Budget Officer’s Meeting Minutes
Library 209
May 14, 2013

Attendees: Greg Rainwater, Peggy Jones, Cheri Adams, Rachel McGinnis, Betty Lewis, Vickie Evans, Sue Morris, Julie Abney, Nikki Yost, Deb Shirley, Kate Mendenhall, Teresa Steele, Darin Wallace, Sarah Caldwell, Julia Ravenscraft, Lindsay Clark, Karen Foster, Tim Stipp, and Shirley Mitchell.

The meeting began at 1:30 p.m.

Announcements: Greg provided a handout to the group from the Office of Human Resources showing computer classes offered to University Staff and Faculty.

Excel Presentations:

Greg demonstrated the IFERROR function.

Shirley presented showing the sort/subtotal functions in Excel. Sarah followed up providing the answer to the “bold the subtotal” question after the meeting:

Select the data
Hit F5 or Find & Select
Click on Go to Special
Click on Visible Cells Only
Click OK
Then Bold

Rachel followed up as well with this answer:

Select the data
Alt ;
Then Bold

Darin demonstrated how he uses a program called “Able to Extract” which he purchased from http://www.investintech.com/ for $99.95. This program converts PDF files to Excel or Word.

Kate’s presentation involved the College of Business’ procedure for determining the summer break-even point using linking spreadsheets.

Teresa presented showing balance remaining in B funds for Greenwood in an up-to-the-minute format that allows for detailed information as well as summaries through linking spreadsheets.

Julie demonstrated CHHS’ procedure for determining break-even point, class enrollment upsize possibilities, need for additional course offerings, etc. using the Argos Class Masterlist report.

Tim’s presentation involved Spring 2013 History data and the method for calculating revenue generation referencing tables.
Questions were answered following each presentation.

**New Business:** Next Budget Officer’s Meeting is June 18, 2013. Human Resources will present on Business Communications.