AGENDA

1. **Introductions**

   Stephanie G. Smith was introduced as the New Housing Business Operations Specialist.

2. **Office of the Controller - John Klatt**

   - Some of the FY12 Pre-Encumbrances are not canceling out. This issue can be seen with both POs and Change Orders. Purchasing wanted to bring this issue to light as it may cause issues reconciling budgets. When reviewing your expenses, look for any FY12 Pre-Encumbrances that should not be there and alert Shelly Parker of the issue.
   - A new ‘Purchasing 101’ training should be available through the Center for Business Excellence soon. This training is being created to communicate the recent changes in Procurement procedures due to changes in Georgia law.

3. **Business Operations Training - Kristin Smith**

   The Division for Business and Finance provides a “one-stop shop” to register for training needs. Please visit the Center for Business Excellence’s website to schedule training for all your business operation needs. Click on the training session name to sign up at:

   http://www.westga.edu/training/index_514.php

5. **Updated Budget Forms – Kristin Smith**

   Please check our website for updated Budget Amendment and Department Request forms at:

   http://www.westga.edu/budget/index_13662.php

   Please alert others in your departments who use these forms.

6. **Hiring Graduate Students – Auxiliaries - Jenny Ingram**

   - There has been some confusion as to what signatures are required for Graduate Assistant hires. Jenny Ingram sought clarification as to whether or not a College Dean needed to sign off on Auxiliary Services GA PARs. Per Academic Affairs, someone in the Dean’s office of the program in which the student is enrolled needs to sign the PAR. Since the dissolution of the Graduate School department, Dean’s offices have assigned different individuals to approve the PARs.
   - Budget Services’ PAR instructions will be updated if new signature authority for GA PARs changes.

   **Discussion Subsequent to the Meeting:**

   The Budget Office confirmed with Payroll, the Provost Office, and Jessica Wiggins in Financial Aid the process to be used. Budget Services will update the information on the website to ensure
conformity.

- Graduate Student PARs will need to include a signature from the Dean’s Office of the program in which the student is enrolled. For example, GAs who are enrolled in the MBA program and working in the Library, will need to have the RCOB Dean’s office sign the PAR, not the Library Dean where they work.
- A Graduate Student may be hired for two GA positions if agreed to by Academic Affairs and the total hours worked in the two positions does not exceed 20 hrs per week. A PAR will be used to hire the student in both jobs.
- In rare instances, a GA may be employed in a third position as long as the total hours worked in all 3 positions does not exceed 20 hrs per week and the Dean’s office of the student’s program of study agrees. Extra pay forms will be used to process this payment.

7. **Roundtable**

- Lucretia Gibbs shared information to other Budget Managers regarding the handling of E-Tuition funds. For FY13, E-Tuition funding will be moved to the departments with a distinct program code of 11200. These funds cannot be moved into other program codes. This change was made to help better track E-Tuition funding.

**Next Meeting: October 18, 2012**