Budget Officer’s Meeting Minutes
Library 303
June 16, 2015

Attendees: Rob Hornberger, Greg Rainwater, Jennifer Severson, Julie Vaughan, Sheri Ballard, Leta Moler, Julie Abney, Cheri Adams, Nikki Yost, Deb Shirley, Kate Mendenhall, and Shirley Mitchell

The meeting began at 1:30 p.m.

- Rob Hornberger shared a list of Enrollment Management Reports for Department Heads. The list can be found in the handout section. Contact person for questions concerning these reports is Natalie Seever, Business Process and Reporting Analyst for the Registrar.

- Reports for Retention and Graduation Rates by Colleges are available through Institutional Research.

- Greg provided a handout explaining the steps necessary to have header rows included when extracting data through INB. These instructions are also in the handout section. Thanks to Mandy and Jennifer for this news.