
- Discussions/reviews --- next several weeks (Amy / Cindy / I)
- **FY 2008-09 Annual Allocation Process**
 - Guidance / process --- coming soon
 - New positions – start classification process now
- **Time-Limited Positions (handout)**
 - HR 3.30's submitted to my office by **June 15th**

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

- **Telecommunications (Patty)**
 - Billing packages -- handouts
- **Budget Office Staff Items**
 - Craig Funderburk – Jonia's replacement (funderburkd)
 - Judy/Amy/Cindy – at UNCG Tues PM, Wed & Thurs (Back Fri AM)
 - No personnel actions will be addressed during these days (including flex's)
- **FY 09-11 Biennial Budget Process**
 - Will be starting this summer
 - More information to follow as I get guidance from OSBM
- **IT Positions -- Salary Adjustments**
 - Second half of position adjustment – July 1

- **UNC Tomorrow**
 - Phase I Report submitted to BOG – April 30
http://www.uncw.edu/tomorrow/Phase_One.html
 - Phase 2 commenced May 2nd
 - Will require detailed costs associated with initiatives
 - May require reallocation of existing resources
- **Training Committee (Cindy)**
 - Update on committee work
- **Lapsed Salary Report (Amy / Judy)**
 - Stage One complete – EPA at Dean level
 - Tweaking stage 1 – Library / CMS / Enr Mgmt / Ath
 - Testing Stage Two -- SPA (probably available by June)
- **EPA Salary Increase Process (Amy)**
 - Budget Office still testing Salary Planner
 - Next step, work w/ ITSD to modify Salary Planner
 - Looking at “modified” Salary Planner instead of building a new system
 - Will not be ready for 08-09; but feel confident it will be by 09-10
- **Budget Request System (Angie)**
 - Complete – awaiting the process to begin
 - Instructions – part of Annual Allocation process guidance
- **Organizational Changes**
 - Need HR 3.30’s **NOW!!! (Financial Aid, Enroll Mgmt, Facilities)**
- **Flex’s --- attention to detail, please !!!**
 - Detailed account code (temp wages, 96xxxx)
 - Descriptions getting weak (Never Use “COVER NEGATIVES”)
 - Combine smaller flex’s wherever possible
 - Budget Office webpage examples
 - <http://www.uncw.edu/budget/procedures/srciproc.doc>
- **NBAPBUD (Amy) -- handout**
- **NHIEDST / NBIPOSH (Judy / Amy) -- handout**
- **Budget Workshop Training**
 - BGT 101 Tuesday, October 7 2:00 PM AL 215
 - BGT 102 Thursday, October 9 2:00 PM AL 215
 - BGT 103 Tuesday, October 14 2:00 PM AL 215
 - BGT 104 Thursday, October 16 2:30 PM AL 215
 - BGT 105 Wednesday, October 22 2:00 PM AL 215
 - BGT 106 Tuesday, October 21 9:30 AM AL 215
 - BGT 107 Wednesday, October 15 2:00 PM AL 215
- **Future Budget Managers’ Scheduled Meetings**
 - 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