

Business Affairs Officer Committee

Meeting Highlights

June 7th, 2023

1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of May 3rd, 2023

BAO group approved May 3rd, 2023, BAO Committee Meeting Highlights.

The next BAO Committee meeting will be on **Wednesday, August 2nd, 2023**, 1:30 PM – 3:00 PM. (There will be no meeting in July.)

Announcements & Reminders

- Using/Overusing Emojis – We should receive an email from the University regards to information about using emojis and overusing emojis. If you haven't received the email, please let Christine or Liz know. Please be careful of the use emojis as people with low vision can't always read them. Also, multiple meanings it might have in overusing emojis.
- FY23 Accrual memo - Payroll has sent out the accrual memo. It will be a full accrual for pay 21 in FY23, please keep that in mind for your budgeting.
- No new BAO announcement this month
- P&A evaluations due on June 27th.
- CACUBO have some good conferences coming up. For example, Women's leadership Institute (in August), Annual Conference (in October). If you're thinking about being a part of the greater Midwest region higher education, it's a great opportunity. They offer great resource and it's a great way to connect with people and learn what's happening in our region. We have University membership with CACUBO/NACUBO, there is no cost if you would like to become a member, you just need to register yourself.

New Business

Policies Regarding Catering Campus Events

Jessica Beesley – Associate Director, Student Center Reservation Services

- Once you've secured your event space, no matter where it is on campus, there's usually two things when food is involved - under \$1,000 in food or over \$1,000 in food:

- If it's under \$1,000 in food, like non-perishable snacks or beverages or pizza, you don't have to take any further action. You can either go through the Catering route (please be certain to place the order 10 business days ahead) or we have a list of campus area external vendors that can be used.
 - If it's over \$1,000, Aramark does still retain their exclusive rights. You can place that order with Catering with a 10-day business minimum or you can work on an approved waiver for an external vendor. The waiver has to be submitted and go through a much more extensive vetting process; it will take some time to get approved.
- Please see "exhibit 1" (the last page of this highlight file) for approved food vendor's list. This list is also in the PowerPoint Jessica shared.
 - Please be clear that if a vendor in Waynebuy system, it only means that they're approved to receive payment, it doesn't mean that they're approved to serve as our food vendor. Please work with Student Center to confirm that your vendor is licensed to serve/prepare food.

Question:

It happens pretty often lately that Aramark is not getting back to people with questions about Catering/orders. Is there a staffing issue or is there something going on or is the system not working well?

Answer:

A little bit of everything - they have had some recent staff changes. Katie Sargent got moved up in her role and they have just recently replaced her. If you need any immediate assistance, please feel free to reach out to Jessica's team as they meet with Catering team every week. Jessica's team will do their best to support.

Comments:

The approved food vendor Jessica shared (exhibit 1 in this file) is not a limited list. Procurement is happy to work with departments to grow that list like what we do with other strategic partners. If there is any vendor you would like to use but it's not on the list, please reach out to Bob Kuhn.

Human Resources Update

Carolyn Hafner – Associate Vice President & Chief Human Resources Officer
Dawn Aziz, Director, Orgn. And Employee Development

- Mid-Year Check In: Cornerstone Conversations includes a Mid-Year Check In that provides an opportunity to honor progress, identify barriers to success, and adjust supports as needed. This module equips you to communicate effectively during the Check In and document updates in Cornerstone.
- It's a 3 steps process for Mid-Year Check In:
 - Employee input: June 16;
 - Manager input: July 14;

- Employee acknowledgement: July 28
- Please see the PowerPoint Dawn shared for more learning resources, job aids, videos, recorded webinar, etc.

Comments:

There was a session setup for how to counsel our employees on EAP. It's a part of Wellness Warriors, on June 13th at noon. If you haven't seen that, Travis can give you more detailed info.

Question:

Are we doing I9 verification on campus in-person now? For the individuals who were hired remotely in the last few years, as they didn't do their I9 in person back then, do they eventually have to go on campus and do their I9 in person at some point?

Answer: We did I9 remotely while we were doing everything virtually in the past. As recently the government says COVID is over, they have mandated that we either go back to re-verify all the 4800 individuals we hire over the last three years or we need to get new I9s. Even if people have left us in those three years, we have to go in and notate that we did confirm their identity. HR have mobilized the plan and will reach out to each department's BAO/supervisors once they need help to get ahold of the related employees. All of the verifications need to be done by August 30th, 2023. Fines and penalties are significant if we don't complete this by the deadline, so please support HR team.

Question:

What happens if people are no longer employed at the University and those people aren't willing to come back?

Answer: If they are listed as terminated, then we just go in and make a notation on their I9 form as we did do a verification at the time of employment. We don't have to call them back.

Question:

Are there any changes on Flexible work arrangement?

Answer: We have not changed the policy to go from 3 days on site and two days off site. But if the leaders from individual department who are in favor of their employees being more of a presence on campus, the policy allows them to do that.

Comments:

As we are going to be making some changes in our banking relationships which means our paychecks is going to come out of a new bank. Please encourage your folks to setup direct deposit if they can as we're really trying to push it to paperless. For these people who don't do direct deposit due to whatever reason, we will issue them a pay card. HR will send out emails for more details.

What is also coming as a part of our relationship with ADP and moving more towards paperless is paperless W2's in January, there will be more to come on that. You'll always be able to get them online.

Question:

For paperless W2, what happens when someone doesn't work at WSU anymore?

Answer: ADP will handle sending them W2.

Comments:

If you're generating invoice, please remember to give the new banking information to those people who are paying your invoices. Although there is a transition period and we can still accept payment through the old account, you should be getting your people over to the new accounts.

Account Code Exercise and Discussion

- **The questions and answers are shared in Teams group channel.**

Discussion and Questions:

Comments:

There will be cuts in FY24 budget. The cut will be focus on vacancies and residual balances.

Comments:

The Federal Government is no longer allowing us to do direct payment to Canadian Bank. While we're in the process of doing the banking transition, we're going to have an issue to pay anyone who is using Canadian bank account. HR/Payroll will send out an email for this issue/solution as well. If you're aware of someone may have this issue, please alert them to look out for HR/Payroll's email.

Comments:

BAO training survey is basically complete, it will go out in the next 2 weeks.

Closing Remarks/Adjournment

There will be no meeting in July. The next BAO Committee meeting will be on **Wednesday, August 2nd, 2023**, 1:30 PM – 3:00 PM.

Exhibit 1 – Approved Food Vendors (shared during Jessica Beesley’s presentation)

- Al Basha
- Barnes & Noble Cafe
- Beyond Juice
- Delite Cafe
- Fourteen East
- Insomnia Cookies
- Leo's Coney Island
- Savant Midtown Jimmy John's
- Panda Express
- Quickly Boba Cafe
- Starbucks (Ghafari & SCB)
- Sushi Kabar
- Subway
- Taco Bell
- The Drop
- Shield's Detroit