RC Administrative Strategy Group (RC-S) Meeting
April 3, 2018, 10:30-12:00, Baker MCC MPR

In attendance: Luanne Bowman, Tina Payne, Diane Cahill, Mike Finney, Wendy Merb-Brown, Emily Chapman, Shelley Ruff, Beth Lydic, April Ritchie, Tia Barrett, Kari Saunier, Phil Taylor, Megan Vogel, Heather Krugman, Kelli Broughton

Absent: Rosanna Howard, Cary Frith, Sheila Schultz, Keith Leffler

Staff: Dawn Weiser, Katie Hensel, John Day, Chad Mitchell, Amanda Davis, Julie Allison, Deb Shaffer

RC-S Topics – Heather
- Barb Wharton is working on developing a projection tool for CFAOs – more to come
- Heather will plan a discussion re: unit FY19 reduction actions - upcoming RC-S meeting if agendas allow
- In an effort to reduce RC-S agenda items emails will be sent to RC-S for specific updates and requests
  - CFAOs should read and respond to emails to the RC-S group
  - emails in the past week from Chris Ament and Kelly Broughton/FPG
- FSE post-implementation work group being formed – email Heather co-chair ideas by Friday, April 6

Dean’s meeting update – John
- Deans are reviewing the metrics to be used to tell colleges’ stories on their performance to strategy
- Moving forward with Budget Model Committee recommendations; timing of roll-out TBD

Purchasing on Grants – Julie A
- Reviewed PowerPoint from 3/6/18 meeting
- Planning units need to prepare for new compliance requirements effective 7/1/18

Budget Update – Katie
- April 20th unit budget submissions to BPA should include the targets provided by the Provost office
  - Starting point for this budget iteration is each unit’s Spring budget submission; changes to revenues and expenditures to be detailed on a separate tab for BPA reconciliation
- BPA will confirm FINAL budgets with each unit as well as the dashboard graphics for the budget book; academic unit narrative questions will be communicated soon – similar to prior year

Internal Billings – Deb
- A workgroup of fee charging units will convene, document fee calculations based on actual costs, create an inventory of fees, standardize methods, align service level provisions – RC-S will be involved

ICD – summer term contracts – Wendy & April
- Planning units should develop communications to their employees that are tailored to their processes and create clarity for their employees regarding when and how they will be paid (e.g. proration of skipped/delayed payments)
- Wendy will work with Comp Partner Group to develop template language that can be used as a component of the tailored message

A&E – Heather
- As of August, the preferred vendor roll-out will be complete and 100% of items that can be, MUST be purchased through those vendors – the roll-out started in May, 2017 and there will be no ‘grace period’
• The Request for Procurement Exception form was reviewed by Heather
  • Procurement exceptions will be reported to Board of Trustees
  • Each unit must consider retention of their approved request forms for subsequent audit
• June Budget Forum will deal with Procurement practices and forms

OTHER DISCUSSION
ComDoc
• Some discussion about default settings with new copier installation – Tina Payne will follow-up