



**Council of the University of Idaho Business Officers
Summary Notes
February 14, 2013**

Update on the Budget from the Governor – Trina Mahoney

There is no CEC increase this year. JFAC will meet in early March to come up with their budget. There will be further updates when more information is available.

Elimination of G&A Assessment on “8” budgets (Lab and Course fees) effective Summer 2013 – Trina Mahoney

We will discontinue charging G&A on “8” budgets. The Budget Office will go over the list of “8” budgets with the colleges. Please continue to include this 10% G&A fee in your budgets because this won’t take effect until this summer when they reduce the fees for Fall semester. The Budget Office asks that you continue to budget for the fees the same as you would now. The Budget Office will be communicating more in the future regarding this change.

Summer Session Dates – Jill Robertson & Trina Mahoney

Classes begin a week later in the fall (August 26th) and as a result there is one extra week of summer session. This information will go out with the summer session guidelines as well as a calculation sheet.

Any faculty on non-spread pay will be on leave for one extra week as well. Please make any faculty and staff aware of this additional week now.

Please remember to sign up for summer session EPAF training.

Overview of NSF Process for Claim Vouchers – Janice Todish

Please remember that claim vouchers hit the NSF queue now before they go into banner when you enter it in vandal web. Please remember to either put notes in the confidential area on the Claim Voucher regarding the NSF or contact the Budget Office or the claim voucher will be returned to you.

Workers’ Compensation Process & Procedures – Keith Goodenough & Kelvin Daniels

Please see the handouts at the end of the notes regarding the workers’ compensation process. All the necessary forms are available electronically on either the Risk Management website or the Environmental Health & Safety website. Contact either Keith Goodenough or Kelvin Daniels with any questions.

Proper Recognition of Revenue & Expenses – John Keatts

The General Accounting Office would just like to remind everyone to properly report revenue. If you are in the process of trying to set up a charge for an event please make sure you incorporate that into the rate that you charge for the service. Please remember to incorporate the G&A fee into the rate that you charge for the service. We need to be able to appropriately track our expenses and revenues. Contact the General Accounting Office with any questions.

Scheduling Future CUIBO Meetings – Dan Stephens

We will continue to meet monthly. Please provide any topics you would like discussed to either Dan or Melissa via email. One possible future topic is what we need to do to get new employees trained for the job in a timely manner. The process is lengthy and cumbersome. We will see if we can have Professional Development come & speak to the group in the future. Please provide any topics you would like discussed to either Dan or Melissa via email.



Workers Compensation Information

- Insurance Company: Idaho State Insurance Fund
- Plan: Guarantee Rate with Participating Endorsement
- Total Estimated annual Payroll ID: \$172,000,000
- Estimated Manual Premium: \$2,020,000
- Effective Date: January 1, 2013 to January 1, 2014
- Experience Modification Factor: 88%
- Number of Classification Codes: 18
- Number of non-Idaho states with Payroll: 19
- Estimated non-Idaho annual Payroll: over \$1,200,000

University of Idaho

Student Success ♦ Academic Excellence ♦ Diversity ♦ Global Outreach

Operations

123-Year History

4 campuses/
Research Park

70+ Extension
Centers

8 Undergraduate
& 2 Graduate
Colleges

142 Degree
Programs

\$1 Billion
Economic Impact

Exposures

12,000+ Students

3,160+ Employees

\$240M+ Endowment

\$812M+ Replacement
Value for 253 Buildings

\$100 M Research
Grants/Contracts

16 Division I Sports

150,000 Hours
Community Service

Experiential Learning/
Internships

200+ Student
Organizations

International Studies/
Research

27 Housed Fraternities
& Sororities

1.4M Books,
Periodicals, and
Government Documents

Risk

Strategic

Operational

Financial

Hazard

Reputational

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