

**Budget Manager's Meeting**  
**Agenda**  
**Thursday, July 12, 2007 (10:00 AM)**

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

- **FY 2007-08 Annual Allocation Process**
  - Allocation decisions of permanent and one-time funds complete
  - Campus notification / upload to shared drive – Monday, July 9
  
- UNCW/Sammy/Departments on (Campus File Services)/University Budget/07-08 Allocations/Summary 07\_08 Annual Allocations\_Final Allocations\_09Jul07*
  
- Funding sources:
  - Permanent – Enrollment Growth (BD-606 # 11-0005-08)
  - One-Time
    - FY 06-07 CFWD (BD-606 # 11-0003-08)
    - FY 07-08 CITI (BD-606 # 12-0001-08)
    - Lapsed Benefits (Flex LJ-9005-08)
    - University Reserves (Budget Revision)
  
- Positions:
  - Copies of HR 3.30's attached – [note comments section](#)
  - Funded at state avg (SPA) / JMR (banded SPA) / 80<sup>th</sup> percentile (EPA)
  - Inputted into Banner HR when funding source approved
    - Permanent – enrollment growth (probably August)
    - One-time – CFWD and CITI (hopefully late July)
  - Departments can contact HR to start recruitment process now
  
- Lessons Learned:
  - HR position classification – went very well (only 1 not done correctly)
  - Forms still need work in completing entirely – Angie has tweaked !
  - Budget Director comments – came as surprise to some people
  - Campus still needs training – had to cancel last BGT 106 session
  - Still working on automation of process – hopefully by next spring
  
- **FY 2007-08 BD-119 / SPA LI processes**
  - Expected increases (**not yet final**):
    - Faculty – 5%, EPA / SPA – 4%
  - SPA LI: expected in August
  - BD-119: anywhere in August – October timeframe
  - More guidance to follow from Budget Office / Human Resources
  
- **Vacant Positions**
  - Legislature looking, HARD, at vacancies (especially those vacant > 6 months)
  - If positions > 6 months...will have you abolish so I don't have to report
    - Flex salaries + benefits into operating account for future use
  
- **Time-Limited Positions**
  - My email of June 23, 2007 refers
  - Please get HR 3.30's in now

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

- **FY 2008-09 Tuition Increase (CITI) process**
  - Calendar:
    - Guidance out tomorrow – modified template on shared drive
    - Inputs due to my office: **September 3, 2007**
    - Tuition Increase committee: September 10 – November 23
    - VC's / Cabinet deliberations: November 23 - December 10
    - BOT presentation: December 14
  
  - UNC-GA 4-year guidance (restrictions) -- **can only be used for:**
    - Need-based financial aid
    - Faculty salaries to 80<sup>th</sup> percentile
    - Improve library and counseling services
    - Reduce class size
    - Increase class section offerings
    - Improve student services
    - Improve quality of academic experience
  
  - UNCW emphasis – look at *diversity* (Goal III) within the broad categories

Committee makes  
recommendations  
to VC's / Cabinet

- **FY 2008-09 Student Fee process**

- Calendar:
  - Guidance / Forms out in early September
  - Inputs due to Budget Office – mid October
  - Committee – mid October thru end November
  - Pick up w/ CITI calendar
- Have to fill out “budget process” template in addition to detailed budget format

Committee makes recommendations to VC's / Cabinet

- **FY 2008-09 Supplemental Budget Request process (2<sup>nd</sup> Year of FY 2007-09 Biennium)**

- Guidance out in October
- Inputs due to Budget Office – December

----- *FY 2006-07* -----

- **FY 2006-07 Fund Execution**

- Starting 7/1/07 positive management of funds **must be done at line item level**
  - Reversal of my decision from last year – line items could be negative
  - Departments didn't manage funds properly
    - Overrides; negative BD-701 lines; BO forced to clean up negative personnel lines that sent entire fund negative
  - Year end required a lot of unnecessary work for my office
- Resources available to manage funds:
  - Lapsed salary reports
  - Over commitment notices
  - COGNOS available balance reports – ours will include personnel lines

- **FY 2006-07 2.5% SRCI Carry Forward**

- Not everyone maximized their carry forward
- A lot of extra, needless, work done as we finished fiscal year
- Two ways of approaching:
  - Divisional / Dean's
    - Front-end: Easy to maximize, few budget revisions, total amount place in 1 fund/account
    - Back-end: you must allocate, through budget revision / flex
  - Departmental:
    - Front-end: hard to maximize, **many** budget revisions / flex's
    - Back-end: Budget Office does allocation
- You're decision for next year.

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

- **People Admin**

- HR reps to discuss implementation

- **Org / Department Changes**

- ITSD / AA / SA --- please provide me with electronic version of org structure
  - AA – listing of academic department chairs.

- **Fund Balance Commitments / Requirements Review**

- Similar analysis to one done in FY 2004
- Vice Chancellor's have requested I do again

- **Training**

- BGT 101            Tuesday, October 16            9:30AM            AL 215
- BGT 102            Wednesday, October 17        2:15 PM            AL 215
- BGT 103            Thursday, October 18         9:45AM            AL 215
- BGT 104            Thursday, October 18         2:15 PM            AL 215
- BGT 105            Friday, October 19            9:45AM            AL 215
- BGT 106            Tuesday, August 7             9:45AM            AL 215
- Monday, October 22            9:45AM            AL 215
- BGT 107            Tuesday, October 23            9:45AM            AL 215

- **Future Budget Managers' Scheduled Meetings**

- Thursday, September 13, 2007 10:00 – 12:00            AL 215
- Thursday, November 15, 2007 9:00 – 10:30            AL 215