

**College Budget Officers (CBOs)  
Meeting Minutes  
May 18, 2017**

- Campus Security Authority Presentation (Lt. Ken Leonard, UMCP PD)
  - Clary Act: Colleges need to provide information to campus community regarding criminal activities, etc.
  - UMD required to have timely warnings, annual security report, Campus Security Authority training
  - \$35,000 penalty per violation of Clary Act
  - Questions: email Lt. Leonard
  
- Summer Salaries (Jan Andrews, Rebecca Follman)
  - Instituting a system to create an audit trail for reporting summer salaries
  - Jan and Rebecca working on a form that will detail pertinent information and must be approved by the chair of department before being submitted
  - Form will be adjusted as we move forward
  - Rebecca could work to make the form upload directly to PHR.
  - Must include proposal and chair approval date
  - End of summer notifications will be sent out to those who have not completed report in order to ensure deadline is met
  
- USM Salary Guidelines
  - Distributed by Budget Office
  - Memo to be sent to CBOs soon about approval/changes for equity adjustments
  - Adjustments for equity: Submit the following materials to Mark Arnold
    - Explanation of context/need
    - Rationale for new scale/why rate is being proposed
    - List of those who will be affected, their current salary, their proposed salary, and corresponding increase percentages
  
- FY17 Fund Balance
  - Money returned by end of FY
  - Campus will receive \$11.4M; Academic Affairs will receive \$8M
  - Paul Dworkis and Cindi Hale working on an announcement
  
- FY18 Budget
  - Great success with Ledger 1
  - Feedback will be suggested as budget work dies down
  - President Loh very excited about implementation of new budget model
  - DeLoitte negotiation finished: Discuss what to do to engage CBOs and who should attend these DeLoitte conversations
  - Grant Thornton working to develop a Cost of Education Model