

## **Business Manager Meeting Notes**

June 28, 2006

The June 28, 2006 Business Managers Meeting included information on changes to the hiring process as well as a few miscellaneous items.

Tom Page, Controller, opened the meeting and commented on a few miscellaneous items. Tom said his area plans to continue the Business Managers Meetings as issues emerge. He stated that the Board of Trustees approved the FY07 budget. The enrollment projection for Fall 2006 is flat.

Joyce McBride-Hammer, Senior Analyst, Office of Budget and Planning, introduced Liz Martin. Liz is a Graduate Assistant who will be working in the Budget and Planning Office for the next year.

Joyce distributed copies of the fringe benefit rates table for FY07. Notice that the health care benefit is lower. Please refer to the Office of Budget and Planning Office website for the fringe benefit rate tables, [http://budgetoffice.utoledo.edu/Fringe\\_Benefit\\_Tables.asp](http://budgetoffice.utoledo.edu/Fringe_Benefit_Tables.asp).

Tom spoke briefly about year-end closing processes. The departments under his direction are trying to be as efficient as possible especially in light of the merger. Thanks to those who have responded promptly to information requests.

Cherie Drinkwater, Senior Human Resources Specialist, HR; and Matt Dills, Director, Compensation and Employment, HR; first said there will not be a tremendous change in the hiring process. Rather, effective July 1, 2006, any non-student position (i.e., faculty, classified and unclassified staff, temporary hourly, interim positions, and through employment agencies) must go before a Position Review Process. The approval process also applies to salary adjustments and extra compensation for current salaried employees. Grant-funded positions are exempt from the Position Justification Approval process. The committee is comprised of Dr. Lloyd Jacobs, President; Crystal Dixon, Associate Vice President, HR, Health Sciences Campus; Bill Logie, Vice President, Administration; and Jim Sciarini, Associate Vice President, HR, Main Campus.

HR will maintain a log of disposition (approved/not approved) positions. Read-only access via the Web will be available to those with authorization. John Satkowski said let's try to look ahead at revenues for classes and also Extra Compensation. He will be sending out a worksheet and will meet with the colleges' Business Managers.

Please refer to the HR web site, <http://humanresources.utoledo.edu/employment/default.asp> for information and forms related to the Position Justification Approval process.

Tom Page mentioned that Personnel Action (PA) forms will be due in Payroll by Tuesday of non-pay week.

Tom asked the attendees to strongly encourage direct deposit. Despite repeated requests not to do so, there continue to be instances of checks being distributed before payday. One alternative to quash this is to mail out all paychecks/direct deposit slips on payday Friday.

John Satkowski asked the attendees to get the PA removal forms submitted ASAP for the faculty members taking the early retirement incentive plan. The removal needs to be processed before a faculty member may be granted Emeritus status.

Ken Long, Director, Office of Budget and Planning, reiterated that the budget was approved by the Board of Trustees.