WAYNE STATE UNIVERSITY

Business Affairs Officer Committee

Meeting Highlights

March 1, 2023
1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of February 1, 2023

BAO group approved February 1, 2023, BAO Committee Meeting Highlights.

The next BAO Committee meeting will be **in-person** on **Wednesday, April 5, 2023**, 1:30 PM – 3:00 PM at the UGL Community Room.

Announcements & Reminders

- BAO Membership Update – Chamika Buffington is the new BAO for College of Engineering.
- Life insurance HERL charges - Some BAOs may still be seeing the life insurance HERL charges still appearing on some people. Accounting is working on that correction and those should be reversed in the next week or so. (They thought it will be handled in one pay, but some people seeing them through pay 3.)
- Emergency Evacuation Plan Contacts - If you haven't updated your Emergency Evacuation Plan Contacts for your building, **please update before March 17th**. It's shared in the archived files.

New Business

AAUP/Academic Staff

Boris Baltes, Sr. Assoc. Provost for Faculty Affairs
Charlene Brain, Assoc. Director for Faculty Affairs, Office of the Provost

Overview:
The differences about the AAUP selective salary process are two things:

- For the selective salary process itself we have an agreement with the AAUP that Teaching Faculty and Research Faculty can choose. This does not apply to clinical faculty. There are some ongoing discussions about whether we should do something for clinical faculty, but as it stands right now, this is just for Teaching Faculty and Research Faculty.
- We have Equity Pool money that was agreed upon between the administration and AAUP. Last year was $100,000, this year and next year is $200,000. In the past, Equity requests can only

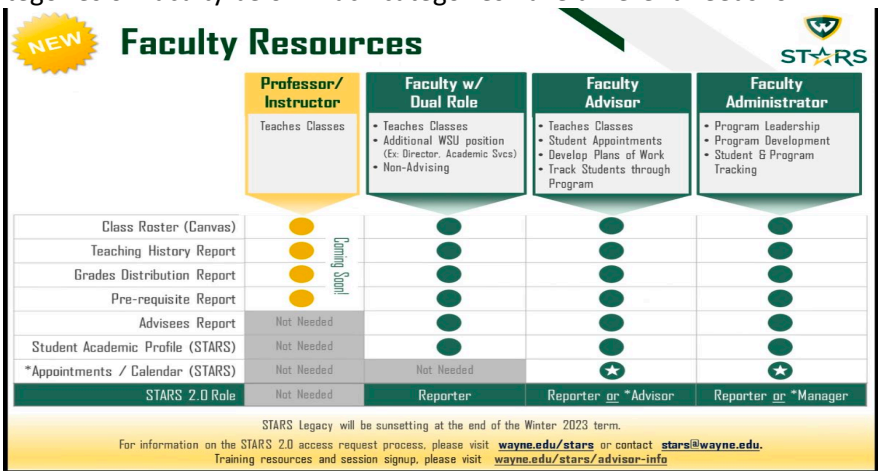
submit by the selective salary committees, now individuals can also submit the request to their chair or selective salary committee to request the raise. The colleges are supposed to give the Provost office a spreadsheet that has both faculty and academic staff on it, the Provost office make the final decisions on any equity raises. This part will be handled as a part of the Mass salary increase. Departments should compare people in comparable positions, for instance, don't compare assistant Professor to a full Professor, don't compare across departments, etc. Also, this is not performance based. It supposed to be focus on the individuals whose salaries for whatever reasons are much lower than others that at the comparable positions.

Question: Is there any training for the faculty and academic staff who is not on the selective salary committee last year and not familiar with this process?
Answer: There is no training at the moment but Boris can talk to the committee and support the process.

Changes for Faculty Role in STARS

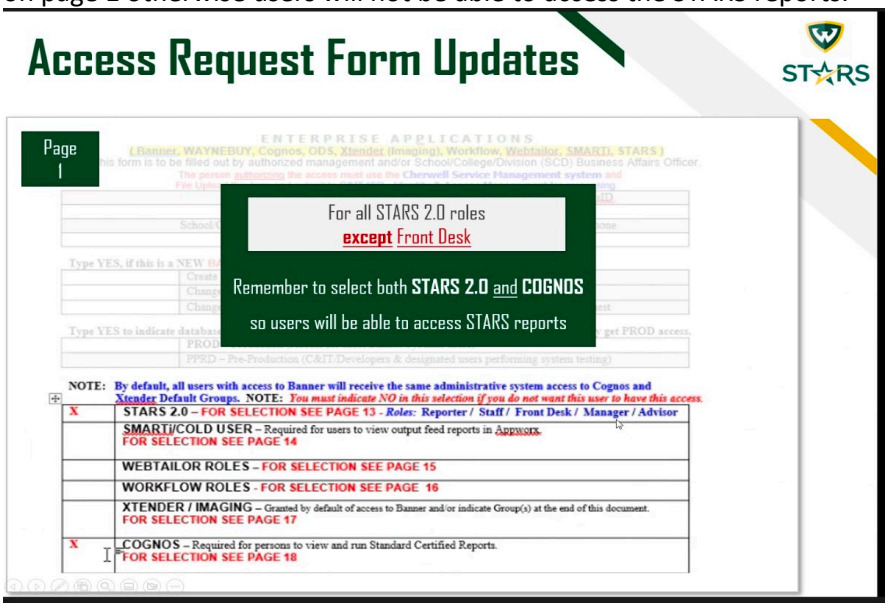
Heather King, Enterprise Projects Leader Unit, C&IT
Dennis Schwartz, Program Management Specialist, Student Success, Academic College Enrichment Services.

- The Presentation pdf will send to the BAO group.
- Dennis manages stars@wayne.edu email address.
- C&IT is at the final stage of preparation to sunset the STARS legacy system. The plan is to sunset that system and shut off access at the end of winter semester in May.
- Approximately 112 active Legacy users do not currently have access to the STARS 2.0 application.
- C&IT has been communicated to the Deans, the Chairs and the Provost. Will meet with the associate Deans and BAOs later this month to provide more detailed resources.
- C&IT is unable to do a bulk transfer over to STARS 2.0. BAOs has to go through the formal request process and complete the security access form for access transfer.
- There are four categories of Faculty below. Each categories have different needs for different access.

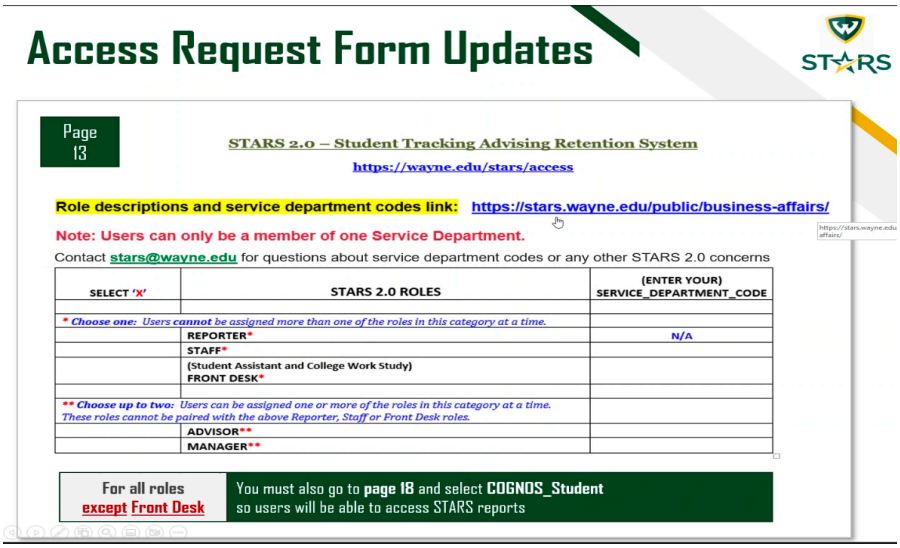


- For information on STARS 2.0 access request process, please visit wayne.edu/stars or contact stars@wayne.edu. For training resources and session signup, please visit wayne.edu/stars/advisor-info.
- There are some recent changes for the security access request form.

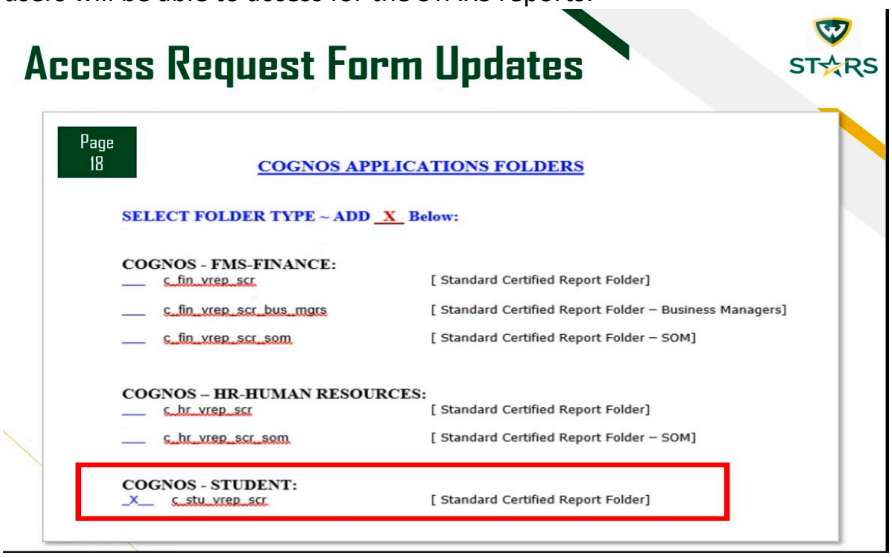
- For all STARS 2.0 roles except front desk, you need to select both STARS 2.0 and Cognos on page 1 otherwise users will not be able to access the STARS reports.



- They expanded this form so that you have to access page 13 and then page 18 which already was there but this page 13 is where the expansion of the rules and the department code is. As well, BAO security access form guide is on page 13. The guide will go through the different roles, responsibilities and help take you through what each rule does. Reporter is the default that's what the majority of the users are going to be. Service Department Code is important when you are filling out the form. You need to determine what service code is going to be.



- For all roles except front desk, you must go to page 18 and select Cognos-student so users will be able to access for the STARS reports.



Questions/Comments:

Comments: The current security access form in Cognos indicates who has access to the Legacy system. BAO can run that to see who has access to the old system but don't have access to the STARS 2.0. For the people who is not actively using the Legacy system, BAO should terminate their access.

Comments: Please remind your group to complete the annual FERPA update.

Question: About termination for Legacy – For some academic staff, the only Banner access they have is STARS Legacy, on the new form there's no more STARS Legacy. So do we just email Dennis and say delete their legacy access or how to delate/terminate these? C&IT security said I need to submit the banner access form to delete people's legacy access but all they have is banner access and they have nothing else so it's not on the form anymore. What should we do?
Answer: Marlene is going to be presenting next month and she will discuss about this. You can reach out to Marlene if you need to resolve this sooner.

Evacuation Plans/Fire Drills

Bill Kemp, Risk Management and Fire Safety Officer, Risk Management

- If you hear the fire alarm in your building please get up and head to the nearest exit.
- Fire safety manual, emergency evacuation procedures and safety flip chart can be found at www.risk.wayne.edu
- Evacuation plan - the Highest-Ranking Individual User (HRIU) in each building and/or their designate write the evacuation plan for their respective building.
- Risk Management remind HRIU and their delegate to review their evacuation plan annually to make sure the plan is up to date.
- Evacuation drills and training are required.

- Instructional staff training email comes out from the Provost every year in August.
- Not every building's fire alarm system is uniform.
- Please locate your building on the spreadsheet and let Risk Management know whether the HRIU and delegate's contact information is appropriate/accurate. The document has been shared with the BAO group last month. **Please update your building information by 3/17**
- Every build should have an evacuation sign. If you don't see it in your building, let Risk Management know.

Questions/Comments

Question: If there is an incident accrued at the building, who clears everyone to go back in the building?
Answer: Wayne State Police.

Question: We are supposed to identify people who might need additional assistance. However, given the HIPAA laws, we can't ask people, and there's no way to do a visual inspection and draw our own conclusions as we may not work on the same days. How can we identify these people without infringing on their personal privacy?
Answer: I don't have a very good rule on that. All I ask is that especially floor monitors, it depends on how involved you are in seeing your floor. If you seeing the employees who enter and exit your floor on crutches, please make a mental note and pass the information to your HRIU and delegate in case special help is needed.

Question: Now that many of us are remote some days, perhaps the form could be modified to allow for a second delegate or is that too difficult?
Answer: The template does expand; you can put more than one delegate.

Question: Can we contact Risk Management to get our most recent evacuation plan if we don't have access to it?
Answer: Yes, if we have an approved document on file, we can share it.

Question: If we're ready to do an evacuation drill, we contact your office, we contact our building coordinator, our floor managers and Public Safety, correct?
Answer: It all depends on how you want to conduct your drill. First you need to get your building engineer because they're the ones that are going to initiate the fire alarm. First you let the building engineer know, second you let WSUPD know, third you can let me (Bill Kemp) know. Some buildings they don't want their floor monitors to know in advance, they want it to be a surprise where other buildings they want everybody to know except for the
Occupants. We don't dictate how you do a drill.

Question: If floor monitors need the yellow vest and they don't have it anymore, can they contact your office?
Answer: Yes

March 17th is the deadline to submit/verify the Emergency Evacuation Plan Contacts for your building on the shared Google doc.

Human Resources Updates

- Carolyn Hafner is unable to join, but if there are any questions, we can forward those to her and she will respond.
- We did forward to her the question about P&A Performance Management to clarify whether we should use the manual form or use Cornerstones. It shouldn't be a problem if you have already used the manual form.

Discussion and Questions:

Comments: Life insurance adjustment – Some people may have a very small amount hitting your payroll classification. Accounting corrected most of them in pay 2, but there are still some that have not been corrected. Accounting is working on that correction and those should be reversed in the next week or so.

Question: You said payments what category? Life insurance? Medical?
Answer: Life insurance. Some people's payroll charges have a very small credit transactions ($1.26 or $2.50) that are popping up in the payroll categories, it should not to be there and Accounting is correcting them. On Cognos reports they'll show up as HERL adjustment and those are life insurance adjustments. They had some sort of problem and they're going through to correcting them but it hasn't gotten done completely yet.

Question: Is there hybrid option for the next meeting in April?
Answer: No, only in person. There will be meeting highlights after if you couldn't join.

Question: Related to the foundation relations team submitting grants proposals prior to them being reviewed and are approved by SPA, can we have a discussion or does anybody else have that or has that happened to them? I had a proposal that was submitted by the foundation team and it created a whole lot of problems. I'm new to this part of it and I need to know what do we do?
Answer: It's an ongoing issue that the two system/groups don't match and they don't work together. We will setup a separate discussion on this. People who want to be involved in this discussion, please email Christine, and indicate that you would like to be involved in discussion of foundation proposals going out BAO approvals, please email her. She will set up a meeting outside this meeting and report back to the group. If majority of BAOs wants to be involved, then we will discuss it in the monthly meeting.

Closing Remarks/Adjournment

- Roster Reconciliations might be coming up this month. If you're new to that process, you can go over the procedure with you Budget Analyst.

- Marlene will talk about the security form in the April meeting.

- The April meeting will be **in-person** at **UGL**.