FY10 BUDGET REVIEWS

October – Decembr 2009

Pediatrics Budget Review Wednesday, October 21, 2009 at 11:00 a.m.				
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Frances Dunston, Ms. Hattie Portis-Jones				
Discussion Points	**Issue**		**Department**	**Follow-up Items**
I. Review of Institutional Budget Sources:	Dr. Parks listed on Grady Enhancement Account. GPWF listed as Fund 8 (special funds)		Pediatrics	Need a budget summary report of all departmental sources of funds for each department Need a comparison report of FY09 to FY10 budget for each department Lois to research use of Grady Enhancement account Georgia Physician Work Force funds may need to be a Fund 2 account
II. Status of Critical need request: All faculty salary issues have been addressed	Still need $46,000 in non-personnel			Ratio analysis of operating funds across departments

III. **New Grant Awards:** Dr. Immergluck received CDC award not anticipated during FY10 budget process **Pediatrics** **IV.** **Re-allocation of Title III Support**: A request was submitted to re-allocate Dr. Wimberly's Title III release dollars to other applicable faculty, thereby freeing up DSH dollars. The RCMI award now covers Dr. Gee as well as the technician, so this transfer may no longer be necessary. **V.** 10/08 was not received until Summer, 09 at a significantly reduced amount	Dr. Wimberly received two awards not anticipated during the FY10 budget process (CDC – IPA and Emory) The purpose was to fund Dr. Gee's technician on DSH due to unanticipated loss of grant funds. **National Children's Study**: Subcontract for award that began			Ms. Portis-Jones to prepare request for account numbers and personnel action form Ms. Portis-Jones to submit RFA and PA form Need to review practices related to use of institutional funds for technician salaries when unanticipated grant loss occurs Need to develop a process to collect requisitions for these type direct obligations with the RFA.

(about half). Department successfully appealed this reduction based on funds having already been expended at the higher rate. Invoices are being submitted for the original (high) amount. Concern was expressed about charging lease expenses, which were included as a direct expense in the contract.				Ms. Wiggins will follow up with Tony Collier about lease payments.	
There being no further business, the meeting was adjourned					

Surgery Budget Review Thursday, October 22, 2009 at 3:00 p.m.		
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Brenda Willis, Dr. Harvey Bumpers, Ms. Felicia Tucker-Lively		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Status of Critical need request: Still need $9,000 in travel support for faculty to attend CME; Special funds support around $15,000 for CME		Ratio analysis of operating funds across departments
Part time plastic surgeon request should be increased to $200,000. Presently, MSM has no back up and must depend on Emory fellows	Importance of faculty position should be discussed with the dean	
Computer lab is essential to support skills simulation and prepare for in-service and board exams; needs to be available 24/7. Difficult to share the lab located in OB/GYN due to different curriculum and access issues. Would like to participate in Board review pilot study in January. Specifications and quote developed with IT to manage software. Space available within current offices.	$13,000 one time funding	Dr. Bumpers to submit request for use of Title III one-time funds.
All faculty now have a scholarship involvement expectation. Each staff person supports at least 4 faculty members. Office assistant will serve as receptionist and is essential to facilitate new faculty development requirement.		Review staffing patterns across departments
Vacant administrative assistant II is on frozen list until new funds are identified. Dr. Bumpers has obtained permission from the dean to move forward with the position.		

Surgery **II.** **New Grant Awards:** Because of his recent appointment as interim chair, Dr. Bumpers needs a position to support him in the lab. Dean has approved his request. Dr. Bumpers would still contribute same percent effort toward his research. Dr. Bumpers U54 and DOD awards were renewals, therefore, salary was likely planned to be supported from the grants. **III.** **Outstanding Issues**: Dr. Bumpers asked about using salary savings for departmental initiatives. Dr. Carmen Wilson is listed as faculty in surgery but paid from an account in the dean's office. Dr. Bumpers would like her removed from his department. Physician assistant Iva Katon worked on a project funded by Dr. Foreman's grant. She was not able to receive additional salary for this work, but funds were allocated toward her salary. Dr. Bumpers would like those funds deposited to his special fund instead.	Need $60,000 to support Ph.D. faculty Request to use salary savings should be discussed with the dean Discuss faculty issue with the dean. Submit PA to move personnel	Identify alternative way to fund Ph.D. position. Need to review policy issues related to release time and participation in grant activities by MSM employees, etc.
There being no further business, the meeting was adjourned		

Admissions Budget Review Friday, October 23, 2009 at 9:30 a.m.		
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Brenda Willis, Dr. Ngozi Anachebe, Ms. Carma Adams		
Discussion Points	**Recommendations**	**Follow-up Items**
I. **Review of Budget Status:** Uncertainty over Fund 8 account. Related to fees charged for the pipeline programs.		Ms. Jackie Scott will explain how funding for pipeline programs is organized
PCBS is reflected for Dr. Anachebe's clinical time. She also has an OB/GYN account number aligned with her teaching time. Her home department is Admissions, and this allows capture of all allocations in a single department.	Need to have discussions about employees who are paid by more than one department	
II. **Status of Critical need request:** Pipeline salaries are funded on DSH. Temp to perm for Mr. Nyland is approved; his position will be split with Financial Aid and the Financial Aid temporary funds will no longer be needed.		Adjust funds for temporary position in Admissions and Financial Aid. Dr. Anachebe will consult with Human Resources on job description and title, then submit a PA
Transportation for interview process should be in budget in account #50999.		Confirm $14,000 is in budget for transportation.
Plans for ceremonies often run over budget because other areas involved in planning (MarCom and OIA) do not operate within the budget.	Receptions, photography, marketing materials should be part of budget planning for FY11.	Need to discuss with Marketing the events, budget and ownership of expenses.
Student fees have not been recently updated.	Need to review fees and fee schedules for FY11 budget planning	

	Admissions		
III.	**Outstanding Issues**: Technology fees are incorporated in the Admissions operating budget. The amount is not the same as the amount collected from student and results in a negative balance on the account. Similarly, two object codes represent funds for MPH and Ph.D. student associations; the other student groups have their own account numbers. Brochures and books that are helpful to students are requested @$3,000. Expense previously funded from grant funds.	Need to separate student fees from Admissions operating budget. In FY10, a subaccount was established to capture the technology fees Could possibly be covered under student fees. Consider all expenses when reconsidering fees. Dean's Office or Admissions to cover in FY10.	Review how fees are set up for all programs and establish a clearing account
There being no further business, the meeting was adjourned			

Financial Aid Budget Review Friday, October 23, 2009 at 10:00 a.m.		
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Brenda Willis, Dr. Ngozi Anachebe, Ms. Cynthia Handy, Ms. Sandra Parham		
Discussion Points	**Recommendations**	**Follow-up Items**
I. **Review of Budget Status:** Uncertainty over other restricted account.		Need to confirm what is budgeted in other restricted account.
II. **Status of Critical need request:** Assistant director position is not presently funded, but is noted as critical and may be funded as future release funds are identified.		Review staffing based on amount of aid managed and number of students served
External Review is funded in the dean's office, but not scheduled due to staffing.	Financial Aid to proceed by organizing External Review of functional processes	
Funds for travel to conferences may be available as future release funds are identified.	Ms. Handy should proceed with attending fall conferences, and more funds will be identified at a later date.	
Need to provide professional debt management workshops for students.	Debt management seminars often are available through professional associations and banking institutions.	Identify opportunities for free debt management seminars.
There being no further business, the meeting was adjourned		

Neurobiology and Neuroscience Budget Review Friday, October 23, 2009 at 11:30 a.m.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Peter MacLeish, Ms. Belinda Farmer			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of Critical need request:** The FAC process preceded the re-organization of the department, so names of departments have changed. All faculty should now be listed in an academic department.	Schedule a time with budget analyst to review details of the transfer after review of documents.	Need to confirm with department details of the re-organization of grants and contracts.
	The Whitaker vacancy is listed on the frozen list. A search is underway.	There is a process to be released from the freeze.	
	Salary gaps for current faculty were funded as a top priority of the dean. Institutional support for 20% of salaries was not funded.	Consider with mission based allocation of time	
	The new administrative assist may be funded as future release funds are identified.		Review staffing patterns across departments
	Service contracts are for equipment that was previously funded on grants.	Review with Dr. Harris-Hooker and notify Dr. MacLeish if/when funds are identified.	
	Dr. Ford received bridge funding for 3 months. He is now over his allotment.	Consider reduction in research program if alternative funds are not identified	Dr. Ford needs to provide an update on the status of his DOD and Accordia grant proposals
	The status of Dr. Roger Simon's recruitment was discussed. Successful recruitment will allow MSM to receive SPIRP grant, $8 million direct costs over four years.		Dr. Simon's gap analysis will be discussed with Dr. Maupin by Mrs. Butler.
	Status of fellowship payment made to Dr. Pulliam by a funding agency and signed over to MSM was discussed. Dr. Pulliam was also paid a salary by MSM.	The overpayment cannot be retained by the department. It must either be refunded to the funding agency or transferred to other allowable MSM costs.	Ms. Willis will work with Ms. Farmer to finalize resolution
There being no further business, the meeting was adjourned			

Psychiatry and Behavioral Sciences Budget Review Friday, October 23, 2009 at 12:30 a.m.		
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Gail Mattox, Ms. Rene Morrow		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Review of Budget Summary: Ms. Morrow distributed details of several budget allocation discrepancies (copy attached). **II. Status of Critical need request:** Staff salary adjustments must be reviewed with Human Resources. Form Bs do not reflect the most recent transactions and should not be signed; need to confirm all PA transactions have been accurately captured Facilities and Administrative costs being shared with departments is being reviewed are part of a faculty incentive proposal. Departments will be given additional information after proforma has been developed.	Review position control issues for positions that are funded by more than one department Develop report that tracks/communicates changes to budgets made by Finance; Documentation process for budget changes Develop report that includes all personnel allocated to department budgets, including personnel in other departments Review one day system error related to grants that have an end date of 9/29	Ms. Wiggins will research and address with Ms. Morrow the following issues: • Dr. Simms salary one month short due to August hire date • Dr. Charlie Harris funding from Psychiatry is overstated; her Family Medicine salary support needs to be corrected • Confirm with Phyllis Kennedy if Dr. Harris was transferred from Title III to DSH, and if so, place funds in correct department • Funds remaining from Dr. Hollman's vacancy need to be corrected • Dr. Edith Fresh funding from Psychiatry is overstated; salary support from Family Medicine needs to be corrected • Dr. Garrison should be partially allocated to Psychiatry

Psychiatry and Behavioral Sciences Conference on Health and Wellness was not funded Educational space and conference set up is funded on Title III. New psych fellow salary support funded on Title III.	Conference on health, wellness and suicide prevention might be considered benefit related or part of Human Resources training	• Locate funds remaining from Ms. Engram's vacancy • Confirm all PAs have been processed and accurately entered into the system Mrs. Butler will discuss benefit funding options with Ms. Britt Ms. Morrow to follow up with Phyllis Kennedy on access to Title III funding
There being no further business, the meeting was adjourned		

Office of Sponsored Research Administration Budget Review Thursday, November 5, 2009 3:00 P.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Sandra Harris-Hooker, Ms. Suzanne Alexander			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Review of Budget Summary:** Several employees have salary allocations fragmented on DSH; these allocations were corrected during data entry, but are now appearing incorrectly in reports.	Need documentation process for budget changes	The budget review team will review allocation fragmentation and report back to the department.
II.	**Status of FAC Requests:** The grant administrator II position was not funded, but will be continued on research development funds. The research compliance/reporting coordinator is funded. Support for technology transfer is pending identification of additional funds, as is the request to support grant coaches in the dean's office. An animal health technician may be funded pending receipt of additional release dollars; however, we may need to review staffing patterns.	Human Resources should review the salary range for the position to ensure it is consistent with the similar position in Grants and Contracts. The interim dean may re-prioritize critical needs.	Dr. Harris-Hooker will ask HR to review the position. The dean's office will fund any salary differential.
III.	**Outstanding Issues:** Several allocations for Dr. Harris-Hooker were changed since original data entry and are now incorrect. Several grants in centers and institutes are listed with OSRA 4020 department code due to former grouping of centers and institutes under OSRA	Need documentation process for budget changes	Ms. Wiggins and Ms. Willis will review salary allocations with Ms. Alexander. Need to review account number set up for institution as it relates to structure
There being no further business, the meeting was adjourned			

OB/GYN Budget Review Monday, November 9, 2009 2:30 P.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Roland Matthews, Ms. Sandra Singh			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC/RAC requests:** Dr. Rao's RAC request was approved for personnel, but non-personnel was not approved since she has GCC funds available to support her research. She received ARRA supplement, so she will be able to release the bridge soon.	Need documentation of RAC bridge approval/disapproval	Need to confirm ARRA projection is accurate.
	Dr. Thompson's RAC request was originally approved for three months, but subsequently reversed because he received his award and submitted a PAN effective July 1st. The effective date of his award is September 30th, so there is a need for the original 3 month request. Also, the award is 17% reduced from the expected funding, which causes Dr. Thompson to need additional funds to continue his research and have sufficient funds available to support his negotiated retention raise.	Dr. Matthews should meet with the dean to re-negotiate Dr. Thompson's salary adjustment and allocations.	Need to capture the 3 month shortage in a management report Ms. Singh should check with Dr. Harris-Hooker about using Dr. Rao's bridge release to support Dr. Thompson.
	The department special fund has accumulated funds to initiate a nurse/midwife program. The anticipated increase in revenue would allow the program to be self-sustaining within 2 years. Dr. Matthews expressed concern about being forced to abort his planned activity to support institutional shortfalls. The new research incentive plan would provide a portion of the IDC to help support research and adjust for grant shortfalls. It was noted that the special funds have also been used to purchase required equipment for clinical care even though overhead is paid to MMA.	The department special fund is a possible source to cover some of Dr. Thompson's grant short fall.	Need to see business plan for nurse/midwifery program.
	Concern was expressed about clinical salaries remaining around the 25th percentile. Dr. Higginbotham has worked	Dr. Matthews should discuss faculty salaries with the dean	

	OB/GYN with the departments to address the highest producers, but more is needed to retain faculty Dr. Matthews asked about an additional position for Dr. Olatinwo, who will be returning to MSM in January. He presented a plan to the dean that would utilize one of his current vacancies and reduce part timers, but he will still require additional funds. There are sufficient funds budgeted for FY10 since it will be a January hire. The administrative assistant position is not listed as a critical need, but the department requires this support.	Need to conduct a ratio analysis of administrative support across departments to ensure equity of administrative support. Need to develop a close out process that ensures continuity between years.	Short funded the position for January hire. Need to identify $60,000 to supplement a position for Dr. Olatinwo for FY11. Need to have a better process for making Fund 8 available 7/1.
II.	**Outstanding Issues:** Concern was expressed about requisitions being returned on the Fund 8 account due to the object codes being zeroed out by Finance. There are sufficient funds in the fund balance. A vacant position is being used for urology coverage among 3 consultants (Dr. Sengstake, Dr. Edmunds, Midtown Urology).		Need to carefully track the budget revisions related to this position.
There being no further business, the meeting was adjourned			

Family Medicine Budget Review Monday, November 9, 2009 4:00 P.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Harry Strothers, Ms. Veronda Perkins, Ms. Blanche Barnette			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Unfunded rotations were funded by using departmental reserves; these funds will not be available after this year. The pre-doctoral grant has been delayed from submission for two years due to Title VII issues at the federal level. The department has reduced staffing as much as possible, but this grant supported core functions. For FY10, we were able to fund by utilizing the enhanced DSH federal matching rate. The rural clerkship program will be transferring from CH/PM to Family Medicine in FY11; for FY10, it is offered by both departments, so Family Medicine is in need of one time funding until the funds are transferred next year. The one time request does not cover faculty costs.	Need to review systemic GME challenges related to unfunded rotations and hospital partners. Need to review funding in CH/PM to support rural clerkship program: often grants supplement teaching. It was suggested that future budget process allow departments to make e-buddy changes after the system is closed out.	Need to confirm one time funding for Family Medicine.
There being no further business, the meeting was adjourned			

Medicine Budget Review Wednesday, November 11, 2009 10:00 A.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Myra Rose, Ms. Tammara Warren			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC/RAC requests:** Communication is the major challenge in developing and managing the department budget. Ms. Warren presented a summary of issues (copy attached) and suggested solutions to improve the budget process: changes made after department submission not communicated; no feedback on RAC requests; PAs not processed in a timely manner and no reports on where they are in the system, and often not returned for months; need definition of institutional account numbers (bridge, research development, etc) used to balance budget; payroll report only contains information for employees paid on 2020 account; PCBS not entered into Form A for clinical faculty; Form A not updated with accurate information. The additional biller coder position was requested but not funded as a dean priority at this time. Another coder position was erroneously removed, but has now been restored. The research administrator position request should be discussed with Dr. Harris Hooker, who may reorganize research administrative support. A program assistant and administrative assistant are listed on the frozen list. Request to release frozen positions should be made to the dean. Dr. Rose was encouraged to have an early conversation with Dr. Harris-Hooker regarding the status of her request for new faculty positions (cardiology, gastroenterology and neurology). These positions are not presently funded.	Provide report of all budget adjustments made by Finance and reasons for the change Communicate results of RAC applications in a timely manner Move to electronic system for processing PAs; be more efficient with current paper process Need a report that provides comprehensive employee payroll information from all sources and departments Need documentation process for position removal/budget changes	Ms. Watson to follow up on the status of Drs. Flenaugh and David Anderson's salary adjustments as well as all other PAs for which the department has not received a fully executed copy.

	Medicine The pulmonary position promised as part of the new chair's position will be available 7/1/10.		Ms. Watson will send a copy of the new incentive program to Dr. Rose and Ms. Warren.
II.	**Outstanding Issues:** The new research incentive program is approved for FY10 and will be implemented soon via a new account set up form. Details related to faculty release time, return to institutional budget and Centers versus department needs to be mapped out with the dean. A listing of new Medicine awards and release funds was distributed. Concern was expressed that updated budget information that captures recent PA changes and new awards is not available. Ms. Warren will sit with budget analyst to review the updated information.	Need to provide updated management reports in a timely and routine manner.	Finance staff will confirm new award and release fund information
There being no further business, the meeting was adjourned			

CLAR Budget Review Wednesday, November 11, 2009 11:00 A.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Mr. James Champion, Ms. Michelle Lewis			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Mr. Champion requested clarification on the purpose of Title III funds and how to read budget status reports. Title III funds support research support; However, these funds were reallocated in FY08 related to the indirect cost proposal, so CLAR no longer has Title III. The full time cage washer was approved to move from temporary to fulltime. The new animal health technician is not yet funded pending review of utilization figures. Promotions and market adjustments should be sent to Human Resources for review. They should also be discussed with Dr. Harris-Hooker.		Ms. Wiggins will meet with Mr. Champion to explain how to understand budget reports.
II.	**Outstanding Issues:** A question was asked about use and approval of overtime. Scheduling adjustments might address need for over time. Concern was expressed about the need to use the operating budget to cover expenses related to construction. A number of expenses were incurred due to personnel changes and the Sodexho contract. The Fund 8 account is likely revenue received from the other AUC institutions and can be used toward CLAR expenses.	CLAR should consider developing a schedule that provides 24/7 coverage without regular use of overtime. Review how Fund 8 relates to budget and budget process.	Ms. Watson to work with Mr. Champion to analyze personnel scheduling to eliminate overtime. Mr. Champion to develop "punch" list of outstanding tasks and expenses related to renovations and discuss with Dr. Harris-Hooker.
There being no further business, the meeting was adjourned			

Physiology and CVRI Budget Review Wednesday, November 11, 2009 11:15 A.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Gary Gibbons, Mr. Patrick Thomas			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Budget Summary:** Several new awards not anticipated in the budget process have been received, including Harvard sub project and Health Disparities.		Finance to confirm new award information
	Concern was expressed about the endowment figure.		Ms. Willis will confer with David Byrd to ensure departments receive updated endowment availability information
II.	**Status of FAC requests:** The new assistant professor in informatics will have a K award, and therefore, needs to be supplemented from non-federal funds. The dean's office has committed to funding the difference.		
III.	**New Awards:** Dr. Methode Bacanamwo received an ARRA award which was funded through the RCMI grant with Dr. Bond as director. Some salary support was charged for Dr. Methode. He cannot receive any salary support from the ARRA grant because he has a K award that requires institutional matching funds.		Mr. Thomas will do a PA to correct the salary charge
	Dr. J. Powell was funded on HCOP; Mr. Thomas should follow up with Dr. Elks to ensure he receives the funds.		
IV.	**Outstanding issues:** Frozen positions will need to be justified for release by the dean. The CVRI frozen position is part of an RCMI institutionalization requirement.		
	Concern was expressed about the need for a spreadsheet to carefully track changes to DSH carryover funds	Need a management report on correction of ARRA projections and use of DSH carryover funds	Ms. Willis will get with Mr. Thomas and Ms. Trevillion to track DSH release funds.
	The IDC incentive program is in place for new awards. Additional details regarding non-financial issues should be discussed with the dean.		

Physiology and CVRI A question was asked about the special overhead arrangement for the original CTSI award. The process for FY10 merits will be announced soon.	The F&A was shared to allow the program to meet funding agency requirements for cost sharing. MSM met its requirement through a combination of in-kind and F&A release. Need to review how well the arrangement worked and if "in kind" time was accurately tracked	
There being no further business, the meeting was adjourned		

Continuing Medical Education Budget Review Wednesday, November 11, 2009 11:45 A.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Ds. Cheryl Johnson			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Ms. Johnson indicated Human Resources had incorrect market information for CME, and she provided updated information. Ms. Britt indicated HR will only consider employees below the minimum. Market adjustments will need to be considered by Human Resources.		
	Travel is necessary to attend accreditation council meetings, alliance meetings and society meetings. Staffing was increased, but operating support for the staffing was not provided. Request for additional travel funds is not presently funded. Revenue presently covers a portion of operating budget; opportunity to increase revenue to cover travel requirements.	CME should become a revenue generating entity	
	Temporary staff is necessary to support ACCME and new accreditation standards. This request is not presently funded.		
	Outstanding Issues: CME should develop a plan to show how startup investment will become revenue generating within 3-4 years.		Ms. Butler will assist staff in development of a business plan
There being no further business, the meeting was adjourned			

Community Health and Preventive Medicine Budget Review Wednesday, November 11, 2009 12:30 P.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Beverly Taylor Ms. Beverly Owens			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Ms. Owens presented a summary of department issues (copies attached). Funding for Dr. Miles-Richardson's position has not been added to the CH/PM budget. The position continues to be charged to the dean's office even though the adjustment was approved during the FY10 budget process. This was discovered when payroll allocation reports were distributed in October.	Need a documentation process for budget changes	Ms. Wiggins should adjust budget for correction of Dr. Miles-Richardson's allocations
	Concern was expressed about lack of communication on changes made by Finance staff. The non personnel account number for the undergraduate clerkship program ($4,281) was not available during the FY10 budget process. This was reported on several occasions, but not corrected. This item is essential and must be reinstated to the budget.		Ms. Wiggins should adjust budget for correction of education support budget
II.	**Outstanding issues:** Employees are routinely paid overtime in error with neither a request for nor approval of overtime. This is a Ceridian system error that occurs each time the pay period ends during the middle of the week. Timesheets do not document overtime.	System errors from Ceridian should be reported and corrected without penalty to department	Ms. Butler will follow up with Human Resources
	Someone is making arbitrary changes on personnel action forms to employment end dates from 9/29 to 9/30 (not realizing grant end dates), then the department is asked to pay for the extra day.		Ms. Butler will review unauthorized changes to PAs with Ms. Britt
	Minority Health Professions historically is tardy with award notices (summer fellows, reproductive health). This year, the program may be ending. Termination notices have been issued. Concern was expressed about	Names of employees on pending report need to be confirmed	Carefully monitor AMPHS program development

programmatic implications of terminating employees due to date award notices **Community Health and Preventive Medicine** Department has generated approximately $97,000 in one time salary savings. Someone has reduced the budget mark to capture some of these savings, and there is concern that the funds will be "lost" for future budget periods. Ms. Willis commented on the low amount of salaries on the pending account compared to previous years. Ms. Owens indicated Ms. Gilyard prepared the budget as in previous years, so the improvement was largely due to modifying the process to not require 12 month funding on grants that end during the year.	Need to be cognizant of using salary savings to correct budget errors. Need a report of salary savings that occur after the budget has been approved as well as official budget adjustments.	
There being no further business, the meeting was adjourned		

Microbiology, Biochemistry, Immunology Budget Review Friday, November 13, 2009 10:00 A.M.			
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Myrtle Thierry-Palmer, Ms. Robin Truitt			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Concern was expressed about lack of communication in response to bridge requests (RAC) and about changes to budget submissions by the Finance staff. Dr. Stiles' promotion PA has been on hold pending timely research and response from Finance staff.		Ms. Wiggins will provide an account number for the salary differential so Dr. Stiles' promotion PA can move forward.
	A question was asked about why Dr. He was placed on the pending account. She was originally approved for bridge funding, but has since received an award from GRA, effective 8/20. Dr. He was placed on pending when the payroll was posted.		Ms. Wiggins will research Dr. He's situation and get back with Ms. Truitt on the correct adjustment.
	The new lab coordinator position is approved on Title III. This position is not included in the MBI budget. This position will report to Dr. Newman.	Need documentation process for budget changes	Ms. Wiggins will correct the allocation of the lab coordinator position. The dean's office will communicate the status of the new position to Dr. Paulsen.
	Ms. Claudette Mitchell is to be funded from grant release funds. This position is erroneously listed as being funded from Title III.	Need documentation process for budget changes	Ms. Wiggins will correct the allocations for Ms. Mitchell to grant release funds.
	The "unfunded/unallocated" report is a reflection of pending award notices from June, 2009, but is not a reflection of more current known information; the "pending" report is a more accurate reflection of current information. The unfunded report requires a position to be allocated for 12 months, and therefore shows false overages. For example, the student listed has termed, and Dr. Guo's start date was mid-July, which reflects a variance on the report		
	Several projected stimulus grants were awarded at amounts different than projected. As a result, there are a number of necessary adjustments to restricted sources.		Ms. Willis will work with Ms. Truitt to identify required restricted adjustments.

	Microbiology, Biochemistry, Immunology **New Grant Awards:** Dr. Kumar received a RCMI stimulus award, but the total award amount was reduced, while the salary was higher. Dr. He received a GRA award since being approved for bridge funding. MBI would like to adjust the funds they receive from MSM toward the 5% institutional commitment such that Dr. He would be paid from MSM for the months of July and August, and then be paid 100% from the grant for the remainder of the award period. Ms. Wiggins agreed that any remaining July and August salary shortfall should be charged to the DSH carryover account. A question was posed about the necessity of obtaining signatures on Form Bs. It was determined that signatures are not required due to a number of changes since the Form Bs were distributed.	Adjust salary shortfalls using budget surpluses from ether expense categories, such as fringe benefits. Adjust timing of 5% institutional support. Adjustments to 100% restricted position should be funded from other restricted sources.	Ms. Willis will work with her staff to adjust the salary shortfalls related to the RCMI stimulus award at the end of the fiscal year. Ms. Truitt will submit a PA to accurately reflect Dr. He's request.
II.	**Outstanding Issues:** Concern was expressed about the lack of response to the RAC applications. Dr. Palmer expressed concern about losing an ACTSI $2,000 pilot project because funds were shifted to an institutional account instead of Fund 8. It was requested that all outstanding financial issues be resolved by the end of the month because Ms. Truitt will be out on medical leave.		Ms. Butler will discuss RAC follow up with Dr. Harris-Hooker. Ms. Fox will review how the funds were shifted to institutional funds.
There being no further business, the meeting was adjourned			

Pathology and Anatomy Budget Review Tuesday, November 17, 2009 2:00 P.M.			
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Marjorie Smith, Ms. Renarder Pressley, Ms. Doris Pitts.			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Salary gaps for Drs. Dutt and Wineski were funded; the new gross anatomist is not yet funded. Rolling replacement of cadaver tanks is not funded, but not critical. Due to funding situation, no capital budget was processed for FY10. The increase for EM service contract was not required based on actual cost. Dr. Sung's research bridge is through December. This information has been verbally shared with Dr. MacLeish and Dr. Thompson.	The interim dean may re-prioritize critical needs. May need to "borrow" a pathology vacancy if a candidate is identified prior to the position being funded.	Written notice needs to be provided to Dr. Sung as soon as possible. Ms. Wiggins will work with Ms. Kennedy and the department administrators to ensure all accounts reflect 2040 and no requisitions are returned.
II.	**Outstanding issues:** Clarity was requested on department numbers for the combined department. Pathology/Anatomy is not 2040, the old number for Pathology. All changes should be in the system. A requisition was submitted to Title III with the old Anatomy account number (1010). Stimulus funds for the new department are not yet funded. The copier is slated to remain in its present location since no faculty or staff changed location.	Stimulus funds should be discussed with the interim dean.	
There being no further business, the meeting was adjourned			

Library Budget Review Friday, November 20, 2009 10:00 A.M.			
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Ms. Cynthia Henderson, Mr. Terrence Redd			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Review of Budget Summary:** The figures in FITS do not match the budget summary. There is a shortage of approximately $20,000 in maintenance and lease agreements object codes (used for copy machines and computer system). Library expenses on Title III were reduced to improve the IDC proposal; these expenses were not picked up on another institutional account. Received $300,000 adjustment in FY09. Annual inflationary cost of book and journals were paid from one time funds for several years, resulting in a shortfall of around $200,000; these funds were replaced last year.	$20,000 needed for February; should be corrected in the FY11 budget development process	Mr. Redd to meet with budget analyst to reconcile discrepancies. The Title III funds are not reflected in FITS; Mr. Redd to meet with Mr. Shannon Jafolis to reconcile.
II.	**Status of FAC requests:** Part time staff salary discrepancies have been addresses. Info Services librarian increase to 100% FTE is pending receipt of additional release funds. Inflationary cost for books and journals funded from one time funds. Computers in e-lab and reading room have not been updated in 4 years. Used primarily to support public health program and faculty development.	Inflationary costs should be corrected in the FY11 budget development process	
There being no further business, the meeting was adjourned			

Graduate Education in Biomedical Sciences Budget Review Friday, November 20, 2009 11:00 A.M.			
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Doug Paulsen, Ms. Melvina Fryar, Ms. Jamilla McDaniel			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Review of Budget Summary:** Dr. Paulsen's position does not show on Form A, even thought the funds are captured in Form C. The associate dean position previously shown in GEBS budget.	Need to review positions that are funded by more than one department	
	Dr. Paulsen noted that tuition from the Masters program is supposed to help build the Ph.D. program, and Mr. Phillips had established a Fund 8 account to capture the Master's revenue. Ms. Butler indicated tuition is captured in the accounting system in accordance with standard accounting practices and should not be in a Fund 8 account. There is a need to off-set expenses against revenue.	Cost analysis of educational programs is needed, including tuition rate negotiation.	Ms. Butler will assist Dr. Paulsen in developing a business plan that considers revenue and expenses. They will also develop an operating budget for spending based on the number of students in the programs.
	Dr. Paulsen summarized the strategic plan for the Ph.D. program as well as the sources of tuition and the institutional contributions to the program, including tuition waivers.		.
II.	**Status of FAC requests:** The program assistant position was upgraded to program manager and no new position was funded. A laboratory coordinator position was funded in MBI department; this position is funded 100% by the institution.	Dr. Paulsen will discuss with the dean the location and supervision of the laboratory coordinator position.	
III.	**Outstanding issues:** MSM, in partnership with Emory University and Georgia Tech received a $700,000 award from the Howard Hughes Foundation to bring clinical medicine into the graduate curriculum.		
There being no further business, the meeting was adjourned			

Counseling Budget Review Friday, November 20, 2009 12:00 Noon		
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Shawn Garrison		
Discussion Points	**Recommendations**	**Follow-up Items**
I. **Review of Budget Summary:** Dr. Garrison's position was originally allocated 10% to Psychiatry, but this support is no longer showing. An error was made related to allocating ARRA fund projections.		A personnel action form needs to be done to correct the allocations. Dean's office will assist.
II. **Status of FAC requests:** The market adjustment for the administrative assistant has been addresses. Additional travel funds are not funded.		
Dr. Garrison indicated staffing for student counseling has not increased even thought we have expanded the M.D. class size and added additional programs. There is a need to increase the current position to full time and perhaps add a second position.	A request about student counseling staffing should be made to Dr. Anachebe as part of the FY11 budget development	Dr. Garrison should consult with Human Resources on developing a job description and salary range for a student counselor
III. **Outstanding issues:** Independent psychiatric care for students is funded, but Dr. Garrison expressed concern about providing the care, including: • Using MSM faculty as advisors who will have a supervisory role in the third year (residents ok) • Legal issues related to MSM paying the health care deductible for students • Adding part time psychiatrists to staff whose sole role will be to provide psychiatric care to students on an as needed basis	Student health services needed for students should be discussed with the dean. Dr. Anachebe should consider adding student counseling to the fee schedule to help fund the program in FY11. Negotiate with insurance company about waiver of co-pay	Dr. Garrison will schedule a meeting with Dr. Anachebe and Ms. Britt about using MSM's insurance consultant to advise on development of student health service. Ms. Butler will assist.
There being no further business, the meeting was adjourned		

Medical Education Budget Review Friday, November 20, 2009 1:00 P.M.			
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Dr. Martha Elks, Ms. Melvina Fryar			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Budget Summary:** A question was asked about the PCBS/special fund account. It was thought that professional earnings for Dr. Elks are deposited here.		Mrs. Fryar will confirm the source of this account.
II.	**Status of FAC requests:** Dr. MacLeish's and Ms. Pascal's funding gaps were funded; however, both have been identified as eligible for funds released from COE support for other faculty. Support for Dr. Finley was funded. QEP SACS support was funded. There is a $30K contract with Dr. Epps that Dr. Elks has not seen. $10K support for standardized patients was funded	Resources for mentoring faculty should be requested as part of FY11 budget development	Ms. Watson will send a copy of the SACS contract to Dr. Elks Ms. Fryar will confirm $10,000 for standardized patients is in the budget
III.	**Outstanding issues:** Concern was expressed about IT support for education and reporting lines for academic computing. COE could provide possible support for an IT position		
	Dr. Herbert-Carter's support from Faculty Development was reduced from 13.8% to 5% without notice.	Notice regarding faculty salary allocations should be discussed with the dean.	
	A question was asked about the best way to reward MSM staff for serving as proctors. They do not all report to Medical Education, and some supervisors do not value the service.	Consult with Human Resources about alignment of supervision, job descriptions and compensation	
There being no further business, the meeting was adjourned			

Graduate Medical Education Budget Review Friday, November 20, 2009 2:00 P.M.			
Present: Ms. Donnetta Butler, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Brenda Willis, Mr. Bill Booth, Ms. Coyea Kizzie			
	Discussion Points	**Recommendations**	**Follow-up Items**
I.	**Status of FAC requests:** Unfunded rotations, ACLS/PALS/BLS and meal ticket increases are all funded. External reviews, GME retreat and fire proof cabinets are funded on one time Title III funds. Resident association will be funded pending release of additional grant funds. The market adjustment for the assistant director should be discussed with Human Resources.	Mr. Booth will provide resources for New Innovations upgrade and shipping and handling from available resources.	Ms. Wiggins to confirm funded items are included in the GME budget. Consult with Title III office about access to Title III support.
II.	**Outstanding issues:** Basic residency costs that need to be covered by hospital affiliates were discussed. Dr. Sanders is aggressively and actively pursuing payment; however, MSM needs experiences even when there is lack of payment. Mr. Booth explained that program directors and chairs determine viability of resident experiences and sometimes select unfunded experiences due to program citations or critical mass concerns. Also, some electives, sports medicine, and sub specialty experiences are unfunded. South Fulton is partially funded, providing 5.9 FTEs		Ms. Butler will discuss payment for resident services with Dr. Sanders
There being no further business, the meeting was adjourned			

Compliance Office Budget Review Wednesday, November 06, 2009 at 10:00 am		
Present: Ms. Donnetta Butler, Ms. Lois Wiggins, Ms. Andrea Fox, Ms. Lori Collins		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Review of Institutional Budget Sources Total institutional budget: $1,392,471 No grants or special funds	Compliance Office should develop a RFP for internal audit services. Regional/local firm may propose a lower annual rate. Savings could be kept in Compliance Office.	N/A
II. Status of FAC request Supplement for vacant Compliance Officer position not funded because position is frozen.		President must approve removal of freeze. If position is unfrozen funds will be identified ($43,000) to supplement the frozen amount ($82,000)
Salary adjustment for Clinical Compliance & Privacy Officer not funded	Review request and document with HR for approval of adjustment	Await recommendation from HR; identify additional funds if needed
There being no further business, the meeting was adjourned.		

Office of the General Counsel Budget Review Friday November 06, 2009 at 10:30am		
Present: Ms. Donnetta Butler, Ms. Lois Wiggins, Ms. Andrea Fox, Mr. Harold Jordan		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Review of Institutional Budget Sources Total institutional budget: $1,699,354 No grant funds		
II. Status of FAC request Legal fees: $200,000 requested, $100,000 funded	Use RFP or other methods to reduce legal fees; a portion of savings could remain with OGC	
Professional liability insurance at Grady: not funded, not needed at this time		Negotiations with Grady are continuing
Paralegal: position transferred to Compliance in FY2009, not funded for FY10. Does not appear on some versions of FAC request list		Be sure request for paralegal position is documented on FAC request list and in budget documents
There being no further business, the meeting was adjourned.		

Department of Pharmacology/Toxicology Budget Review Friday, November 06, 2009		
Present: Ms. Donnetta Butler, Ms. Lois Wiggins, Ms. Andrea Fox, Ms. Brenda Willis, Dr. Gianluca Tosini, Ms. Zena Young		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Review of Institutional Budget Sources Total budget: $1,095,481, including $214,270 from other restricted sources		
II. Status of FAC request Pilot studies: not funded; referred to new leadership Copier: not funded; awaiting current copier/printer evaluation Faculty salary increases: refer to dean	Include copier need for the department in copier/printer solution	Dean's approval needed; fund from dean's pool of funds
III. Outstanding Issues It was noted and acknowledged that the budget request For the Department of Pharmacology was submitted By Dr. Bayorh, interim chair, and that the current chair, Dr. Tosini had negotiated the following items with the dean: $200,000 discretionary (non-personnel), and 3 faculty positions to be provided and filled over time, beginning in FY2011		
There being no further business, the meeting was adjourned.		

Clinical Research Center Budget Review Friday, November 06, 2009		
Present: Ms. Donnetta Butler, Ms. Andrea Fox, Ms. Brenda Willis, Dr. Elizabeth Ofili, Ms. Geannene Trevillion		
Discussion Points	**Recommendations**	**Follow-up Items**
I. Review of Institutional Budget Sources		
II. Status of FAC request		
III. New Grant awards		
IV. Outstanding Issues Distribution of indirect cost to CTSI grant program Distribution of indirect cost to new R Center grant program Distribution of a portion of MSCR tuition revenue to MSCR program	Review new IDC policy; grant cost sharing requirements Analyze all revenues and expenses for program	Brenda will review the subcontract with Emory to determine the cost share and matching criteria for the CTSI subcontract. Develop sharing mechanism consistent with new IDC policy. Brenda will follow up with David Byrd to determine if the transfer journal entry was completed this fiscal year. Develop policy that will apply to all education programs
There being no further business the meeting was adjourned.		

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

CH/PM Budget Review Friday, May 29, 2009 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Dr. Gary Gibbons, Mr. David Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
CH/PM budget presenters: Dr. Blumenthal, Dr. Taylor, Ms. Gilyard • Ability to recruit and retain preceptors of Clinical Preceptorship Component of Fundamentals of medicine course • Schools in Georgia are facing competition from Caribbean for profit school that provide up to $2,000 per student and from north Florida programs who also pay for rotations • Insufficient faculty numbers to support "small " groups for Community health course (group size 14 instead of 10) • Housing and appropriate preceptors are challenges for Rural Primary Care Clerkship (RPCC); If RPCC shifts to Family Medicine, there will be one year in which it will be required for both years; 2 faculty could be displaced • 4th year RPCC may shift to 3rd year Family Medicine • Grady closing Center Hill NHC; one faculty member has been given notice • There is a need for substitutes to serve the Grady NHCs	Prefer to provide small tokens to preceptors, not stipends; sense of giving back as community preceptors versus competing with off shore schools Recommend 5% institutional support for faculty who work 100% at Grady NHCs	Need statistics for average number of weeks primary care is taught in community based medical schools and schools whose focus is primary care. Need discussion about appropriate recognition of preceptors who provide one 4 week rotation versus fixed rotation for an entire year

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Medicine Budget Review Friday, May 29, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Mr. David Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Myra Rose and Ms. Tammara Warren presented the Medicine budget • Residency program plans to expand by 6/year. Atlanta VA required 2 ward teams: 1st team to start 7/10; 2nd team to start 7/11 • MSCR program provides only $22,727, but requires 50% protected time. Clinician educators do not receive mentoring or protected time to develop their research interests • Clinical departments would benefit from administrative support for clinical research located on the Grady campus • Two chief resident positions are funded through the department special fund; MMA has not made deposits into this fund to support the expenses • Staff have received mandatory market adjustments without accompanying funding	MSM should develop a program to support clinical faculty research. It might include a GIM floater FTE to cover release time and provide protected time. It should also include research mentoring and a clinical research support office located on the Grady campus. Salaries should be requested above the 25th percentile so department will not have to ask each year. Mandatory market adjustments should be accompanied by required funding	RAC should be asked to develop a business plan/proposal to support the clinician scientist pipeline Need a process for considering clinical investigator bridge needs. Their shortfalls are usually about salary and protected time.

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Surgery Budget Review Monday, June 1, 2009 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Mr. David Byrd, Dr. Gary Gibbons		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Harvey Bumpers and Ms. Beverly Owens presented the Surgery budget. • Recruit a plastic surgeon due to the large number of breast cancer reconstruction requests; Emory provides a fellow, not an attending. • Recruit a thoracic surgeon to support elective and trauma surgery; required residency experience • Establish a residency program curriculum and lab to support training program and remediation • Travel and CME largely support from department special fund.	Need support for faculty to be involved in their professional societies Need an institutional plan for replacing computers on a scheduled basis Residency program external review should be centralized with GME	Need to review support staffing ratios. Need to clarify role of Dr. Carmen Wilson in the department Dr. Rosser was funded for one year funded as a start up opportunity. Needs a performance plan Specific salary requests should go to the dean

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Family Medicine Budget Review Monday, June 1, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Mr. David Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Harry Strothers, Ms. Veronda Perkins and Ms. Blanche Barnette presented the Family budget • The residency program continues to have unfunded rotations because the training sites that agree to provide the experiences do not receive GME funding to pay the residents or provide operating expenses to support the program. • Family practice physicians are required to have an average of 50 CMEs per year; CME support reduced to $1,000/full time faculty member • Rural Health rotation may be shifted to 3rd year; first iteration will contain 3rd and 4th year students; will require additional faculty time to supervise • Pre-doctoral Title VII grant cycle not yet announced, so faculty will required an additional period of bridge funding; program coordinator position eliminated during wait • May receive .5FTE from Grady for NHC; staffing changes will cause inefficiencies	Pre-doctoral program required an additional period of institutional bridge funding Rural Health will require additional funding; first year might be from one time funding; CH/PM funding may be from research grants subsidizing education, in which case there will not be sufficient funds to transfer even if the course is transferred	Dr. Strothers to provide budget for cost of assuming responsibility for rural health

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

OB/GYN Budget Review Monday, June 1, 2009 at 12:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Mr. David Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Roland Matthews and Ms. Sandra Singh presented the OB/GYN budget • Medical student program voted best rotation by students • Residency program received only one citation: number of cases; will be reviewed again in FY10 • New locations identified to provide additional cases, but no GME funding if not at Grady • Subspecialists are needed for the residency program • Grady requires about 280 clinical hours, which translates into 8 FTEs • Non-Grady requires about 4 FTEs • Uro-gynecologist needed, but will not be available until FY11 • Part time faculty must be fully credentialed, so they require more staff time • Staff positions not appropriately classified; HR did not speak to most knowledgeable manager in deciding classifications • CME support provided about $1200/FTE; part timers get prorated	Review with Human Resources issues of salary equity, market equity, appropriate classification	MSM should consider as a recruitment tool purchasing tail coverage in exchange for a minimal time commitment Number of issues related to program growth

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Micro/Bio/Immunology Budget Review Wednesday, June 3, 2009 at 9:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Mr. West **Members Absent:** Dr. Mattox, Dr. Gibbons, Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Thierry-Palmer and Ms. Truitt presented the MBI budget. • The increase in the number of masters students (16 for FY10) has resulted in the need for a laboratory coordinator (like Mazola Brown) for the courses in the graduate program • New position should report to Dr. Newman as chair of GEBS; MBI has 2 labs, 1 each in physiology and anatomy • Faculty prefers specialists to review their grants, not a generalist. The going rate is $200/person/evaluation • Equipment bought on grants require service contracts after the grant expires	Tuition from the masters program should be used to support the new laboratory coordinator position Service contract coverage should come from indirect costs Need a policy on grant timing: use of special funds? Need a policy to assure restoration of salary support when research is supplementing teaching	Review arrangements for Ph.D. program receiving tuition from the Masters program.

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Pharmacology/Toxicology Budget Review Wednesday, June 3, 2009 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Ms. Andrea Fox, **Staff Present:** Ms. Sandra Watson, Mr. West, Ms. Nowell **Members Absent:** Dr. Mattox, Mr. Byrd, Dr. Gibbons		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Bayorh and Ms. Zena Young presented the Pharmacology and Toxicology budget. • There is a need to stabilize salaries. Carnes and Russell carried on institutional bridge • There is a need to align operating budgets across departments; only $1,000 available to support continuing education, while actual cost is around $2,000. • Appreciation expressed for dean's efforts to improve salaries • Would like $5,000 seed grants reinvigorate full time faculty	Copier requested in FY10 not provided; department is now without a copier because it is broken Need a computer program to replace computers on a regular basis Many issues to be addressed with new leadership	Department pays $1300 annually for document shredding; perhaps the vendor can be combined with shredding in other departments

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Anatomy/Neurobiology Budget Review Wednesday, June 3, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Ms. Sandra Watson, Mr. Demarlo West **Members Absent:** Mr. Byrd, Dr. Mattox		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. MacLeish presented the Anatomy and Neuroscience budgets • Two positions requested for each first year course: one to replace Dr. Whitaker (neurology) and one to support class size expansion (anatomy) • Some overlap of positions requested with Ferst funds • RCMI is reducing support for Drs. Thomas and Lo and Mr. Brako • Electron microscope is 22 years old; suggest requesting a new one through stimulus proposals • Chair position was removed when Dr. Parker died; needs to be restored • Neuroscience needs administrative support that is expected to come from IDC instead of direct charges to grants • Need to continue to replace cadaver tanks	Service contract for electron microscope and other equipment with institutional use should be institutionalized	Need a policy on replacing base salaries when grant funds expire

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Pathology Budget Review Monday, June 8, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Dr. Gibbons **Staff Present:** Mr. West **Members Absent:** Mr. Byrd, Ms. Watson, Ms. Fox		
Discussion Points	**Recommendations**	**Follow-up Items**
Sorry, no notes; did not attend Incoming anatomy faculty members not discussed. Has identified a pathologist for possible hire.	•	•

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Admissions, Counseling, Financial Aid Budget Review Monday, June 8, 2009 at 4:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons **Staff Present:** Mr. West, Ms. Watson **Members Absent:** Mr. Byrd, Ms. Fox		
Discussion Points	**Recommendations**	**Follow-up Items**
Financial Aid – presented by Ms. Handy • Department has had the same staffing since 1983; class size has expanded significantly, plus new programs have been added • Lack of information on scholarship availability negatively impacts admissions process • Need to provide better workshops on debt management to protect MSM's default rate **Counseling – presented by Dr. Garrison** • Admin secretary position upgraded without funding • Need to adjust student counselor to more competitive Ph.D. level funding • Psychiatric care for students is a risk management gap. Need a pot to pay for care for students **Admissions – presented by Dr. Anachebe and Ms. Adams** • Need to correct accounting for student fees • Need to finalize reorganization: Core functions previously funded by HCOP grant that expired • New commencement practices requested without accompanying funding created significant unplanned expenses for the dean's office	Outside banks and financial institutions can advise students on how to manage loans Tuition from new Master's program might support increased staffing	Review student fees regarding Psychiatric Care funding

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Pediatrics Budget Review Tuesday, June 9, 2009 at 9:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Ms. Watson, Mr. West **Members Absent:** Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Tyler-Hill and Ms. Portis-Jones presented the Pediatrics budget • Additional funds needed to support GME • Sickle Cell Grant from the State was cut, then replaced with AFLAC fund from CHOA; these funds are from an endowment and CHOA has notified MSM that endowment receipts are down • Sickle cell is a clinical program (consults), not education; CHOA is discussing an attending role for Drs. Buchanan and Gee • Economic environment will make it more difficult for faculty to make their PCBS • Scottish Rite residency support may end after FY10 • Pediatrics is bringing on an endocrinologist • 75 Piedmont lease is up in FY11: need a new location • National Children's Study award has been reduced; awaiting NIH confirmation of the amount • Spalding patient census declined during construction negatively impacts faculty ability to earn PCBS	Need an assessment of GME funding Need to assign someone as director of research	Need details of non personnel request. Need to know research strategy of department. Core faculty placed on research funds without a clear plan Importance of Dr. Rubin to the PIF stressed, but he does not have a faculty appointment Number of residents growing (from 5 to 6 per PGY), but lack of funds to support current program

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Psychiatry Budget Review Tuesday, June 9, 2009 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Ms. Watson, Mr. West **Members Absent:** Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Mattox and Ms. Renee Morrow presented the Psychiatry budget. • The department established a presence in the Atlanta VA • The department is community based with a small Grady service and State connection • There are 6 full time faculty and many adjunct faculty • Residency coordinator handles 16 residents at multiple sites and a 4 year program (instead of 3 years) • Medical education coordinator handles courses in 1st, 2nd and 3rd year (instead of just 3rd year clerkship) • Dr. Bradford proposed to provide mentoring across departments • About $800 is provided toward CME for full time faculty.	Ad hoc committee recommended integrating wellness across the school; seminars could be opened to the public for a fee	

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

NCPC Budget Review Tuesday, June 9, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Mr. West **Members Absent:** Ms. Watson, Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Did not attend this session Dr. Rust presented. No requests.	•	•

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

GEBS Budget Review Tuesday, June 9, 2009 at 12:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Ms. Watson, Mr. West **Members Absent:** Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Paulsen presented the GEBS budget. • MBRS re-funded 9 slots; there are sufficient upper level slots • 10 accepted to Masters program • Ph.D. accepted 6 people	Program should be able to return bridge funding provided pending MBRS funding	Review Master tuition flowing to support graduate program. Funds should support requested lab coordinator Align previous bridge funding

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

OSRA Budget Review Tuesday, June 9, 2009 at 2:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Ms. Sandra Watson, Mr. West **Members Absent:** Mr. Byrd		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Harris-Hooker and Ms. Suzanne Alexander presented the SRA budget • Issues around GAMS; consolidated budget being prepared • Centralized functions to better support clinical research at the Grady campus; staff do not practice often enough to be knowledgeable about requirements **CLAR** • Conducting an assessment of level of subsidy by institution and per diem rates	Develop a program to support clinical faculty who want to do research Need to define scope of grant reviewers: read and edit only versus advise and match RFA requirements	•

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Medical Education Budget Review Tuesday, June 9, 2009 at 3:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Mr. West **Members Absent:** Mr. Byrd, Ms. Watson		
Discussion Points	**Recommendations**	**Follow-up Items**
Did not attend this session Dr. Elks presented. Depending on faculty duties, it may be inappropriate to apply for bridge funding from RAC. Need for persons in IT (2) currently assisting education to transfer to Med Ed. Number of new computers needed in the library questioned.	•	• **Policy for replacement of computers.** • **Where should software experts be housed?**

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Physiology/CVRI Budget Review Tuesday, June 9, 2009 at 4:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox, **Staff Present:** Mr. West **Members Absent:** Mr. Byrd, Ms. Watson		
Discussion Points	**Recommendations**	**Follow-up Items**
Did not attend this session Dr. Gibbons presented. Requests related to retention of teaching/research faculty and hiring an assistant professor.	•	•

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

Clinical Affairs Budget Review Thursday, June 11, 2009 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Mr. West **Members Absent:** Mr. Byrd, Ms. Watson		
Discussion Points	**Recommendations**	**Follow-up Items**
Did not attend this session Dr. Sanders presented. Major need is for a Department Administrator. Other requests relate to expansion of the department and promotion of an assistant.	•	•

Meeting of the Fiscal Advisory Committee
FY10
Departmental Budget Reviews

CRC Budget Review Thursday, June 11, 2009 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Ms. Andrea Fox **Staff Present:** Mr. West **Members Absent**: Mr. Byrd, Ms. Sandra Watson		
Discussion Points	**Recommendations**	**Follow-up Items**
Did not attend this session Priscilla Johnson presented. Requests were mostly related to grant timing.	•	•

Meeting of the Fiscal Advisory Committee

Departmental Budget Reviews

SERC Budget Review Monday, February 11, 2008 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Mr. David Byrd, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins **Members Absent:** Ms. Denise Britt, Dr. Gary Gibbons		
Discussion Points	**Recommendations**	**Follow-up Items**
SERC Budget Presentation – Dr. Sharon Davis and Mr. Patrick Thomas presented the SERC budget. The following concerns were expressed: • Template was sent in PDA file, so could not enter data • Title III support from MPH program was not shown. This may be system problem due to funding being provided by another department. • Bridge support for Dr. Collins requested at $10,253 (including fringes). • Need to codify the process for telecom budget marks. A new head count should be conducted. • FAC is behind by three days (2/7, 2/8, 2/11) due to data not being available for departments. New times were added to the schedule and Tuesday's meetings were cancelled. The schedule was extended through February 29th.	• Provide budget template in a data entry format	• Primary department cannot see available funds for their personnel who are paid by another department • Mr. Byrd will update endowment projections, which might be sufficient to cover the bridge request for Dr. Collins • Budget staff and DITS need to review resources and process for telecom, then communicate with departments

Surgery Budget Review Wednesday, February 13, 2008 at 1:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins **Members Absent:** Ms. Denise Britt		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Lynn Weaver and Ms. Beverly Owens presented the Surgery budget. • Request use of one time salary savings to support start up costs for Dr. Rosser ($150,000) Approximately $244,000 is available from vacancies and not anticipating filling vacancies soon. • Request return of faculty release dollars to support Dr. Okoli's salary ($44,169) • Request salary support Dr. Babolola's promotion ($30,000) • Request support for market adjustments for staff • Concern was expressed that data could not be entered into the forms and there was not sufficient time to prepare the documents. • Concern was expressed about use of part time faculty at Grady • Concern was expressed about the need for salary support for market adjustments • It was noted that the vacancy report has a high degree of error and is in disagreement with Form A. • Clinical departments do not always have the latest software and sometimes cannot access Microsoft 2007 documents.	• Use one time salary savings to support Rosser start up as long as no Grady funds are required • Provide salary support as a mandatory adjustment • Support for promotions will be in the Dean's Office • In FY08, $32,000 was provided in an unsuccessful attempt to retain Dr. Dent and in shifting Dr. Wilson to another position. These funds should be returned to the dean for reallocation to other priorities since they were needed for the intended purpose. • Dr. Bumpers recently received salary support from two new awards that will provide release time for him and Mr. Herrington. The institution has been carrying their salaries while Dr. Bumpers applied for the funds, so these dollars should be returned to the dean for reallocation to other priorities. • DITS should upgrade the entire institution to Microsoft 2007.	There is a need to define different type of gaps in salary: Research bridge Start up bridge (unfunded research) Use of vacancies to bridge other salaries • Develop a system to track position allocations so release dollars can be returned without hassle and develop a policy that defines mandatory adjustments for return of release dollars • Develop a policy that outlines use of vacancies to support one time initiatives versus shifting for other ongoing priorities • Ms. Britt will be asked to send a HR representative when she cannot attend

Pharmacology Budget Review Wednesday, February 13, 2008 at 2:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox **Staff Present:** Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins **Members Absent:** Ms. Denise Britt		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Mohammad Bayorh and Ms. Zena Young presented the Pharmacology budget. • Salary increases to bring faculty to 25th percentile ($120,000) • Salary support for Dr. Hipps ($30,000) • Salary support for Aiesha and technician ($64,000) • Sustain faculty while seeking funds ($120,000) • New copier ($4,000) • Two computers ($4,000) • Research supplies($15,000) • Salary Support for Dr. Carnes ($39,077) • Salary Support for Dr. Randall ($38,500) • Salary support for Dr. Eatman ($42,423) • Salary support for Ms. Silvestrov ($30,000) It was noted that special funds are being used to support a salary and therefore, not available	• Refer salaries to the dean • Refer Dr. Hipps to RAC • Refer Aiesha and tech to RAC • Reprogram faculty • MSM needs a copier program • Add to FY08 one time capital list • Use special fund to provide research supplies • Refer salary questions to the dean	• Add 2 computers to one time less than $50K capital list

Psychiatry Budget Review Wednesday, February 13, 2008 at 3:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd

Staff Present: Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins

Members Absent: Ms. Denise Britt, Ms. Andrea Fox

Discussion Points	Recommendations	Follow-up Items
Dr. Gail Mattox and Ms. Rene Morrow presented the Psychiatry budget. • Return of release dollars for Dr. Smith ($7174) • Return of release dollars for Dr. Mattox (19,693) • Return of release dollars for Dr. Cosby ($1,184) • Bridge funding for Dr. Bradford ($54,429) and return of release dollars ($11,000) • Copier lease agreement ($6500) • Upgrade residency program assistant($8,000) • PDA's for med students and residents ($3700) • Additional teaching space at Ridgeview (($2912) • Equipment at Ridgeview ($605) • Residency retreat ($5,000) • Market adjustments for staff It was noted that DSH and Title III are lumped in the budget information and need to be separated. Special funds are significantly overstated and need to be checked.	• Provide return of faculty release dollars as mandatory adjustment • Refer bridge request to RAC • Support teaching program at Ridgeview • One time funding for residency retreat	• Mr. Byrd will update Cork endowment projections, which might be sufficient to cover the copier request; MSM needs a copier program • Need information on how market adjustments will be funded

CH/PM Budget Review Monday, February 18, 2008 at 9:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Daniel Blumenthal and Ms. Naeema Gilyard presented the CH/PM budget. • Number of students increase each year, but teaching resources remain the same. • Residency program almost 100% externally funded • Grady Neighborhood health Centers cannot be self sufficient if MMA takes 25% overhead. • There are diminished funding opportunities from all sectors • Requesting administrative supplements for each track coordinator and director; using released Title III funds • Grant timing issues cause critical needs to be significantly overstated; this was eliminated in FY08 by allowing departments to budget partial years • Department pays for space and telephones for grants that provide the full off campus F&A rate with PRC endowment funds • FY08 Erwin support ($33,564) available to help support requests. This was one time and should not have been in budget mark • Preceptors get rewarded with gifts, not stipends: then no one would volunteer • Merits will occur in July, but details not yet determined.	• Refer Caplan bridge request to RAC; should not be 100% research • Support Rural Health Clerkship request: class expansion • Request institutional support to replace MMA overhead to NHCs ($69,064): potential for more teaching and research; demonstrates primary care and serving the underserved. • Need an institutional plan for funding market adjustments to the minimum; lack of equity if some have funds and some do not, and some are paid from grants.	• David Byrd to provide updated endowment income information • Need to address timing of grant issues to avoid unnecessary data entry •

Medical Education Budget Review Monday, February 18, 2008 at 10:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Mr. Bill Booth and Ms. Coyea Kizzie presented the Graduate Medical Education budget. • Institutional review by ACGME upcoming for FY09. Impacts accreditation of each individual residency program. • Critical staff needed to support New Innovations, centralized verification of residency completion created from non-personnel. Request reinstatement of operating funds for FY09 ($33,000). • $11,000 in cost savings from discontinuing Tuskegee arrangements Ms. Cheryl Johnson presented Continuing Medical Education budget. • Reverse site visit scheduled for March, 2008. Funds to support accreditation were not placed in budget; dean's office covering expenses. • Copier maintenance ($1200) • CME Tracker Database program ($3000) ongoing maintenance. This program manages all CME participant activity	• Furniture as one-time expense ($9,000) • Update residency templates help determine base line budget to support residency programs • Upgrade computer stations as one-time expense ($4,500) • Specialty TOOLS ($21,000) less of a priority • CME receives around $20 – 25K in revenue per year. They are often asked to reduce costs to participants.	•

Dr. Martha Elks and Ms. Melvina Fryar presented the Medical Education budget. • Medical Education is both an Office and a Department. • Dr. Marlene MacLeish was moved 100% time to Med Ed when Dr. W. Sullivan retired. Previously, she was 30% on institutional funds; she has an award for 50%, but is in need of 20% FTE. Requesting bridge support for her and her administrative assistant • Copier was requested for FY08, but not provided. Now in dire need for education. • OSCE program needs support for standardized patients due to class expansion and including residents • Request non-personnel support for Dr. Klement and Dr. MacLeish		

Pediatrics Budget Review Monday, February 18, 2008 at 11:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Frances Dunston and Ms. Hattie Portis-Jones presented the Pediatric budget. • Residency program will undergo accreditation review in FY09. Requesting external reviewer • Department has a funding gap related to GME 60/40 rule: hospital can only reimburse for some of the time supervision and teaching residents (not 100%) • Clinical revenue no longer generating essential operating funds • Need to replace clinical teaching faculty to support good performance on certifying and shelf exams. • Request to increase part time faculty to full time	• GMEC should review usage of external reviewers for individual programs and provide guidelines • Need to update GME residency templates • Need review of CHOA funding • Grady funding is correct; may need to re-deploy faculty • Salary supplements requires	• David Byrd to provide actual endowment figure

• Request increase in residency director supplement • Request salary adjustment for all faculty below • 25th percentile • Request institutional bridge for Dr. Gee • Request institutional bridge for Dr. Immergluck • Process allows opportunity to present to a broad spectrum; would like to know overall outcome – full disclosure	institutional overhaul based on number of residents	

Family Medicine Budget Review Monday, February 18, 2008 at 1:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Harry Strothers and Ms. Veronda Perkins presented the Family Medicine budget. • Leadership change as of January 1st • Accreditation issues from the last site visit • Moved FPC to S. Fulton from SW hospital 6/07: impact on billings • MMA has 202K from people with zero goals • Process did not allow reasonable timeframe	•	• Dr. Sanders to review source of $202K owed. • David Byrd to provide amount of endowed chair

General Counsel Budget Review Monday, February 18, 2008 at 2:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt **Staff Present:** Ms. Sylvell Mansfield, Ms. Sandra Watson **Members Absent:**		
Discussion Points	**Recommendations**	**Follow-up Items**
Mr. Harold Jordan and Ms. Brigette Mack provided the General Counsel budget. • Legal secretary ($37,500) • Compliance Officer (attorney) - $68,002 over current amount for the position • Litigation reserve for one time payments expected in FY09 ($250,000)	•	•
Anatomy/Neuro. Budget Review Monday, February 18, 2008 at 3:00 pm		
Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt **Staff Present:** Ms. Sylvell Mansfield, Ms. Sandra **Members Absent:** Dr. Gary Gibbons		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Peter MacLeish and Ms. Belinda Farmer presented the Anatomy budget request. • Department provides two 1st year courses, each of which also have a laboratory. • All bridges from FY08 were successful and returned	• Raises for research associates should occur with the anniversary of the funding source; if there are several sources, it should be July 1st of	• David Byrd to clarify what is requested from Budget Committee versus departmental funds

• Requesting new positions due to class size expansion and aging of the faculty • Human Morphology course requires investment to bank images. This is also requested in FY08 capital budget DITS project. Regarding Neurosciences, 8 Anatomy faculty participate in the Institute. • NIH experienced a 20% cut in funding ($200,000 direct cost to the Institute) • Raises for research associates are provided by grants; need clarity on if/when they will receive raises.	each year. • An annual evaluation must be completed for each person	

Office of Sponsored Research Administration Budget Review Monday, February 18, 2008 at 12:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Sandra Harris-Hooker and Ms. Suzanne Alexander presented the Office of Sponsored Research Administration budget. • Difficulty in using pre-populated profile because so many core shared use activities are housed in OSRA. • Vacancy report not accurate – student data; date sensitive • Broad overview of research endowment: complete corpus of endowed chairs; educational programs;	• Integrate database system should allow access to entire budget responsibility (fiscal year and grant year)	• Ms. Watson will provide Dr. Harris-Hooker with the running list of bridge requests. • Dr. Harris-Hooker will send an announcement

research capacity building; infrastructure • Animal Center needs another technician to ensure separation of clean area from dirty; based on volume. • CLAR salary adjustment issues need to be addressed		to chairs regarding availability of research bridge funding

MBI Budget Review Tuesday, February 19, 2008 at 9:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Myrtle Thierry-Palmer and Ms. Robin Truitt presented the MBI budget. • Teaches two major courses • Contributes the most to the Ph.D. program (11 courses developed or directed • Research funding opportunities decreasing nationwide • Inadequate non-personnel budget for size of department • New certificate and masters programs proposed for FY09 will require an additional biochemist • Chair position is no longer funded: funds used to replace salary allocations for core faculty when MBRS was cut • No funding to replace Lillard: funds used to replace NIH cuts	• Ratio analysis of non-personnel support vs. number/effort of faculty • Need a better planning process for addressing timing of grant award notices	•

• Bridge funds provided in FY08 returned • Timing of grant funds may eliminate need for some requests		

Student Financial Aid Budget Review Tuesday, February 19, 2008 at 10:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Ngozi Anachebe and Ms. Cynthia Handy presented the Student Financial Aid budget request. • The department has had the same staff since 1986 despite increased class size and added programs • Requesting Financial Aid Specialist ($34,000) to replace annual temp request • Two positions recently upgraded; need salary support • Dean will conduct external review of structure in FY09 • Processing 3-4 loans for each student • New loan program (grad plus) added in 6/07 • Collect documents on 100% of applicants to ensure no citations; compliance requires 30% • Need copier: confidentiality of records • Records required to be in fire safe cabinets; 5 years • New initiative with Colleague may provide some	• Need institutional copier program	•

opportunities to digitize records or other efficiencies		

Student Affairs Budget Review Tuesday, February 19, 2008 at 12:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Ngozi Anachebe and Ms. Carma Adams presented the Student Affairs budget request. • Despite having lost a number of key people, still functioning well • HCOP may not be funded: pays for Pipeline programs • Community Outreach director (new) to coordinate activities at AUC schools; other potential sources • Recent Registrar Office review indicated need to reorganize Registrar function: requesting administrative assistant to support ERAS, registrar upgrade	• Human Resources to review restructured plan and revised job descriptions	•

NCPC Budget Review Tuesday, February 19, 2008 at 11:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. George Rust and Ms. Ebony Murray presented the NCPC budget. They highlighted accomplishments and challenges of the past year and indicated opportunities and challenges of the upcoming year. • The Satcher Leadership Institute and Community Voices is no longer under the NCPC umbrella • Dr. Rust requested in FY08 a search for a permanent director for NCPC, but this has not occurred. He does not want to continue as interim • Dr. Strothers service as interim chair has not yet impacted his rote with disease management contract, but this needs to be monitored • Direct institutional budget is about equal to indirect cost provided to the institution	•	• David Byrd to verify endowment amount for FY09

NCPC Budget Review Tuesday, February 19, 2008 at 11:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up

		Items
	•	•

Finance Budget Review Tuesday, February 19, 2008 at 1:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Mr. Eli Phillips and Ms. Sonya Mathis presented the Finance budget request. • Received unqualified opinion from audit • Implemented several reporting improvements and improvements to internal controls • Requesting funds to support market adjustments • Concern about expectations, roles and responsibilities throughout the institution	• Need an institutional funding plan for market adjustments • Clarify expectations, roles and responsibilities throughout the institution as part of strategic plan	•

CVRI Budget Review Tuesday, February 19, 2008 at 2:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items

Dr. Gary Gibbons and Mr. Patrick Thomas presented the CVRI budget. • Institute has a significant teaching and administrative role that results in not incurred institutional expense • A critical mass of epidemiologists provided to the MPH program • Major providers of faculty development opportunities • Benchmark of direct institutional support vs. indirect costs provided is substantial • Federal funding sources are cutting across the board and expect the institution to pick up more support • Retention is a problem: lack of tenure, lack of institutional support, poor infrastructure • Funds provided to retain Dr. Yang remain in budget mark; request to use to support some of requests • There is a need to build the endowment to support the institute	• Review number of 100% research supported faculty	• David Byrd to provide updated information on CVRI available endowment

OIA Budget Review Tuesday, February 19, 2008 at 2:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt
Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent: Dr. Lawrence Sanders

Discussion Points	Recommendations	Follow-up Items
Ms. Sally Davis presented the Office of Institutional Advancement budget request. • Organized and launched Annual Fund • Developed standard operating procedures for several functions • Increased corporate visits by 150% • Corrected reporting on activities	•	•

• Received only small part of FY08 budget request, but functions occurred anyway with one time funding; request for FY09 is basically the same		

Pathology Budget Review Tuesday, February 19, 2008 at 3:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt
Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson
Members Absent: Dr. Lawrence Sanders

Discussion Points	Recommendations	Follow-up Items
Dr. Marjorie Smith presented the Pathology budget. • She is recruiting for a pathologist; may need to combine the funds from the two vacancies to make a decent salary • Requesting bridge support for Dr. Dutt's technician through December, 2008.	•	•

Ph.D Program Budget Review Wednesday, February 20, 2008 at 1:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt, Dr. Lawrence Sanders
Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Douglass Paulsen and Ms. Yvonne Powers presented the		

Ph.D. budget proposal. • The program has the highest number of students since its inception and the best applicant pool for the incoming class. • MBRS Rise, which supported 9 slots, ended in FY08; Dr. Harris-Hooker arranged a no cost extension, but there is a need for $73K to finish out the year • Other support was lost due to federal program cutbacks, including 4 slots on the Cancer P-60. • There are limited funding opportunities with other faculty, but not in areas where students have an interest • Cannot bring in the new class without funding • Would like to increase the stipend rate 10% to be more competitive • Would like to start a Masters program and use tuition recovery to help fund the Ph.D. program	• Change strategy so students must select interest from funded areas • Develop incentives to encourage faculty who have eligible resources to take students.	• Determine decision point about starting tuition recovery with a new Masters program

CRC Budget Review Wednesday, February 19, 2008 at 2:00 pm

Members Present: Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Lawrence Sanders, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent:

Discussion Points	Recommendations	Follow-up Items
Dr. Elizabeth Ofili and Ms. Geanene Trevillion presented the Clinical Research Center budget proposal. • Received new CTSA and Heart Failure Network awards • Physician coverage is still a challenge. Family Medicine agreed to provide coverage, but the physicians who were assigned were on maternity leave	•	• Clarification on Dr. Pemu's salary is requested

• NIH funding base is reducing funding, particularly for administrative core activities, and they are expecting institutions to supplement programs with institutional funds		

Clinical Affairs Budget Review Thursday, February 21, 2008 at 9:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt
Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent: Dr. Gail Mattox

Discussion Points	Recommendations	Follow-up Items
Ms. Janice Winston presented the Infection Control budget request. • Requesting clinical nurse increase to full time due to increased class size • Primary responsibility for tracking and monitoring health records of students, residents; orientation and follow up • Requesting additional personnel due to expanding institutional role, including JACHO accreditation (CRC), OSHA and other regulatory agency standards, NCPC and MMA • Concern about student records solely on personal computer • Extra costs (security, housekeeping) related to institutional events Dr. Sanders presented the Compliance budget request • Role of compliance coder is oversight and assurance, which is different than role in departments. Need to enhance coder to certified coder. Clinical Affairs budget request: • Office interfaces medical school with clinical affiliates; practice plan with education	• Need to define institutional role of Infection Control • Need employee health process for CRC, CLAR, research with infectious diseases	• Review student fee structure to ensure fees cover cost of immunizations

• Need to review space requirements of clinical departments versus clinical services at Grady • MSM/MMA is small, but complex, and requires the same interfaces and infrastructure as larger practices		

Physiology Budget Review Thursday, February 21, 2008 at 10:00 am

Members Present: Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson

Members Absent: Dr. Gail Mattox

Discussion Points	Recommendations	Follow-up Items
Dr. David Mann and Ms. Gwen Wayman presented the Center for Reproductive Science Research (CRSRC) budget • Center received a five year $7.5m award in 2001 and has been very productive • Funding challenges at the national level caused a delay in issuing a new RFA; received a no cost extension in FY07. • For FY 08, received institutional bridge support and bridge support from NICHD at 41%. • RFA has not been issues; Center will be closing down by 10/31. Dr. Mann plans to retire at this time Dr. Mann and Ms. Cassandra Jackson presented the Physiology budget proposal. • Department has 8 faculty (2.5 teaching FTE; 4 research FTE; 1.5 admin FTE); • Teaches medical physiology (120 contact hours) and 80 hours in the Ph.D. program. • NIH funding is more difficult: 9 grants submitted, only 1 funded • Requesting bridge support for several faculty	•	•

OB/GYN Budget Review Thursday, February 21, 2008 at 11:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt **Staff Present:** Ms. Sylvell Mansfield, Ms. Sandra Watson **Members Absent:** Dr. Gail Mattox		
Discussion Points	**Recommendations**	**Follow-up Items**
Dr. Roland Matthews and Ms. Sandra Singh presented the OB/GYN budget. • Upcoming residency review in March: not enough cases • CWH venture was unsuccessful; intended to provide cases • Turnover in faculty: 6 FTEs • Utilizing community coverage for MMA • Need institutional support for Dr. Reddy and Dr. Rao • Would like to share in indirect cost recovery to support research. • Opportunity at Atlanta Medical for residents cases; would be unfunded rotation. • Process problems: different forms from different offices; numbers don't match • Fringe rate changes make a huge difference • Resident salaries are lumped into the Grady figures	•	•
Medicine Budget Review Friday, February 22, 2008 at 10:00 am		
Members Present: Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt		

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Jawaun McMillon-Hicks

Members Absent: Dr. Gail Mattox

Discussion Points	Recommendations	Follow-up Items
Dr. Myra Rose and Ms. Tammara Warren presented the Medicine budget • Successful RRC review in Fy08 • Residents and faculty recognized nationally and internationally • Successful recruitment of GIM (5) in FY08, 3 in FY 09; 1 pulmonary • Challenges: protected time for research and service; recruitment of subspecialists; dwindling research funds; attracting ACGME graduate to residency program; competitive market place for services and physician recruitment • FY08 Grady Services budget mark discrepancy: $436,101 • Grants ended inFY08 not released • More grants ending in FY09	•	•

Dr. Alexander Budget Review Monday, February 25, 2008 at 9:00 am

Members Present: Drs. Gail Mattox (chair), Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt

Staff Present: Ms. Sylvell Mansfield, Ms. Sandra Watson, Ms. Lois Wiggins

Members Absent:

Discussion Points	Recommendations	Follow-up Items

Dr. William Alexander presented an overview of Strategic Management departments. Planning and Institutional Research: • Preparing for SACS accreditation review in 2001 • Updating FACT book Human Resources: • Successfully underwent 2 external audits regarding benefits and federal affirmative action plan • Major player in project Scorpio • Employee Assistance Program will become part of benefits package Administrative Services: • Reviewing ways to become more efficient and offer more centralized services • Considering an UPS office site on campus Maintenance: • Engaging consultants to help develop accurate needs assessment of maintenance, replacement and major overhaul costs • Need a scheduled maintenance program • Utilities costs have gone up, but need more accuracy DITS: • Recruiting for new leadership • Restructuring and staffing will depend on right leadership • Turnover challenges Public Safety: • MSM has a police department like others schools • Plan to increase the number of police and decrease the number of security officers • Plan will be phased on over a number of years Process was difficult because of timing issues and forms. Excel form more helpful than Adobe form. Dr. David Satcher, Ms. Debra Jones and Ms. Joyce Nottingham presented the Satcher Health Leadership Institute budget. • The goal of the institute is to prepare leaders committed to health disparities • A number of grants have contributed to ensure	•	•

sustainability of the Institute • Institute will offer a 10 month fellowship certificate program • Funding challenges mostly related to timing of grant funds This process caused critical thinking and forced Dr. Satcher and Dr. Rust to discuss and act on separating their entities. Ms. Watson presented the dean's office budget request and provided updated from Counselling and the Library.		