

Business Affairs Officer Committee

Meeting Highlights

October 4, 2023

1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of September 6, 2023

BAO group approved September 6, 2023, BAO Committee Meeting Highlights.

The next BAO Committee meeting will be **In-person** on **Wednesday, November 1, 2023**, 1:30 PM – 3:00 PM.

Announcements & Reminders

- Alan Bartlett retires from Wayne State University on Oct. 15, 2023, after almost 30 years of dedicated service. Please feel free to share the information and join his retirement party on Friday, Oct. 13, from 1-3 p.m. at Tony V's.
- Non-rep merit increase is coming, HR will do a presentation and provide more details during this meeting.
- Brelanda has emailed the BAOs for FY 2023/24 Budget Deadlines. If you have not received the email, please let Christine and Liz know.
- FedEx will hold two Open House events on October 18th and November 1st at Anthony Drive location on campus. Please share the information with your team and feel free to join. This is a great opportunity to learn about FedEx and the services we have on campus. A complete copy of the invite can be found at <https://procurement.wayne.edu/online/fedex-invite-9-2023.pdf>.

New Business

Wayne Buy Queues

Ken Doherty, Associate Vice President, Procurement & Strategic Sourcing

- With the effort of Procurement and C&IT, we are now able to run COGNOS Report to check on our Approval Queues status. The COGNOS report can be found in Finance / Standard Certified Reports. It can be run by Queue ID, ORG, or User name. You can look up for multiple queue ID, ORG, or user names each time.

- To maintain the approval queues, please use [WayneBuy/RAPP Approval Queue Request Form](#). Upon completion, the form should be submitted to C&IT as a [Cherwell Ticket](#).
- The Board approved to increase the Bid waiver limit from \$25,000 to \$50,000. Also, the Procard limit will move up to \$3,000. Procurement will send out an announcement email.

Question: What is the effective date for the bid limit increase?

Answer: It is already effective. But please not to act on it until after we send the announcement email, just do business as usual for a couple of days. If you need to push through certain project and need to use the new bid limit as reference, please let Ken know.

FPM/District Update

Rob Davenport, Associate Vice President, FP&M

- The key factors to build a Best-in-Class O&M Program:
 - Preventative Maintenance Centric Culture
 - Asset management
 - Effective job plan
 - Planning
 - Scheduling
 - Performance Management
 - Publish response time commitments
 - Meet every SLA and KPI
 - Track and manage performance
 - Customer Engagement
 - Survey via TMA
 - Conduct periodic surveys to specific stakeholders
 - Respond to and resolve issues from surveys
 - Expense Management
 - Utilize a proper DOA
 - Track open PO's
 - Track aging AR
 - Analyze operations via P&L review
- Preventative Maintenance Framework:
 - Equipment Foundation: Capture all MEP assets into TMA
 - Maintenance Strategy: Job Plans, JSA, JHA
 - Workflow Management: Planning & Scheduling
 - Maintenance Execution: Wrench Time
 - Ops Reviews & Reports: Analyze SLA/KPI Performance
 - CI/BI: Refine workflow process and manage capital planning
- Increasing Productivity: Reducing Subcontract Spend:
 - Key Common Waste Elements
 - Poor and/or non-existent planning and scheduling

- Uncontrolled work order initiation process
- Lack of job plans
- Manual administrative tasks (work order system, POs, etc.)
- Excessive travel time (due to poor logistics)
- Extended repair time (due to parts procurement, etc.)
- Planning & Scheduling Benefits
 - Increased efficiency, reliability and predictability
 - Reduced reliance on outsourced service providers
- Service Request Priority Definitions:
 - Emergency:
 - Issue or situation which may cause harm to a student, employee, visitor or facility
 - Issues need to be addressed and closed within 24 hours of notification
 - Urgent:
 - Issue or situation is urgent but will not expose student, employee, visitor, or facility to harm, but could negatively impact their experience
 - Issues need to be addressed and closed within 48 hours of notification
 - Routine:
 - Issue or situation requires attention but will not expose student, employee, visitor, or facility to harm and can be planned and scheduled
 - Issues need to be addressed and closed within 30 Days
- Work Requests – Non-urgent work request can be submitted via the link below: <https://facilities.wayne.edu/>. For issue requiring immediate response, please call 313-577-4315.

IT New Policy/Computer Refresh/Off-boarding

Melissa Crabtree, Senior Director, Campus & Classroom IT

Andre Alexander, Director, Administrative Tech Support

- IT Security and Procurement Policy
 - [APPM - 9.8 IT Security and Procurement Policy](#) went into effective on August 1st, 2023.
 - Policy protects university confidential information from emergent and evolving cyber security threats and supports consistent and efficient management of IT resources.
 - Special Procurement Approval queue to capture hardware and software purchases over \$500.
- Computer Refresh Reminders
 - Please give C&IT two weeks notice for new hire computer requests.
 - Laptops strongly recommended for employees with who require flexibility.
 - Please trickledown computers for shared usage (Student, Part-Time and Conference rooms)
- Computing offboarding
 - Ensure all WSU equipment is returned prior to departure.

- Maximize computer Lifecycle – Collecting vacant devices

Question: For the two weeks notice, you mean 2 weeks from what day? Is it from the day they're actually in the system? **Answer:** They don't have to be in the system, as soon as you identify a candidate you can submit the computer request. Even though they may not have access ID, C&IT can still start to prepare the device.

Question: Is there any possibility C&IT can help to collect the off-boarding devices? Sometimes it is a challenge when you have people in multiple buildings and you have such a small administrative team. We literally need to go into different buildings to try to collect the laptops when people leaving. **Answer:** Yes, we can help with that. We can get into any offices and buildings that you probably can't.

Comments: As it related to separation, there are different available options as people separate from the University. For example, if someone left the University in bad terms and took away their laptop. Please call C&IT and C&IT can stop the activities on the device remotely to protect the confidential information and secure the University's assets. If people leave in good terms and you want to copy all their data, C&IT can help to provide different options too.

Comments: TravelWayne card related - particularly with researchers if they're traveling presenting in a conference and their computer died, if they need it to present or they're doing extended collaborative research and they need a new laptop, they may use their Travel Card to procure one.

Human Resources Update

Dawn Aziz – Director, Org and Employee Development

Brett Green – Senior Director, Total Rewards

- FY23 Annual Review Key Dates
 - Oct 11: Employee self-ratings
 - Oct 30: Manager ratings & conversations
 - Nov 10: Employee acknowledgement
- FY24 Non-Rep Mass Salary
 - Unit administrators may access and begin working in the Wayne Salary Administration Module (WSAM) on October 30, 2023. The deadline to enter merit awards, performance scores and complete second level reviews, into WSAM is November 10, 2023. *(NOTE: After this date, you will not have access to the WSAM Salary Form to make additions or changes).*
 - Merit Increase Matrix - The Merit matrix is a guide for allocating merit awards to employees. Salary recommendations must be made for all eligible employees. To be merit eligible, an employee must reside in a non-represented position as of August 1, 2023, and have a completed performance evaluation in Cornerstone.
 - Performance evaluation rating, length of time in a non-represented position during the performance year and position in the salary band are factors that need to be considered for merit award allocations.
 - No Merit Increase should be provided to employees with an overall performance rating of Unsatisfactory or Inconsistent.

- The WSAM Salary Form Instruction Guide FY24 explains how to access WSAM, enter data and run a COGNOS report to use as a work tool for planning the allocation of award amounts and tracking merit pool availability. For the data entry period, COGNOS will be refreshed on a daily basis to assist you with your planning and analysis.
- If you need access to the WSAM Salary Form and don't have the appropriate Banner security, please have your authorizing management complete the Business Affairs Officer (BAO) Access Request Form. The request must include access to the "Raises Units" profile for WSAM. Here is the link to download Enterprise Applications Access Request Form <https://tech.wayne.edu/enterpriseapps/access>
- Training - Two 1-hour training sessions will be held by Class & Comp to explain the WSAM salary process, how to use the WSAM Salary Form and how to create the related COGNOS reports. The planned date for the sessions is on October 19 and October 25. More information on this training will be provided.
- Second Level Review and Approval – Deadline of November 9. Once merit awards are entered on the WSAM Salary Form, the data should be forwarded for second level review.
- Final Notice to Compensation – Deadline of November 10. Once all data has been completed and second level approvals have been given, please send an email notification to hp8123@wayne.edu to notify Compensation that the WSAM Salary Form is ready for processing.
- Employee Communications - It is important that each participating employee receive individualized notification about their FY24 merit increase before December 1; thus, communications can begin on November 28. The COGNOS Report "WSAM003" can be used to produce individual Merit Increase letters for this purpose.

Discussion and Questions:

Comments: A big THANK YOU to Lucy Snyder and Sausha Kellogg who will be our BAO Co-Chairs next year!

Comments: President Espy will be attending our November meeting. We will do something special in our December meeting. More details to come!

Closing Remarks/Adjournment

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