

Minutes
University Budget Officers' Meeting
January 23, 2013

Lisa Wilson called meeting to order at 1:30pm.

Budget Model Update

Melody Flowers provided an update to the group on the progress of the University's move to a new Value-Based Incentive Model. She presented a mocked version of the model called, "The College of Happy Days". She explained the way the new model will function in terms of total revenues and total expenses. The preliminary model assumptions are based on the last two years' financial data. This will be shared with Deans and unit heads over the Spring Semester 2013. The model will be explained and demonstrated and feedbacks collected during this time. Fiscal Year 14 will be the "parallel year" and work in conjunction with our current incremental budgeting system. This will allow units to see how they would perform under both types of models, incremental versus value based. It is anticipated that the model will be fully implemented in Fiscal Year 15.

Lisa made a comment that Melody is still working on the model. Correct and reliable data is needed to make decisions. She said information of how the model is going to flow will be fully shared.

If you have any questions, concerns, or if you would like a presentation to your unit, please contact Melody melody.flowers@uky.edu.

Potential Safety Information

Brandy Nelson and Lee Poore from Department of Environmental Health and Safety gave suggestions about certain types of items that should not be purchased for labs, the correct types of items to purchase, who to contact for faculty who are moving/leaving the university, office ergonomics and purchase of ergonomic equipment. Information can be found on the department website <http://ehs.uky.edu/>.

Changes to Business Procedure E-9, Payments to Research Subjects

Tony Day reported that since the Office of Treasurer and Controller found out in November that Tax IDs are exposed in ECM, processes have been developed, and changes made to Business Procedures to prevent unnecessary access to tax identification numbers. Changes to payments to research subjects (IMPREST cash accounts) are revised as well. Now tax IDs are secure in SAP and ECM.

Results of the First Payroll Process

Zoe Morley reported the results of the new payroll error process for BW02 and MO01. For bi-weekly, 31 employees had their IT0027 updated, and for monthly only 4 were updated. If you have any questions, please email Zoe zlb1@uky.edu.

Review of Calendar Year 2012 Exceptions

Chris mentioned 691 exceptions are processed, of which 562 approved, 83 unapproved, 16 withdrawn, and 28 not needed. She discussed the reasons for unapproved, mainly against alcohol policies and flowers over \$75.00. She warned the recent spike in paying individual membership with procard.

Data analysis will be shared with units later.

Other Business

Lisa mentioned the small discussion groups the Provost Budget Officer had formed some time ago. Several of the groups have disbanded but the grant group still meets regularly. Information of the group discussion will be shared at next budget officers meeting.

Ward Sutton updated the director search of the Work-Life program.

13-14 Operating Budget Discussion

Lisa first expressed appreciation for unit budget officers going through each position for benefit true-up process. She said the results of the process will be communicated by the end of the week.

Kristen discussed the items on the budget calendar. She asked unit advice for budget training. One of the items suggested for training was getting budget officers to present on how a unit prepares a salary allocation plan for staff and faculty.

Meeting adjourned at 2:55.