

## Business Manager Meeting Notes

October 22, 2003

The October 22, 2003 Business Managers Meeting included presentations on Rocket Telecom, deadlines for Student Employment Personnel Action forms in the Student Employment Office, and deficit carryforwards.

Clayton Riddel, Manager, Telephone Services, and Carole Sedlock, Telephone Coordinator 2, did a presentation on Rocket Telecom wireless plans and products, and also the information available on their website.

The features and differences between Rocket Freedom regional service and national service were noted. Since Alltel is the vendor for the Rocket Freedom plans, departments can use departmental billing rather than submitting Alltel requisitions for payment through Accounts Payable. Also, Telecommunications will handle Alltel billing issues, service, and maintenance. A couple of the new features of the regional plan are increased minutes and text messaging. A handout was distributed that outlines the features of regional and national service, ([Phone Services Features](#)).

A wealth of information is available at the Telecommunications web site, <http://telecom.utoledo.edu/>. This information includes the administrative pricing structure, voice mail instructions, and phone instructions for various phone models.

If people have questions for Telecommunications, they're welcome to call their office at x7998 (main number) or stop by their office, RH 1902.

Ellen Nagy, Director, Career Development, talked about Student Employment Personnel Action (SEPA) deadlines in Student Employment. She distributed a handout that provides the dates that SEPA's are due in Student Employment, ([SEPA deadlines](#)). SEPA's are due with all the required forms and signatures by 5:00 pm on the Wednesday of the week preceding the due date in Payroll. Questions may be directed to Career Services, Student Employment at x4341.

Jack Armul, Associate Vice President for Finance, discussed deficit carryforwards. Several of the departments/programs with deficit carryforwards at June 30, 2002 also had, in many cases, larger deficit carryforwards at June 30, 2003. The Vice Presidents are responsible for devising plans to pay back deficit carryforwards for those departments/programs under their direction. Jack asked people to take the message back to their departments to appropriately cover deficit carryforwards in a timely fashion. Jack briefly discussed the some of the background for the carryforward.

Brian Bushong, Director, Office of Budget and Planning, said that there is an almost \$4,000,000 budget shortfall. The Faculty Advisory Committee (FAC) is working on a plan to cover this shortfall.

Brian said that the FY05 budget would be presented to the Board of Trustees in April 2004. So, budget development will begin in early January 2004 and mid-year budget revisions will be done in December 2003.

Maria Peng, Budget Analyst, Office of Budget and Planning, talked about the American Association of University Professors (AAUP) 1% merit increase. She asked the college Business Managers to verify the spreadsheets she sent out and inform her about any changes/discrepancies by Monday, Oct. 27. The merit “points” are then sent to John Satkowski, Associate Vice President, Academic Finance and Planning. Adherence to these deadlines will ensure that the merit increase is reflected on the January 9, 2004 paycheck.