

Business Affairs Officer Committee

Meeting Highlights

May 3rd, 2023

1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of April 5th, 2023

BAO group approved April 5th, 2023, BAO Committee Meeting Highlights.

The next BAO Committee meeting will be on **Wednesday, June 7th, 2023**, 1:30 PM – 3:00 PM.

Announcements & Reminders

- BAO Membership Update – Marcus Wolf is the new BAO for CLAS. He likes to be called “Mark”. Let’s Welcome Mark!
- Financial Operations Committee – Please keep in mind and follow the policy for any position that needs to be posted, any salary adjustments above 5% or more, needs to go to the FOC committee.
- Adaptive Training – If anyone needs Adaptive training, please feel free to reach out to Alan Jacobson in OUB.

New Business

Human Resources Update

Carolyn Hafner – Associate Vice President & Chief Human Resources Office

- HR is continuing to work on the development work for the Wayne Talent applicant tracking system Phase 2. The Committee is gearing up for the Offer Letter integration module. Please stay tuned.
- HR is also gearing up for the Learning Management System which is another module within the Cornerstone system.
- The transition for changing the background check vendor is completed. Certain counties have a significant delay, and this causes a hold-up on background checks. For example, in Wayne County and Kalamazoo County. If you have candidates from Wayne County, and Kalamazoo County areas, please work with your HR consultant and TMC to give your candidates contingent hiring days. If the background check result comes back and if there is a cause for concern, HR will communicate with you for further steps.

- Employee recognition Ceremony is on May 9th at the field house. This is the first event since April of 2019, pre-pandemic. We had over 1700 honorees and we are honoring all the folks who didn't get honored from FY20-FY22. We'll be honoring our faculty and staff for Milestone years of service from 10 years to 55 years. If you haven't RSVP, you can email Carolyn Hafner.

Comments/reminder:

If anybody is being recognized and hasn't received an email notification from HR, please check your spam folder.

Question:

Is there any thought of having a PMLA bank for our clerical non-wrap and support staff who are eligible for PMLA banks? These employees usually don't have access to run their PMLA report, BAO will need to run the report for them and track their hours. Is that something that could be added to the system so it would make it easier for both the employees and managers to know what time they have available rather than running a report?

Answer: Carolyn will check with the HR team to see what they can do and get back to everyone.

Questions:

We were told that there's going to be a change to the I-9 process - they are now going to be processed 30 days out rather than 90 days. Is this a governmental change?

Answer: Some changes in I-9 are in process. Carolyn will investigate that but as of today, HR has not made any changes to the existing process.

WSU's Bank Transition

Thomas McCaw, Associate Director, Treasury Services

- Treasury Services is in the middle of the bank transition - we are converting from Comerica Bank and Fifth Third Bank over to Huntington Bank
- Currently, we're at the stage of testing some of the things that have been done specifically concerning disbursement processes, payroll processes, etc.
- The target date to start with the new bank is June 1st.
- Tom will send an email to the BAO group after the meeting to provide more information about the bank transition and EFT authorization reference.

Questions:

For companies, we do wire transfers and payments through ACH, when do you want us to let them know of the change? We don't want them to start doing it until after July 1, correct?

Answer: It would be on or after June 1st

Comments:

If it's a sponsor program or its funds come through the development office, SPA handles the EFT forms. If you are expecting money coming into the bank, please alert the SPA team. Random money comes in all the time and SPA doesn't know where it belongs if you don't give them a heads up. The alert can be sent to Marlene or her team, they have a file form and can keep

track of the reference. You don't have to do this, but it is very helpful for the SPA team if you can send out an alert.

Comments:

The bank transition will be a soft crossover. Although we say cut over June 1st, the old bank accounts are still going to remain open for a period of time.

Budget Update

Brelanda Mandija – Senior Director, Budget, and Planning

- OUB is working on building and finalizing the budget for FY24. FY24 tuition fees, rate changes, and the budget will be reported on June 22 at the board meeting.
- Brelanda shared the FY24 assumption summary below.

FY2024 - Assumptions		
FY 2024 Final SCH Projections to Actual Enroll		-3%
<i>FY 2024 Final SCH Projections to Budget</i>		-4%
FY 2024 State Appropriations		4%
Tuition and Fees		3.5%
Fin Aid (General Fund)	\$	-
Preliminary Revenue Increase/(Decrease) Estimates		
Net Tuition and Fees		
Net Tuition and Fees	\$	4,200,000
Base Allocation Increase		13,000,000
Indirect Cost Recovery		3,500,000
Total Revenue Assumptions	\$	20,700,000
Preliminary Expense Increase/(Decrease) Estimates		
Structural Deficit		
FY 2023 deficit	\$	6,000,000
Total	\$	6,000,000
Salary and Benefit Increases		
Salary Increases - Reps	\$	6,400,000
Salary Increases - NonRep		3,000,000
Faculty Promotions & other Comp. Adjustments		600,000
Fringe Benefits		3,000,000
Total	\$	13,000,000
Other Expenses Increases		
Total	\$	19,225,500
Total Expense Assumptions	\$	38,225,500
Net	\$	(17,525,500)

- There will be reductions in FY24. OUB is working on finalizing the reduction targets and will communicate the result once it's ready.

Comments:

Financial Performance Monitoring reports for Q2 are sent out, the due date for the resolution plan submission is May 19th.

Comments:

OUB is working on a web dashboard that will be shared with the BAO group once it is ready. BAOs will be able to run the FPM reports on their own through the dashboard.

Question:

We will know our budget reduction results after the June 22nd Board meeting, correct?

Answer: Yes.

Question:

Regarding the budget reduction, is there any sense where the top places the budget is targeted to be cut?

Answer: OUB is still working on it, nothing is finalized at this point. OUB is looking at the impact that the reductions will have on units.

Self-Service Registration for New Suppliers / Individual Payees

Ken Doherty, AVP of Procurement & Strategic Sourcing

Liv Coles, Manager, Procurement Systems

- Department will no longer be tasked with requesting Vendor set up forms and W9 form supplies, to be attached to a WayneBuy requisition.
- Suppliers/Individual Payees will use the Total Supplier Manager (TSM) portal to complete information like what's contained in the old PDF form.
- Inactive Suppliers can be activated in the same way, but the process is initiated by Procurement or Disbursement.
- Some new tiles are now on the WayneBuy home page (New Vendor/Payee Forms section) for reference.
- More step-by-step details for new vendor requests can be found through Procurement Website below: <https://procurement.wayne.edu/new-vendor>
- Procurement is targeted for mid-May for this change to go live. PDF submissions will still be accepted for a 2–4-week grace period.
- Procurement will provide training for the support staff.

Questions:

How do we schedule the training, should we just reach out to Liv?

Answer: Procurement will nail down the training date/schedule and share it with everyone.

Discussion and Questions:

Comments:

FBO is still working on the BAO survey that was mentioned at the meeting last month. FBO is trying to finalize it and it should be out in a couple of weeks.

Comments:

Regarding the routing queue: Procurement has a draft file that shows each BAO and what their active approval cues are, who is in it, and what those approval amounts are. Ken can share this through each Unit's Chairs. Procurement and C&IT are also working on and adding this to the Cognos report so you can download it yourself. Will keep everyone posted on progress.



Closing Remarks/Adjournment

June 7, 2023 Meeting will be **in person** at **UGL Community Room**