



**Council of the University of Idaho Business Officers  
Summary Notes  
January 12, 2012 10 a.m. – 12 p.m. pst**

**Adding a First Time Faculty or Instructor to a Course Section – Nancy Morrison**

Nancy Morrison from the College of Education asked the group if they had experienced any problems with entering new faculty members into COWS prior to their arrival on campus. In the past, they have input the course into COWS prior to hiring a lecturer to teach the course and she was concerned she would not be able to do this in the future. She asked the group if anyone else had experienced the same problem or if anyone was able to help clarify the process. Nancy will contact Jim Logan to answer her question and we will share his response with the group.

**FY13 Service Center Applications – Mary George**

The Service Center committee will send out an email in the next couple of days with the FY13 Service Center Rate Renewal Worksheet attached. Please visit the Service Center website for the necessary forms and helpful guides on how to fill out forms. <http://www.uidaho.edu/controller/servicecenter>

**Risk Planning and Major Property Renewal– Nancy Spink and Carry Salonen**

The handout and PowerPoint for the risk planning and major property renewal presentations will be emailed to the group. If you have any questions on the information covered in the risk management presentation please contact Risk Management at (208) 885-7177.

**Demonstration of New Claim Voucher System - Linda Keeney**

The new electronic claim voucher system is now live and all units are being asked to use the new system for all claim vouchers. A step-by-step guide is located on the Accounts Payable website under Resources. <http://www.uidaho.edu/controller/accountspay>. It was also noted that anyone entering their first claim voucher on the system needs to let their supervisor/approver know that they will be receiving an email with a link to the claim voucher approval screen. There have been problems with this notification email going into the junk mailbox. Please make sure that you let your approvers know about the new process and that they will receive an email notification when they have claim vouchers to approve. Any other questions on the new claim voucher process contact Accounts Payable at (208) 885-5379.

**Budget Office General Update – Trina Mahoney**

The Governor's recommended budget was released and he did not recommend permanent salary increases for next fiscal year; however, there was active discussion about providing one time salary increases. Details regarding any one-time increases will be shared as they become available. The Governor has also recommended funding for enrollment workload adjustment to be applied to only the FY13 request & not applied retroactively to unfunded prior year requests. The recommended budget also included \$1.279M in Occupancy Funding (the total amount requested). Final decisions on the FY13 budget will be made over the next few months.

The group was reminded that budget hearings will take place in February. If you have any questions contact Trina Mahoney or Keith Ickes.

Trina also asked that you let the Budget Office know if your summer allocation is okay as the money will not be transferred until they hear back from fiscal officers.

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