

**Council of the University of Idaho Business Officers  
Meeting Minutes  
February 10, 2011**

- **FY12 State Budget Update-Trina Mahoney**

As of now, the State is looking at a 5.34% cut across the board for all agencies for FY12 base budget reduction. For the U of I that is just shy of \$4 million dollars. It will probably change, but as of now that is what is being used for scenarios. Different fee increases are being looked at as possible ways to offset the reduction. Budget hearings started on February 7<sup>th</sup> and will continue on February 14<sup>th</sup>. Keith will be discussing different scenarios at the end of the hearings on Monday, February 14, 2011.

- **Summer 2011 EPAF Discussion-Brenda Helbling & Polly Knutson**

Discussion of issues that members found with the EPAF process/forms during summer 2010 was held. Specific examples were given of issues that people had. A couple of the examples were: (a) hours per day and hours per pay period didn't match up; (b) day rate vs. percent effort; (c) correctly documenting vacation days and reflecting that within the EPAF; and (d) having to complete multiple EPAF's for one person so that time is documented correctly. *Discussion followed.* An EPAF project is in place to improve the current system and try to make it easier to use for all EPAF users. Catherine Weitz from ITS is on the EPAF project team and was present at the meeting. *Discussion followed.* Please email Brenda or Mary Stout and cc: Polly and Catherine Weitz with any suggestions for improvement or other problems that you found. Please have all suggestions emailed by February 18, 2011.

- **Access to Banner Software Upgrade-Dan Stephens**

Computers that are being ordered and/or upgraded to Office 2010 are not compatible with the current Access to Banner (A2B) software. Discussion is being held between ITS and the A2B programmers to see if an upgrade is possible and if so, what the cost will be to the University. For now though, please use Office 2007 if you want to continue using A2B. (\*\*See note in e-mail\*\*)

- **P-Card Process/Internal Controls-Dan Stephens**

A comparison chart was sent out to the group. The chart compared parts of our P-Card policy with other schools in the region and across the nation. The chart highlights areas in which U of I policies are strict as well as policies that U of I are lax in. *Discussion followed.*

A draft P-Card tracking spreadsheet was shared with the group. This spreadsheet is designed to track key p-card information owner & record keeper information within each department and college. Dan went through the spreadsheet with the group and made agreed upon changes. The final draft document will be decimated out to the group within a few days.

- **Action Item**

Each department is asked to complete the spreadsheet as fully as possible and email it to Marlana Barden at [mbarden@uidaho.edu](mailto:mbarden@uidaho.edu). Please have the completed spreadsheets sent no later than March 4, 2011 so that she can compile a master spreadsheet before the next CUIBO meeting. *Discussion followed.*

- **Ending Comments**

Arrangements are still being worked out to get a US Bank representative to campus to present/openly dialogue with CUIBO about the US Bank P-Card system and its capabilities.

*These are summary notes of the general topics discussed and do not reflect all of the details.*