

Business Affairs Officer Committee

Meeting Highlights

January 11, 2023

1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of November 11, 2022

BAO group approved the November 11, 2022, BAO Committee Meeting Highlights.

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

Announcements:

- BAO Vacancies: CLAS, OVPR, Law and Engineering,
 - Positions posted and actively interviewing for CLAS, OVPR & Engineering.
 - Eyad Alshawhati acting as interim BAO for next few months.
- Tim Michaels, in Housing, retired as of January 1, 2023
 - Nikki Dunham is now the Senior Director of Housing & Residential Life.

New Business – Reminders:

- Cornerstone goals due by January 31, 2023
- Concerns of EPAFs are not being entered in Banner in a timely manner which delays CLDRs from being processed. HR will investigate the situation and report back to the group.
- Next month, we are focusing on professional development and training
- Travel Wayne had a change in policy with how “personal” expenses are handled when the card was changed to US Bank travel card. While the change was implemented some time ago, many were not traveling at that time. Please see [this Travel Wayne page](#) for more details.

Financial Reporting and FY24 Budget Tentative Development Timeline - Brelanda Mandija,
Senior Director, Budget, and Planning

Financial Reporting:

- Financial Performance Reports which were sent to the BAOs in December. Purpose:
 - Check for what should and shouldn't be in these reports to make sure it includes what the units were expecting out of them
- In FY23, the goal is to send them out quarterly starting with the end of this month
 - BAOs will receive these first to prepare for what questions leadership will ask
 - At the beginning of February, these reports will be sent to the Board
- High-risk units (in deficit, spent more than the threshold) will be sent meeting invites next month

Questions:

Q: Are all the carryforward budgets rolling forward from these reports?

A: FBO is looking to finalize them as soon as possible. They are looking at base budgets versus year-to-date activity. We are waiting for designated fund balances to roll into FY23.

Q: Last reports were unexpected; one week's turnaround is too quick at that time of year (e.g. vacation, illness, winter break wrap up). Is it possible to build in more time in future?

A: Our thought to minimize this is the reason why BAOs were first to receive the report, so they would have a couple of weeks before they were sent out to leadership. Because it is the first quarter, there may not be a lot of significant issues. This is the first time for this process, so we are aware. We uploaded bonuses for non-representatives, which will affect the balances.

Q: How are you going to handle auxiliaries? WDET has influxes of revenue due to fundraisers, etc. Are you expecting us to provide projections for revenue?

A: We discussed this; not all units run their business the same way across a given year. I have noted this, and it will be addressed. To answer your question, no, projections are not required, but please let us know the revenue potential and document the reasons behind it. It is not necessarily how much revenue you have at that point – just if you did not spend more than a quarter at a time—more of an expense-type tracking for your budget. It will all be part of the review process.

FY24 Budget Tentative Development Timeline:

Budget hearings are run around February and March. Currently, we are working on the template for the presentation and the timeline.

We are looking at having these meetings between **March 13 – March 24**. Communications will be sent out on both the template and timeline. The plan is to give you a month (last year, it was two weeks for the review process). One week of review time for the committee and budget office so we can give you more prep time.

The goal is to make these meetings valuable for central, the committee, and the units. If you have suggestions on making them better, we are looking for ideas.

Enrollment projection meetings for all the schools and colleges. We take institutional research data and based on their data, we get enrollment projections for next year. Finance, the provost's office, and each school and college will review these projections, discuss the numbers, and discuss plans and goals. Potentially **February 27 – March 3** for those meetings.

Suggestion: BAOs very much appreciate getting information sooner rather than later.

Risk Management, Employee Injury, and Injury On-Campus - Kristin Coles, Risk Analyst, Enterprise Risk Management, and Insurance Programs

An injury recently occurred on campus. Because of the pandemic, some of the protocols have changed. What do we do now? What are the resources so you know what to do in an emergency?

Presentation: ***Work-Related Injury/Illness (Workers Compensation)***: guidance on what to do and what not to do. Presentation will be sent to the group. Resource: www.risk.wayne.edu

Procard Limits - Ken Doherty, Associate Vice President, Business Services

Presentation on possible change to **Procurement Card APPM Policy 2.7**

Information is provided on policy updates:

- Limits were raised from \$1,000 before 2001 to \$2,000 after 2011
- Now, \$3,000 per transaction is planned, based on the survey, but monthly limits remain the same at \$20,000
- Change is based on customer satisfaction, and rebates are based on pro-card spending.
- Inflation is also another reason because you get less product for the price.

Questions:

Q: For other institutions listed, are the cardholders requisitioners?

A: *No.*

Q: Given significant turnover, is getting the cards back a possible concern?

A: *Jeneen gets a notice of an employee's termination. She then confirms the accuracy, and if this is the case, the card is suspended immediately.*

Human Resources Updates - Carolyn Hafner, Associate Vice President & Chief Human Resources Officer

EPAF CLDR:

- EPAF processing concerns sent to Bill Ging, who will follow up on the issues addressed.
- For Labor EPAF, there is a significant delay, especially when you have multiple projects. This affects SPA and financial reporting.

Other HR Items:

Accurate is the new vendor WSU uses for background checks. Now it will be done between three to five business days. Five days usually occurs only if someone has moved around a lot or verified employment. Also, courthouses in small counties or cities, depending on the situation, take time because they are still doing manual/handwritten paperwork.

Integrating Cornerstone and Accurate is the plan. We are looking to build the integration within the next week or so.

HR is working on standardized offer letters because they are legal documents.

We are formalizing an HR Policy Committee. Many policies and procedures have not been addressed for a long time. They are antiquated in some respects. Identify changes to be removed or need to be included in the existing policy. In addition, creating new policies.

Action item: Volunteers needed for the permanent HR Policy Committee.

HR has signed a five-year contract with Cornerstone.

Cornerstone has a learning platform that ties in with employees goals for learning. Dawn Aziz will be leading this effort. Learning Management is going to be kicked off in early February.

Action item: Volunteers needed for the Cornerstone learning platform

Questions:

- Q. Processing and creating letters. Will there be template letters for part-time faculty?
- A. *The goal is to automate this process.*

Closing Remarks/Adjournment

February 1, 2023, is the next meeting.