College Budget Officer (CBO) Meeting Minutes  
February 16, 2017

- **Budget Update (Cynthia Hale)**
  - Looking to be in the black for FY17.
  - FY18 might see a significant cut.
  - Recent hearing showed $1.5B in Fund Balance
  - Enrollment will be at same rate to increase revenue.

- **Budget Remodel Project (Dan Ramia)**
  - **Phase I/Ledger II:**
    - OPEN: March 27th, in Divisions.
    - Departments open following week.
  - **Phase II/Ledger I and II:**
    - OPEN: April 20th for Division.
    - OPEN: April 26th for Departments.
  - Please let Dylan or Dan know if you need time to distribute information to Departments.
  - **Projected Closing of Working Budget: May 17th.**
  - **Fringe Benefit Profit:**
    - (AGNR, BSOS, PLCY) Working Budget opens when Phase I opens.
  - **Tracking Sheet:** New tracking sheet consolidated into just one, in excel format. Revenue will be tracking based on last 2 years.
    - Transfers between Divisions (refer to handout).
  - Planning 2 half-day work sessions, available to help small groups or individuals.

- **Post Doctoral Salaries (Cynthia Hale)**
  - Approved. Colleges can increase salary of Post Docs. Beginning July 1.
  - Mark Arnold writing language to be distributed early next week.
  - TA Stipends: Unit may re-align under regular requirements.

- **International Student Fees (Cynthia Hale)**
  - International undergraduate and graduate student fee: $125 Full Time
  - Revenue generated from this fee will provide services and support to International students.
  - Only matriculating students will be charged, not current students.

- **MEI: Maryland English Institute (Cynthia Hale)**
  - Increase of tuition should be a non-trivial cost to programs putting students through this program.
  - Please ask Provost’s Office for assistance if cost is too great.
  - Currently searching for online alternatives, so that students may attend these courses before attending.

- **EEO Job Category (Ann Holmes, Amanda Grimes)**
- See email sent by Amanda Grimes to cbo@umd.edu to see sheet regarding position codes.
- Works to establish awareness to diversity in positions at the University.

**April 30th: Deadline for Financial Disclosure Statements for Calendar year 2016.**

- You may receive a call from Dawn Nguyen from the Legal Office about this about specific units.