

# **Business Affairs Officers Committee**

## **Minutes**

**January 9, 2013**

Present: C. Barduca, R. Beatty, C. Brahm, M. Buchan, L. Carter, D. Cooper, E. Elders, M. Duckworth for K. Elms, J. Ferguson, R. Gordon, C. Lezuch, S. Kellogg, J. Kieleszewski, C. Lezuch, S. May, J. Nechal, S. Progar, K. Rize, L. Sabapathy, A. Strickland, A. Turner, K. Vest, D. Wells, A. Yancey

Guests: M. Byrd, R. Kohrman, K. Doherty, M. Gleason and J. Farrell

### **I. Call to Order – K. Rize**

Meeting was called to order at 1:31 pm.  
No change to January 9, 2013 agenda  
No change to December 5, 2012 minutes

### **II. NEW Business**

#### **A. APPM Changes – K. Doherty and M. Gleason**

-The new APPM 2.0 Procurement Process was discussed to address any changes or concerns. Basically the changes encompassed the WayneBuy on-line processing of requisitions. The 2.3.2 Emergency PO section was removed. This section will be complete after review from Rick Nork.

-The next Strategic Source initiative is multi-function devices and copiers. There are three vendors – RICOH, Xerox and Premier – that will be providing presentations starting January 18, 2013. Ken invited the BAO members or a delegate to attend the vendor presentations which would be a commitment of 10 to 15 hours over a month. Payment to vendors depends on individual departments and individual printing. Ken talked briefly about managed print services. The vendor will make an assessment and make their recommendation to optimize the usage of the equipment. Departments have to agree with the recommendation. According to Ken, there is big cost savings to this approach.

-Per Ken, Cognos finance report - FP0034 – provides a list of open and closed POs. Elizabeth Elder requested that the check number be added.

#### **B. Tracking Faculty Turnover – J. Farrell and R. Kohrman**

-Rob stated that he received a request from the President to provide the history for the last five years of tenured and tenure-track faculty hires by faculty rank and faculty that have left and the reason why. Rob didn't realize this information was not stored in the Banner system to extract. Some departments stated they have external spreadsheets that have this information. Mark Byrd mentioned that they have this information based on the

employee census file. A solution needs to be reached on storing this information so it can be readily available to extract.

-Jim Farrell firmly believes that the BAO members should be an integral part of the HR Transformation. In the near future, BAO members will be invited to attend a kick-off meeting so roles, responsibilities, policies, etc. can start.

#### C. Institutional Research Reports – M. Byrd and R. Kahrman

-Rob mentioned that this overview of reports on the Office of Budget, Planning and Analysis website was taken to the Council of Deans and Cabinet. The main purpose was to provide consistency in the data. Mark provided a demonstration of the interactive reports in the website. The reports were directly created based on the data people were asking for. Mark is providing the opportunity for our input to what other data should be available. The student headcount and student credit hours that were previously provided by the Registrar Office have been replicated and are available interactively or in pdf format.

-Headcount and student credit hours have been adjusted for the five years to eliminate ghost students. Ghost students are student with no credit hours.

-Enrollment counts are classified by student major. There are reports that provide the student credit hours for where the class is being taught.

-Institutional Research worked with Ron Ken to develop a survey that tracks graduate students and where they are employed after graduation.

#### D. Old Business – R. Kahrman

-FY 2012 decision on the 25% tax has not been reached. Because of the \$12m shortfall in FY 2012 that needs to be funded, different options are being reviewed. One is a 1% to 2% tax against a SCD FY 2012 base budget. There may be implications to those that have protected carryforward balances from prior years. Finalization of how the FY 2012 shortfall will be funded will be made around the 1<sup>st</sup> of February.

-There are two personnel changes – Provost Brown is on leave and Law School has an interim Dean – Jocelyn Benson.

-The Budget Subcommittee formed under Dean Seeger's direction according to Rob will help set the budget planning framework for next year. This includes quarterly meetings with SCD deans and vice-presidents to discuss position rosters, projections, budget news, etc.

The meeting was adjourned at 3:00 P.M.