ADMINISTRATIVE COUNCIL
Minutes of
September 3, 2008

Attendees: Lauren Adamson, J.L. Albert, Jim Alm, Doug Covey, Mary Finn, Jim Flowers, Ron Henry, Kerry Heyward, Fenwick Huss, Randy Kamphaus, Marvin Lewis, Tom Lewis, John Medlock, Carl Patton, Nancy Peterman, Bill Prigge, Tim Renick, Chris Rosenbloom, Nancy Seamans, Sterling Roth, Robert Sattelmeyer, Edgar Torbert, Royce Walker

Minutes of August 6 were approved.

President’s Remarks

Dr. Patton commented on on-going meetings with Regents and legislators to emphasize the importance of funding formula dollars and fair distribution among the institutions. Dr. Patton noted distribution to institutions of 2/3 of dollars generated would enable Georgia State to traverse the next two years of budgetary challenges.

Internal Controls

Dr. Patton commented on recent publicity about internal control failures at another institution. Dr. Patton stressed the responsibility of administrators to see that those who report to them abide by internal controls and to support prosecution of anyone who steals from the university.

Mr. Roth presented a PowerPoint presentation on internal controls including definitions, expectations, policies, practices, risks, etc. Mr. Roth gave particular emphasis to documentation and segregation of duties as fundamental characteristics of good internal controls. He stated that the “Villager” would soon feature an article on internal controls as a means of increasing awareness across the campus.

Dr. Patton asked about the most common risk for units. Mr. Roth replied that expenditure review was a common risk because some units conducted quarterly (or less frequent) reviews instead of monthly reviews as required. Mr. Roth added it was wise to pay even closer attention to internal controls when there were changes in personnel or procedures. Dr. Patton commented that one suspicious behavior was employees not taking any vacation days in order to prevent detection while they were away.

Budget and Enrollment Updates

Dr. Henry reported no news on the budget except what had appeared in the newspaper. Dr. Henry noted the University System had prepared budget reduction plans at the 6%, 8% and 10% levels based on input from the campuses. He urged caution in spending because of the uncertainty in revenues.

Dr. Henry voiced encouragement about fall semester enrollment figures, but warned the distribution of paid versus non-paid hours was unknown. He pointed to a surprisingly large number of students classified as seniors, up from 6,702 to 7,476, which might be attributable to the fixed-for-four tuition program or the bad job market. Dr. Henry also observed that the average undergraduate course load of 12.3 credit hours spoke to the impact raising the tuition plateau from 12 to 15 credit hours could have on revenues.

Dr. Renick distributed fall semester enrollment tables showing record numbers of accepted and enrolled new freshmen and a record number of credit hours.

Dr. Adamson asked about an AJC article stating a change in travel policies which would require signatures of three supervisors for state-funded travel. Dr. Henry replied that no word had been received from the Board of Regents regarding such a change. Mr. Roth indicated he would check to see if this was a stipulation in HB 1113.

Mr. Lewis reiterated the importance of working with Regents and legislators to protect formula funding dollars. Dr. Patton cited points made to the media about saturation of classroom capacity, loss of the concept of public good in shifting costs to students, taxing cigarettes and food, discontinuation of homestead tax credit, etc.
Announcements

Dr. Adamson distributed visual and performing arts brochures showing fall semester events.

Mr. Lewis introduced Mr. Flowers.

Dr. Covey reported on the upgrade of campus life programming enabled by the increase in the student activity fee.