

## Business Affairs Officer Committee

### Meeting Highlights

February 1, 2023

1:30 – 3:00 PM

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**BAO Co-Chairs:** Christine Green and Elizabeth Godwin

### **Review and Approval of Meeting Highlights of January 11, 2023**

BAO group approved January 11, 2023, BAO Committee Meeting Highlights.

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

### **Announcements**

- BAO Transitions – Antonio Yancey is leaving OVPR as the BAO at the beginning of March. Daisy Wright has already started as his replacement and managing operations and fiscal affairs for the division.
- Evacuation Plans – Risk Management will present to the group at our next BAO meeting on evacuation plans.
  - The list needs to be updated by all on with the current point person:
    - You can find the evacuation plan Group Teams/WSU BAO Group/Files.
  - If you have questions about the plan, talk to Bill Kemp
  - Angela Moss will field questions on the person responsible for the evacuation plans for your unit.
- There is a new change for the Travel Wayne landing page, and it will now give you three clear choices on their website.
  - Resource: <https://travel.wayne.edu/international-travel>

I will be travelling domestically

I will be travelling to the EU

I am travelling internationally  
but not travelling to the EU

- The BAO security form was updated on January 17, 2023. The new online form is effective following Monday, February 6, after which the previous forms will not be accepted.
  - If you have questions related to Stars Access, reach out to [stars@wayne.edu](mailto:stars@wayne.edu)

## New Business

### Reminders

- All the BAOs received emails/invites from Bethany Gielczyk, Senior Associate Vice President, Deputy CFO on how FBO can collaborate better and make your lives easier. In addition, improving response time, expectations, onboarding, etc.

### AAUP/Academic Staff

Lisa Shrader, Assistant Vice President, Office of the Provost

Faculty Affairs sent an email about faculty and staff evaluations of the Elective Salary. In addition, there were emails on the following:

- Equity Pool: allows for equity adjustments to be submitted and considered.
- Selective Salary Opt-In: the faculty can change the ratings.

Boris Baltes will discuss this further at the March BAO meeting.

### Budget Updates

Brelanda Mandija, Senior Director, Budget, and Planning

- Update on budget-related items:
  - Budget office has sent out emails related to 1<sup>st</sup> Qtr finance performance for BAO review.
  - Points made at the meetings she attended:
    - Budget versus actuals by quarter, by unit. It's a new process.
      - Data is coming straight out of Banner
      - The Org charts we use are the ones we use to build the budget books
      - General funds, designated and auxiliary funds are what is included
      - For the first quarter, you will not see the carryforward. These will be reflected in Q2, as well as endowment distributions
      - Next year, Q1 will reflect both, if not one of them
      - **Reminder:** there was an attachment called 'Action Plan'; if you are over 35% at the fund level – by total by the fund --you will need to submit an action plan
      - For the units in deficit/funds. February 10 is the deadline for an action plan. Please send them on February 10 or before. There is no wiggle room.
      - The Board will receive action plan explanations
- These reports will need to be sent to Brelanda, not the analyst

**Q: Commitments covering the entire fiscal year, not for the quarter, will show we overspent our budget. It hits a faculty account that must be corrected for cost-sharing accounts.**

*A: The detail comes to BAO. Leadership receives a higher level; cost share is one we need to figure out; there is a negative and positive balance in cost share; we need to fund them accurately based on a fiscal year; encumbrances have annual contracts; I know that's why we have added more to percentage to thresholds.*

**Q: When should we expect to receive budget hearing templates?**

*A: We are looking to run sessions of meetings; the first meetings will be between March 6 – 10, where we bring forward the relatively small units. The third week of March 20-24 is for the larger units. You should receive a hold for your respective unit's budget hearing within the week.*

**Suggestion:** Use the templates from 2022 since they won't be that different. You will receive the 2023 templates in a few weeks.

**Enrollment projections:** To make the templates as realistic as possible.

**Budget training:** We want to do more in training new or existing BAOs. What do you need from us to provide training sessions?

**Encumbrance Clearances:** These will roll into the new year if we don't clean up POs and blanket POs. This cleanup needs to happen so the budget is kept from the amounts that are not actual expenditures.

### **Wellness Warrior Program**

Travis Van Dyke, Wellbeing Coordinator

*Presentation: Wellness Warriors Program*

Resource: [wellness@wayne.edu](mailto:wellness@wayne.edu)

Travis discussed offerings and programs offered by their vendor, Ulliance

- A \$25 Amazon gift card if you participate in the health assessment
- **5toThrive:** If you complete five areas of well-being/activities, you will get a total of \$125 e-gift cards
- If you do four sessions for wellness coaching, you will receive \$75 in rewards

### **Career Development and Training**

Dawn Aziz, Director, Organization & Employee Development

*Presentation: Career Development & Training*

- Three-person team in the Career Development and Training unit as well as three focus areas:
  - Staffing: HR technical skills and career paths
  - Processes: talent acquisition, learning/development
  - Technology

- Dawn discussed what WSU is doing around career development and mentioned what is available across campus when it comes to training
- There are 4,000 e-courses on Accelerate for timely resources at your fingertips. This is where WSU training is stored. It will go away once Cornerstone Learning Management System is rolled out on or around June 2023. Cornerstone will also replace TSW.

**Q: Is there a career pathway that BAOs can work towards?**

*A: If we want a culture that promotes growth, we need a career pathway. We don't have them here at WSU. We try to encourage succession planning for the pipeline using internal talent. Right now, we need to build career pathways and start equipping people simultaneously.*

**Discussion and Questions:**

[NACUBO](#) is a national organization – everybody is a member, including Wayne State as an institution.

[CACUBO](#) is the central association. We are part of the central area. Central focuses on challenges that may face women in the workforce.

- Webinars, training, and annual meetings are offered at both NACUBO and CACUBO

A self-study (you go at your own pace) is offered at NACUBO for strategic finance, which costs \$595 (membership price):

<https://www.nacubo.org/Online-Education/Self-Study-Courses/Strategic-Finance>

**Possible improvements in BAOs meetings:**

The cadence of meetings in the future you may want to think about:

- *Formal presentations one month*
- *The following month, a brown bag where BAOs sit down and have conversations. This fosters more of an organic relationship. We need, as a group, an opportunity to dialogue with each other (how-to's, tips, tricks).*
- **In-person meetings**

**Closing Remarks/Adjournment**

The April meeting will be in-person.