



**Council of the University of Idaho Business Officers
Meeting Minutes
April 14, 2011**

- **Budget/Fiscal Year Reappointment- Trina Mahoney**

Budget decisions will be made after next week's board meeting when student fee increases will be approved. Immediately after the Board meeting executive leadership will make final holdback decisions and templates will be sent out that will need to be completed and sent back quickly.

Currently as part of the fiscal year reappointment process all permanently budgeted positions revert back to how they are permanently budgeted in NBAPBUD. A new process where positions would continue into the new fiscal year "as is" (per NBAJOBS) is being explored. This would mean that positions would not revert back to how they are permanently budgeted (NBAPBUD).

The thought is that the new process would reduce the workload for the departments, but input is needed on whether this is the case. If you could discuss this with the people in your unit responsible for EPAF's and let Trina know your thoughts in the next week or so it would be greatly appreciated. Please indicate which approach you prefer and include examples of issues you see with either option in your response.

- **Asset Sales & Surplus Inventory Disposition Policies- Joe Groves**

University-owned equipment (more specifically computers and lab equipment) continues to leave the University under un-authorized methods. The most common reported incidences involve staff & faculty requesting the opportunity to purchase their work laptop / lab equipment for a reduced price. Despite the employee's personal preference & the cost / benefit analysis of this request, the University has established policies concerning the handling of surplus property inventory. These policies & procedures are documented in the APM 10.40.

It is important for CUIBO members to continuously remind their staff and faculty of these policies & procedures so that individuals involved do not become party to certain actions that could result in detrimental legal / criminal outcomes.

- **Lag Pay Correction FY11- Dan Stephens**

A correcting journal entry will be done in April 2011 to reverse the deferred/lag pay entry that posted in error in July, 2011. This should correct any issues concerning additional pay and benefits charged to the wrong fiscal year. If you have any questions, please contact Dan Stephens or John Keatts.

- **US Bank Access Online Training-Sandi Hampton**

U.S. Bank representative, Sandi Hampton, provided a demonstration of the Access Online program. Once the P-Card process changes are implemented, Access Online will be used by "Divisional Administrators" to adjust credit limits, close accounts, run reports and maintain P-Cards within the Administrator's college / department.

- **Historical P-Card Spending Levels- Dan Stephens**

Marlana Barden will be distributing over the next few weeks, the historical 24 month p-card spending levels by individual cardholders. This information will assist the "Divisional Administrators" with determining the new monthly spending limits appropriate for each cardholder within their college / department.

These are summary notes of the general topics discussed and do not reflect all of the details.