

**Meeting of the Fiscal Advisory Committee  
FY'09  
Departmental Budget Reviews**

<b>SERC Budget Review Monday, February 11, 2008 at 11:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Mr. David Byrd, Ms. Andrea Fox</p> <p><b>Staff Present:</b> Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins</p> <p><b>Members Absent:</b> Ms. Denise Britt, Dr. Gary Gibbons</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>SERC Budget Presentation – Dr. Sharon Davis and Mr. Patrick Thomas presented the SERC budget. The following concerns were expressed:</p> <ul style="list-style-type: none"> <li>• Template was sent in PDA file, so could not enter data</li> <li>• Title III support from MPH program was not shown. This may be system problem due to funding being provided by another department.</li> <li>• Bridge support for Dr. Collins requested at \$10,253 (including fringes).</li> <li>• Need to codify the process for telecom budget marks. A new head count should be conducted.</li> <li>• 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 29<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide budget template in a data entry format</li> </ul>	<ul style="list-style-type: none"> <li>• Primary department cannot see available funds for their personnel who are paid by another department</li> <li>• Mr. Byrd will update endowment projections, which might be sufficient to cover the bridge request for Dr. Collins</li> <li>• Budget staff and DITS need to review resources and process for telecom, then communicate with departments</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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Departmental Budget Reviews**

<b>Surgery Budget Review Wednesday, February 13, 2008 at 1:00 pm</b>		
<b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox		
<b>Staff Present:</b> Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins		
<b>Members Absent:</b> Ms. Denise Britt		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Lynn Weaver and Ms. Beverly Owens presented the Surgery budget.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Request return of faculty release dollars to support Dr. Okoli's salary (\$44,169)</li> <li>• Request salary support Dr. Babolola's promotion (\$30,000)</li> <li>• Request support for market adjustments for staff</li> <li>• Concern was expressed that data could not be entered into the forms and there was not sufficient time to prepare the documents.</li> <li>• Concern was expressed about use of part time faculty at Grady</li> <li>• Concern was expressed about the need for salary support for market adjustments</li> <li>• It was noted that the vacancy report has a high degree of error and is in disagreement with Form A.</li> <li>• Clinical departments do not always have the latest software and sometimes cannot access Microsoft 2007 documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Use one time salary savings to support Rosser start up as long as no Grady funds are required</li> <li>• Provide salary support as a mandatory adjustment</li> <li>• Support for promotions will be in the Dean's Office</li> <li>• 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.</li> <li>• 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.</li> <li>• DITS should upgrade the entire institution to Microsoft 2007.</li> </ul>	<p>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</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Develop a policy that outlines use of vacancies to support one time initiatives versus shifting for other ongoing priorities</li> <li>• Ms. Britt will be asked to send a HR representative when she cannot attend</li> </ul>

**Meeting of the Fiscal Advisory Committee  
FY'09  
Departmental Budget Reviews**

<b>Pharmacology Budget Review Wednesday, February 13, 2008 at 2:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox</p> <p><b>Staff Present:</b> Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins</p> <p><b>Members Absent:</b> Ms. Denise Britt</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Mohammad Bayorh and Ms. Zena Young presented the Pharmacology budget.</p> <ul style="list-style-type: none"> <li>• Salary increases to bring faculty to 25<sup>th</sup> percentile (\$120,000)</li> <li>• Salary support for Dr. Hipps (\$30,000)</li> <li>• Salary support for Aiesha and technician (\$64,000)</li> <li>• Sustain faculty while seeking funds (\$120,000)</li> <li>• New copier (\$4,000)</li> <li>• Two computers (\$4,000)</li> <li>• Research supplies(\$15,000)</li> <li>• Salary Support for Dr. Carnes (\$39,077)</li> <li>• Salary Support for Dr. Randall (\$38,500)</li> <li>• Salary support for Dr. Eatman (\$42,423)</li> <li>• Salary support for Ms. Silvestrov (\$30,000)</li> </ul> <p>It was noted that special funds are being used to support a salary and therefore, not available</p>	<ul style="list-style-type: none"> <li>• Refer salaries to the dean</li> <li>• Refer Dr. Hipps to RAC</li> <li>• Refer Aiesha and tech to RAC</li> <li>• Reprogram faculty</li> <li>• MSM needs a copier program</li> <li>• Add to FY08 one time capital list</li> <li>• Use special fund to provide research supplies</li> <li>• Refer salary questions to the dean</li> </ul>	<ul style="list-style-type: none"> <li>• Add 2 computers to one time less than \$50K capital list</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Psychiatry Budget Review Wednesday, February 13, 2008 at 3:00 pm</b>		
<b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd		
<b>Staff Present:</b> Ms. Sandra Watson, Ms. Sylvell Mansfield, Ms. Lois Wiggins		
<b>Members Absent:</b> Ms. Denise Britt, Ms. Andrea Fox		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Gail Mattox and Ms. Rene Morrow presented the Psychiatry budget.</p> <ul style="list-style-type: none"> <li>• Return of release dollars for Dr. Smith (\$7174)</li> <li>• Return of release dollars for Dr. Mattox (19,693)</li> <li>• Return of release dollars for Dr. Cosby (\$1,184)</li> <li>• Bridge funding for Dr. Bradford (\$54,429) and return of release dollars (\$11,000)</li> <li>• Copier lease agreement (\$6500)</li> <li>• Upgrade residency program assistant(\$8,000)</li> <li>• PDA's for med students and residents (\$3700)</li> <li>• Additional teaching space at Ridgeview ((\$2912)</li> <li>• Equipment at Ridgeview (\$605)</li> <li>• Residency retreat (\$5,000)</li> <li>• Market adjustments for staff</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• Provide return of faculty release dollars as mandatory adjustment</li> <li>• Refer bridge request to RAC</li> <li>• Support teaching program at Ridgeview</li> <li>• One time funding for residency retreat</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Byrd will update Cork endowment projections, which might be sufficient to cover the copier request; MSM needs a copier program</li> <li>• Need information on how market adjustments will be funded</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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Departmental Budget Reviews**

**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
<p>Dr. Daniel Blumenthal and Ms. Naeema Gilyard presented the CH/PM budget.</p> <ul style="list-style-type: none"> <li>• Number of students increase each year, but teaching resources remain the same.</li> <li>• Residency program almost 100% externally funded</li> <li>• Grady Neighborhood health Centers cannot be self sufficient if MMA takes 25% overhead.</li> <li>• There are diminished funding opportunities from all sectors</li> <li>• Requesting administrative supplements for each track coordinator and director; using released Title III funds</li> <li>• Grant timing issues cause critical needs to be significantly overstated; this was eliminated in FY08 by allowing departments to budget partial years</li> <li>• Department pays for space and telephones for grants that provide the full off campus F&amp;A rate with PRC endowment funds</li> <li>• FY08 Erwin support (\$33,564) available to help support requests. This was one time and should not have been in budget mark</li> <li>• Preceptors get rewarded with gifts, not stipends: then no one would volunteer</li> <li>• Merits will occur in July, but details not yet determined.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer Caplan bridge request to RAC; should not be 100% research</li> <li>• Support Rural Health Clerkship request: class expansion</li> <li>• Request institutional support to replace MMA overhead to NHCs (\$69,064): potential for more teaching and research; demonstrates primary care and serving the underserved.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• David Byrd to provide updated endowment income information</li> <li>• Need to address timing of grant issues to avoid unnecessary data entry</li> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
FY'09  
Departmental Budget Reviews**

**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
<p>Mr. Bill Booth and Ms. Coyea Kizzie presented the Graduate Medical Education budget.</p> <ul style="list-style-type: none"> <li>• Institutional review by ACGME upcoming for FY09. Impacts accreditation of each individual residency program.</li> <li>• 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).</li> <li>• \$11,000 in cost savings from discontinuing Tuskegee arrangements</li> </ul> <p>Ms. Cheryl Johnson presented Continuing Medical Education budget.</p> <ul style="list-style-type: none"> <li>• Reverse site visit scheduled for March, 2008. Funds to support accreditation were not placed in budget; dean's office covering expenses.</li> <li>• Copier maintenance (\$1200)</li> <li>• CME Tracker Database program (\$3000) ongoing maintenance. This program manages all CME participant activity</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture as one-time expense (\$9,000)</li> <li>• Update residency templates help determine base line budget to support residency programs</li> <li>• Upgrade computer stations as one-time expense (\$4,500)</li> <li>• Specialty TOOLS (\$21,000) less of a priority</li> <li>• CME receives around \$20 – 25K in revenue per year. They are often asked to reduce costs to participants.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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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

**Meeting of the Fiscal Advisory Committee  
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<b>Pediatrics Budget Review Monday, February 18, 2008 at 11:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Frances Dunston and Ms. Hattie Portis-Jones presented the Pediatric budget.</p> <ul style="list-style-type: none"> <li>• Residency program will undergo accreditation review in FY09. Requesting external reviewer</li> <li>• 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%)</li> <li>• Clinical revenue no longer generating essential operating funds</li> <li>• Need to replace clinical teaching faculty to support good performance on certifying and shelf exams.</li> <li>• Request to increase part time faculty to full time</li> <li>• Request increase in residency director supplement</li> <li>• Request salary adjustment for all faculty below</li> <li>• 25<sup>th</sup> percentile</li> <li>• Request institutional bridge for Dr. Gee</li> <li>• Request institutional bridge for Dr. Immergluck</li> <li>• Process allows opportunity to present to a broad spectrum; would like to know overall outcome – full disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• GMEC should review usage of external reviewers for individual programs and provide guidelines</li> <li>• Need to update GME residency templates</li> <li>• Need review of CHOA funding</li> <li>• Grady funding is correct; may need to re-deploy faculty</li> <li>• Salary supplements requires institutional overhaul based on number of residents</li> </ul>	<ul style="list-style-type: none"> <li>• David Byrd to provide actual endowment figure</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. Harry Strothers and Ms. Veronda Perkins presented the Family Medicine budget.</p> <ul style="list-style-type: none"> <li>• Leadership change as of January 1<sup>st</sup></li> <li>• Accreditation issues from the last site visit</li> <li>• Moved FPC to S. Fulton from SW hospital 6/07: impact on billings</li> <li>• MMA has 202K from people with zero goals</li> <li>• Process did not allow reasonable timeframe</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Sanders to review source of \$202K owed.</li> <li>• David Byrd to provide amount of endowed chair</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Mr. Harold Jordan and Ms. Brigitte Mack provided the General Counsel budget.</p> <ul style="list-style-type: none"> <li>• Legal secretary (\$37,500)</li> <li>• Compliance Officer (attorney) - \$68,002 over current amount for the position</li> <li>• Litigation reserve for one time payments expected in FY09 (\$250,000)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. Peter MacLeish and Ms. Belinda Farmer presented the Anatomy budget request.</p> <ul style="list-style-type: none"> <li>• Department provides two 1<sup>st</sup> year courses, each of which also have a laboratory.</li> <li>• All bridges from FY08 were successful and returned</li> <li>• Requesting new positions due to class size expansion and aging of the faculty</li> <li>• Human Morphology course requires investment to bank images. This is also requested in FY08 capital budget DITS project.</li> </ul> <p>Regarding Neurosciences, 8 Anatomy faculty participate in the Institute.</p> <ul style="list-style-type: none"> <li>• NIH experienced a 20% cut in funding (\$200,000 direct cost to the Institute)</li> <li>• Raises for research associates are provided by grants; need clarity on if/when they will receive raises.</li> </ul>	<ul style="list-style-type: none"> <li>• Raises for research associates should occur with the anniversary of the funding source; if there are several sources, it should be July 1<sup>st</sup> of each year.</li> <li>• An annual evaluation must be completed for each person</li> </ul>	<ul style="list-style-type: none"> <li>• David Byrd to clarify what is requested from Budget Committee versus departmental funds</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Office of Sponsored Research Administration Budget Review Monday, February 18, 2008 at 12:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Sandra Harris-Hooker and Ms. Suzanne Alexander presented the Office of Sponsored Research Administration budget.</p> <ul style="list-style-type: none"> <li>• Difficulty in using pre-populated profile because so many core shared use activities are housed in OSRA.</li> <li>• Vacancy report not accurate – student data; date sensitive</li> <li>• Broad overview of research endowment: complete corpus of endowed chairs; educational programs; research capacity building; infrastructure</li> <li>• Animal Center needs another technician to ensure separation of clean area from dirty; based on volume.</li> <li>• CLAR salary adjustment issues need to be addressed</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate database system should allow access to entire budget responsibility (fiscal year and grant year)</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Watson will provide Dr. Harris-Hooker with the running list of bridge requests.</li> <li>• Dr. Harris-Hooker will send an announcement to chairs regarding availability of research bridge funding</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. Myrtle Thierry-Palmer and Ms. Robin Truitt presented the MBI budget.</p> <ul style="list-style-type: none"> <li>• Teaches two major courses</li> <li>• Contributes the most to the Ph.D. program (11 courses developed or directed)</li> <li>• Research funding opportunities decreasing nationwide</li> <li>• Inadequate non-personnel budget for size of department</li> <li>• New certificate and masters programs proposed for FY09 will require an additional biochemist</li> <li>• Chair position is no longer funded: funds used to replace salary allocations for core faculty when MBRs was cut</li> <li>• No funding to replace Lillard: funds used to replace NIH cuts</li> <li>• Bridge funds provided in FY08 returned</li> <li>• Timing of grant funds may eliminate need for some requests</li> </ul>	<ul style="list-style-type: none"> <li>• Ratio analysis of non-personnel support vs. number/effort of faculty</li> <li>• Need a better planning process for addressing timing of grant award notices</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Student Financial Aid Budget Review Tuesday, February 19, 2008 at 10:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Ngozi Anachebe and Ms. Cynthia Handy presented the Student Financial Aid budget request.</p> <ul style="list-style-type: none"> <li>• The department has had the same staff since 1986 despite increased class size and added programs</li> <li>• Requesting Financial Aid Specialist (\$34,000) to replace annual temp request</li> <li>• Two positions recently upgraded; need salary support</li> <li>• Dean will conduct external review of structure in FY09</li> <li>• Processing 3-4 loans for each student</li> <li>• New loan program (grad plus) added in 6/07</li> <li>• Collect documents on 100% of applicants to ensure no citations; compliance requires 30%</li> <li>• Need copier: confidentiality of records</li> <li>• Records required to be in fire safe cabinets; 5 years</li> <li>• New initiative with Colleague may provide some opportunities to digitize records or other efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• Need institutional copier program</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Student Affairs Budget Review Tuesday, February 19, 2008 at 12:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Ngozi Anachebe and Ms. Carma Adams presented the Student Affairs budget request.</p> <ul style="list-style-type: none"> <li>• Despite having lost a number of key people, still functioning well</li> <li>• HCOP may not be funded: pays for Pipeline programs</li> <li>• Community Outreach director (new) to coordinate activities at AUC schools; other potential sources</li> <li>• Recent Registrar Office review indicated need to reorganize Registrar function: requesting administrative assistant to support ERAS, registrar upgrade</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources to review restructured plan and revised job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>NCPC Budget Review Tuesday, February 19, 2008 at 11:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>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.</p> <ul style="list-style-type: none"> <li>• The Satcher Leadership Institute and Community Voices is no longer under the NCPC umbrella</li> <li>• 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</li> <li>• Dr. Strothers service as interim chair has not yet impacted his rote with disease management contract, but this needs to be monitored</li> <li>• Direct institutional budget is about equal to indirect cost provided to the institution</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• David Byrd to verify endowment amount for FY09</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
	•	•

**Meeting of the Fiscal Advisory Committee  
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<b>Finance Budget Review Tuesday, February 19, 2008 at 1:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Mr. Eli Phillips and Ms. Sonya Mathis presented the Finance budget request.</p> <ul style="list-style-type: none"> <li>• Received unqualified opinion from audit</li> <li>• Implemented several reporting improvements and improvements to internal controls</li> <li>• Requesting funds to support market adjustments</li> <li>• Concern about expectations, roles and responsibilities throughout the institution</li> </ul>	<ul style="list-style-type: none"> <li>• Need an institutional funding plan for market adjustments</li> <li>• Clarify expectations, roles and responsibilities throughout the institution as part of strategic plan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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Departmental Budget Reviews**

<b>CVRI Budget Review Tuesday, February 19, 2008 at 2:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Lawrence Sanders, Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Gary Gibbons and Mr. Patrick Thomas presented the CVRI budget.</p> <ul style="list-style-type: none"> <li>• Institute has a significant teaching and administrative role that results in not incurred institutional expense</li> <li>• A critical mass of epidemiologists provided to the MPH program</li> <li>• Major providers of faculty development opportunities</li> <li>• Benchmark of direct institutional support vs. indirect costs provided is substantial</li> <li>• Federal funding sources are cutting across the board and expect the institution to pick up more support</li> <li>• Retention is a problem: lack of tenure, lack of institutional support, poor infrastructure</li> <li>• Funds provided to retain Dr. Yang remain in budget mark; request to use to support some of requests</li> <li>• There is a need to build the endowment to support the institute</li> </ul>	<ul style="list-style-type: none"> <li>• Review number of 100% research supported faculty</li> </ul>	<ul style="list-style-type: none"> <li>• David Byrd to provide updated information on CVRI available endowment</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Ms. Sally Davis presented the Office of Institutional Advancement budget request.</p> <ul style="list-style-type: none"> <li>• Organized and launched Annual Fund</li> <li>• Developed standard operating procedures for several functions</li> <li>• Increased corporate visits by 150%</li> <li>• Corrected reporting on activities</li> <li>• Received only small part of FY08 budget request, but functions occurred anyway with one time funding; request for FY09 is basically the same</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Pathology Budget Review Tuesday, February 19, 2008 at 3:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt  <b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson  <b>Members Absent:</b> Dr. Lawrence Sanders</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Marjorie Smith presented the Pathology budget.</p> <ul style="list-style-type: none"> <li>• She is recruiting for a pathologist; may need to combine the funds from the two vacancies to make a decent salary</li> <li>• Requesting bridge support for Dr. Dutt's technician through December, 2008.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. Douglass Paulsen and Ms. Yvonne Powers presented the Ph.D. budget proposal.</p> <ul style="list-style-type: none"> <li>• The program has the highest number of students since its inception and the best applicant pool for the incoming class.</li> <li>• 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</li> <li>• Other support was lost due to federal program cutbacks, including 4 slots on the Cancer P-60.</li> <li>• There are limited funding opportunities with other faculty, but not in areas where students have an interest</li> <li>• Cannot bring in the new class without funding</li> <li>• Would like to increase the stipend rate 10% to be more competitive</li> <li>• Would like to start a Masters program and use tuition recovery to help fund the Ph.D. program</li> </ul>	<ul style="list-style-type: none"> <li>• Change strategy so students must select interest from funded areas</li> <li>• Develop incentives to encourage faculty who have eligible resources to take students.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine decision point about starting tuition recovery with a new Masters program</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>CRC Budget Review Wednesday, February 19, 2008 at 2:00 pm</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gail Mattox (Chair), Gary Gibbons, Lawrence Sanders, Mr. David Byrd, Ms. Andrea Fox, Ms. Denise Britt</p> <p><b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b></p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Elizabeth Ofili and Ms. Geanene Trevillion presented the Clinical Research Center budget proposal.</p> <ul style="list-style-type: none"> <li>• Received new CTSA and Heart Failure Network awards</li> <li>• Physician coverage is still a challenge. Family Medicine agreed to provide coverage, but the physicians who were assigned were on maternity leave</li> <li>• NIH funding base is reducing funding, particularly for administrative core activities, and they are expecting institutions to supplement programs with institutional funds</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clarification on Dr. Pemu's salary is requested</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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<b>Clinical Affairs Budget Review Thursday, February 21, 2008 at 9:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt  <b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p>		
<p><b>Members Absent:</b> Dr. Gail Mattox</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Ms. Janice Winston presented the Infection Control budget request.</p> <ul style="list-style-type: none"> <li>• Requesting clinical nurse increase to full time due to increased class size</li> <li>• Primary responsibility for tracking and monitoring health records of students, residents; orientation and follow up</li> <li>• Requesting additional personnel due to expanding institutional role, including JACHO accreditation (CRC), OSHA and other regulatory agency standards, NCPIC and MMA</li> <li>• Concern about student records solely on personal computer</li> <li>• Extra costs (security, housekeeping) related to institutional events</li> </ul> <p>Dr. Sanders presented the Compliance budget request</p> <ul style="list-style-type: none"> <li>• Role of compliance coder is oversight and assurance, which is different than role in departments. Need to enhance coder to certified coder.</li> </ul> <p>Clinical Affairs budget request:</p> <ul style="list-style-type: none"> <li>• Office interfaces medical school with clinical affiliates; practice plan with education</li> <li>• Need to review space requirements of clinical departments versus clinical services at Grady</li> <li>• MSM/MMA is small, but complex, and requires the same interfaces and infrastructure as larger practices</li> </ul>	<ul style="list-style-type: none"> <li>• Need to define institutional role of Infection Control</li> <li>• Need employee health process for CRC, CLAR, research with infectious diseases</li> </ul>	<ul style="list-style-type: none"> <li>• Review student fee structure to ensure fees cover cost of immunizations</li> </ul>

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. David Mann and Ms. Gwen Wayman presented the Center for Reproductive Science Research (CRSRC) budget</p> <ul style="list-style-type: none"> <li>• Center received a five year \$7.5m award in 2001 and has been very productive</li> <li>• Funding challenges at the national level caused a delay in issuing a new RFA; received a no cost extension in FY07.</li> <li>• For FY 08, received institutional bridge support and bridge support from NICHD at 41%.</li> <li>• RFA has not been issues; Center will be closing down by 10/31. Dr. Mann plans to retire at this time</li> </ul> <p>Dr. Mann and Ms. Cassandra Jackson presented the Physiology budget proposal.</p> <ul style="list-style-type: none"> <li>• Department has 8 faculty (2.5 teaching FTE; 4 research FTE; 1.5 admin FTE);</li> <li>• Teaches medical physiology (120 contact hours) and 80 hours in the Ph.D. program.</li> <li>• NIH funding is more difficult: 9 grants submitted, only 1 funded</li> <li>• Requesting bridge support for several faculty</li> </ul>	•	•

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<b>OB/GYN Budget Review Thursday, February 21, 2008 at 11:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt  <b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson</p> <p><b>Members Absent:</b> Dr. Gail Mattox</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Roland Matthews and Ms. Sandra Singh presented the OB/GYN budget.</p> <ul style="list-style-type: none"> <li>• Upcoming residency review in March: not enough cases</li> <li>• CWH venture was unsuccessful; intended to provide cases</li> <li>• Turnover in faculty: 6 FTEs</li> <li>• Utilizing community coverage for MMA</li> <li>• Need institutional support for Dr. Reddy and Dr. Rao</li> <li>• Would like to share in indirect cost recovery to support research.</li> <li>• Opportunity at Atlanta Medical for residents cases; would be unfunded rotation.</li> <li>• Process problems: different forms from different offices; numbers don't match</li> <li>• Fringe rate changes make a huge difference</li> <li>• Resident salaries are lumped into the Grady figures</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<b>Medicine Budget Review Friday, February 22, 2008 at 10:00 am</b>		
<p><b>Members Present:</b> Drs. Myrtle Thierry-Palmer, Gary Gibbons, Lawrence Sanders, Mr. David Byrd (chair), Ms. Andrea Fox, Ms. Denise Britt  <b>Staff Present:</b> Ms. Sylvell Mansfield, Ms. Sandra Watson, Ms. Lois Wiggins, Ms. Jawaun McMillon-Hicks</p> <p><b>Members Absent:</b> Dr. Gail Mattox</p>		
<b>Discussion Points</b>	<b>Recommendations</b>	<b>Follow-up Items</b>
<p>Dr. Myra Rose and Ms. Tammara Warren presented the Medicine budget</p> <ul style="list-style-type: none"> <li>• Successful RRC review in Fy08</li> <li>• Residents and faculty recognized nationally and internationally</li> <li>• Successful recruitment of GIM (5) in FY08, 3 in FY 09; 1 pulmonary</li> <li>• 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</li> <li>• FY08 Grady Services budget mark discrepancy: \$436,101</li> <li>• Grants ended inFY08 not released</li> <li>• More grants ending in FY09</li> </ul>	•	•

**Meeting of the Fiscal Advisory Committee  
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**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
<p>Dr. William Alexander presented an overview of Strategic Management departments.</p> <p>Planning and Institutional Research:</p> <ul style="list-style-type: none"> <li>• Preparing for SACS accreditation review in 2001</li> <li>• Updating FACT book</li> </ul> <p>Human Resources:</p> <ul style="list-style-type: none"> <li>• Successfully underwent 2 external audits regarding benefits and federal affirmative action plan</li> <li>• Major player in project Scorpio</li> <li>• Employee Assistance Program will become part of benefits package</li> </ul> <p>Administrative Services:</p> <ul style="list-style-type: none"> <li>• Reviewing ways to become more efficient and offer more centralized services</li> <li>• Considering an UPS office site on campus</li> </ul> <p>Maintenance:</p> <ul style="list-style-type: none"> <li>• Engaging consultants to help develop accurate needs assessment of maintenance, replacement and major overhaul costs</li> <li>• Need a scheduled maintenance program</li> <li>• Utilities costs have gone up, but need more accuracy</li> </ul> <p>DITS:</p> <ul style="list-style-type: none"> <li>• Recruiting for new leadership</li> <li>• Restructuring and staffing will depend on right</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<p>leadership</p> <ul style="list-style-type: none"> <li>• Turnover challenges</li> </ul> <p>Public Safety:</p> <ul style="list-style-type: none"> <li>• MSM has a police department like others schools</li> <li>• Plan to increase the number of police and decrease the number of security officers</li> <li>• Plan will be phased on over a number of years</li> </ul> <p>Process was difficult because of timing issues and forms. Excel form more helpful than Adobe form.</p> <p>Dr. David Satcher, Ms. Debra Jones and Ms. Joyce Nottingham presented the Satcher Health Leadership Institute budget.</p> <ul style="list-style-type: none"> <li>• The goal of the institute is to prepare leaders committed to health disparities</li> <li>• A number of grants have contributed to ensure sustainability of the Institute</li> <li>• Institute will offer a 10 month fellowship certificate program</li> <li>• Funding challenges mostly related to timing of grant funds</li> </ul> <p>This process caused critical thinking and forced Dr. Satcher and Dr. Rust to discuss and act on separating their entities.</p> <p>Ms. Watson presented the dean's office budget request and provided updated from Counselling and the Library.</p>		
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