

Meeting notes: (Highlighted an added notation)

- **Team Channel Access and Position Funding Reports:** Georgeann confirmed with the group that all college and division administrators should have access to the team channels for forecast and position funding, addressed access issues by coordinating with April, and discussed the process for handling position funding reports, especially for inactivated positions.
 - **Team Channel Access Coordination:** Georgeann ensured that all college and division administrators had access to the relevant team channels for forecast and position funding, addressed an access issue by forwarding it to April, and confirmed that those who completed their position funding reports should proceed with inactivating positions to reduce the Hyperion load.
 - **Position Funding Report Instructions:** Georgeann explained that the FTE review (position funding report) is due by end of day tomorrow or first thing Monday, provided instructions on marking vacant positions for retention or inactivation, and clarified the process for VSIP faculty positions, including handling replacements and specifying new position numbers.
 - **Action on Inactivated Positions:** Georgeann directed that positions being inactivated should be processed promptly so they are not included in the Hyperion load, and provided guidance on documenting new or replacement positions, including anticipated hiring timelines.
- **Budget Development Training Session Enrollment:** Georgeann reviewed the participant list for the upcoming Budget Development 2 training, identified and coordinated the removal of ineligible attendees with Jonathan, and, with Esther's input, planned to communicate directly with affected team members to clarify the situation.
 - **Direct Communication with Affected Members:** Georgeann agreed to email the affected individuals to explain their removal from the training session, and Esther confirmed that Jonathan was also reaching out to them.
- **Review of Fund 2078 and 2063 Projections:** Georgeann instructed the group to review and update projections for fund 2078 (E&G sales and service) and 2063 (course fees), provided historical data for reference, and discussed the process for inactivating unused cost centers and reallocating course fee equity.

- **Fund 2078 Review and Inactivation:** Georgeann provided historical revenue data for fund 2078, noted that some cost centers had no recent activity, and advised that these should be marked for inactivation if the program ended or funds were moved. **Also, if the 2078 was a fund 3 cost center prior to FY26 please take into consideration that revenue activity when forecasting.**
- **Course Fee (2063) Projections:** Georgeann explained that course fee projections should account for departmental changes, such as combined departments, and emphasized ensuring that all course fees are allocated to the correct cost centers.
- **Reallocation of Course Fee Equity:** Georgeann instructed that if a course fee cost center is no longer receiving fees but has remaining funds, the equity should be moved to the appropriate cost center for continued use.
- **Upcoming Budget Tasks and Data Availability:** Georgeann outlined upcoming tasks, including waiting for IDC and endowment information from the Systems Budget Office, preparing historical forecasts for non-endowment gift cost centers, and coordinating with Doctor Reichert and ORSP administrators for grant estimates.
 - **Pending IDC and Endowment Data:** Georgeann stated that the team is awaiting IDC and endowment income information from the Systems Budget Office, and will upload these to the team folders once received for use in Hyperion entries.
 - **Non-Endowment Gift Cost Center Forecasts:** Georgeann announced that historical forecasts for non-endowment gift cost centers (primarily 4041) would be uploaded to the relevant folders, and clarified that these entries are the responsibility of the administrators, not the budget office.
 - **Grant Estimate Coordination:** Georgeann indicated the need to work with Doctor Reichert and ORSP administrators to improve the accuracy of grant estimates for fund 5, clarifying that these are memo entries for the income statement, not base budgets.
 - **Departmental Estimates for Projections:** Lea asked if departments should add their proposed projections for funds 2078 and 2063, and Georgeann confirmed this, explaining that departments have the best knowledge of their course fee activity and can use historical data or reports from Campus Solutions to inform their estimates.

- **Task List and Website Updates:** Georgeann announced that the new task list is ready for posting, credited April for setting up the website with agendas and minutes, and instructed the group to refer to the most current task list for outstanding items.

Follow-up tasks:

- **Team Channel Access Issues:** Ensure all college and division administrators have access to the team channels for forecast and positions, resolving any outstanding access issues. (April)
- **Training Class Roster Corrections and Communication:** Send an explanatory email to individuals removed from the Budget Development 2 class, clarifying the reason for their removal. (Georgeann)
- **FTE Review Completion:** Review the position funding report, indicate which vacant positions will be kept for FY27 with salary amounts, and mark positions to be inactivated as appropriate. (All college and division administrators)
- **VSIP Position Updates:** For VSIP faculty positions being replaced, indicate the new position number or note if it will be created, and specify hiring plans for FY27. (All college and division administrators)
- **Fund 2078 and 2063 Review:** Review fund 2078 (E&G sales and service) and 2063 (course fee) cost centers, deactivate those with no recent activity, and ensure course fees are allocated to the correct cost centers, especially after departmental changes. (All college and division administrators)
- **IDC and Endowment Information Update:** Enter IDC and endowment revenue and cost center information into Hyperion once provided by the Systems Budget Office. (All college and division administrators)
- **Non-Endowment Gift Cost Center Forecasts:** Review and enter historical forecasts for non-endowment gift cost centers (primarily 4041) once they are uploaded to folders. (All college and division administrators)
- **Grant Estimate Coordination:** Coordinate with Dr. Reichert & ORSP