

## Budget, Human Resources Administrators Retreat

Wednesday, August 19, 2009  
Sloan College Auditorium Room 112

8:00 a.m. – Coffee & Danish  
8:30 a.m. – 12:00 noon – Business Meeting

### AGENDA

- |             |    |   |                                     |
|-------------|----|---|-------------------------------------|
| 8:30–9:30   | 1. | Opening Remarks – Leading in a Turbulent Time       | Mary Anne Fitzpatrick               |
| 9:30–10:15  | 2. | FY11 Budget Development Process                     | Glenda Ridgely                      |
|             | 3. | FY10 Budget Execution Process                       |                                     |
|             | 4. | Overview of FY09 Carry Forward Calculation          |                                     |
| 10:15–10:30 |    | <b>BREAK</b>  |                                     |
| 10:30–11:15 | 5. | Unclassified HR Topics:                             | Charmane Daugherty<br>Penney Bell   |
|             |    | a. Restructuring of Personnel Files                 |                                     |
|             |    | b. New College Database                             |                                     |
|             |    | c. Requirement for specific HR paperwork            |                                     |
|             |    | SACS/Transcripts                                    |                                     |
|             |    | Affiliates/PBP21's                                  |                                     |
|             |    | TFAC's/PBP7's                                       |                                     |
|             |    | d. Prior approval for A-funded positions/accounting |                                     |
| 11:15–Noon  | 6. | Classified HR Topics:                               | Glenda Ridgely<br>Susan Illingworth |
|             |    | a. Classified Staff Excellence Program              |                                     |
|             |    | b. Minimum Wage & Overtime                          |                                     |

**Additional Web References:**

The College of Arts & Sciences maintains an online Administrator's Handbook where major communications from the Dean, important College policies, calendars, meeting minutes, and organizational information are posted and continually updated. **Please consult this site often throughout each semester**, as deadlines and event venues can change. The main web address for the A&S Administrator's Handbook is <http://www.cas.sc.edu/dean/handbook/> .

Several key items from the website are listed below.

**College of Arts and Sciences, Office of the Dean:** <http://www.cas.sc.edu/dean/>

**Budget:**

Administrative Policy for Management of Educational Foundation Scholarship Funds  
<http://www.cas.sc.edu/dean/handbook/ChapterTwo.html>

Department Spending Authority Memorandum <http://www.cas.sc.edu/dean/handbook/2-2.html>

Retirement Events Memo <http://www.cas.sc.edu/dean/handbook/2-2.html>

**College Organization:**

Chairs Responsibilities Annual Cycle 2009-2010

<http://www.cas.sc.edu/dean/handbook/actionitems2009-2010.pdf>

Chairs and Directors Meetings 2009-2010

[http://www.cas.sc.edu/dean/handbook/documents/list\\_of\\_chairs\\_directors\\_meetings\\_09-10.pdf](http://www.cas.sc.edu/dean/handbook/documents/list_of_chairs_directors_meetings_09-10.pdf)

College Month-by-Month Calendar <http://www.cas.sc.edu/dean/handbook/calendar2009-2010.pdf>

Routing Chart <http://www.cas.sc.edu/dean/handbook/1-2.html>

**Staff Training Opportunities:**

Professional Development Office <http://hr.sc.edu/profdevp.html>

**Tenure and Promotion Calendar:**

<http://www.cas.sc.edu/dean/handbook/chaptersix.html>