

Business Affairs Officer Committee

Meeting Highlights

November 2, 2022

1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of October 5, 2022

BAO group approved the October 5, 2022, BAO Committee Meeting Highlights.

*The next BAO Committee meeting will be held on **Wednesday, December 7, 2022**, 1:30 PM – 3:00 PM.*

Announcements

Welcome of Bethany Gielczyk, Senior Associate Vice President and Chief Financial Officer for Finance and Business Operations

New Business

Reminders

- Monitor your indexes and make sure you don't have any deficits
- Roster reconciliations are due by 11/25
- Holiday Calendar will now be found online on fbo.wayne.edu/holiday-closure-periods; next Tuesday, November 8 the University will be closed for Federal Election Day
- Cybersecurity Training Required

Discussion and Questions by BAOs

- How are people handling getting deliveries from Amazon for food and snacks?
 - Stop using your address; use the 1200 Holden address, and you will get it sent to you reliably. Ken has been using the Holden address for the last two years – successfully.

Tuition Model

- Brelanda Mandija, Senior Director, Budget and Planning

A PowerPoint was shared entitled “Block Tuition Structure” covering topics such as a) what is it? b) why do it? c) current undergraduate tuition and fee structure d) proposed tuition structure e) FY23 tuition and mandatory fees

Example: 30 credit hours. Some schools price it at \$12, but Wayne is pricing it at \$15. We have a higher rate, not a tuition block.

If one looks at some of the more difficult classes at WSU they are listed as only 3 credit hours, but other universities have them at 4 credit hours. The Provost is looking to possibly change our credit hour structure with the student’s success in mind.

The Budget Office is planning on meeting with all the schools and colleges’ Deans and their BAOs regarding the tuition block for their respective units.

Revised New Appointment Summary

- Lisa Shrader, Assistant Vice President, Office of the Provost

A PowerPoint was shared with the BAO attendees entitled “Revised Faculty Hiring Templates”; Lisa mentioned it is not new information for the schools and colleges’ BAOs since these templates existed before but are merely revised.

Resource: <https://provost.wayne.edu/resources/academic-personnel/templates>

Another difference is that these templates are no longer in excel but in PDF format which can be filled out and signed electronically.

Effort Certification

- Marlene Erno, Senior Director of Finance, Sponsored Program Administration

A PowerPoint was shared with the group entitled “Effort Reporting” and covered topics such as cycles, frequency and setup, what is Effort Reporting, the 3-C’s, and roles. A live demo was shown.

Resource: <https://research.wayne.edu/spa/awards#effort>

Human Resources Updates

- Carolyn Hafner, Associate Vice President, and Chief Human Resources Officer
1. ATS - the new Applicant Tracking System is now live. All job postings have been converted, and applicants can apply through the new system. We are working with our vendors on an automated conversion of the applications and all attachments (like cover letters, CVs, etc.). Due to the system

limitations of the old OHS, this is taking much longer than initially anticipated, but we have the data. We will notify everyone when that process is completed. Don't hesitate to contact Bill Ging in HRAR if you have questions or concerns.

Questions:

When can reviewers see their applicants?

HRAR is expected to have hiring managers set up in the system today and then you will have access to the hiring dashboard.

The applications received other than sorting by keyword, is there another way to sort them?

Search by division, and it will pull up all your postings.

2. Open Enrollment - began on Monday, 10/31 and will run through Nov. 14th. All OE materials are online; you only need to access the system if you are making changes. You do still need to complete and submit your flexible spending account enrollment. You can do this online as well. If you have questions, please call Brett Green in Total Rewards.
3. Employee Recognition Week - Nov. 14 - 18th. Please look for the emails coming soon for leader training and suggestions on recognizing employees for:
 - Warrior Heroes (outstanding service) - Monday, 11/14
 - Warrior Excellence (outstanding performance) - Tuesday, 11/15
 - Warrior Trailblazers (outstanding innovation) - Wednesday, 11/16
 - Warriors Who Care (outstanding empathy and care) - Thursday, 11/17
 - Warrior Leadership (outstanding leadership) - Friday, 11/18
4. Managers, we invite you to attend an interactive webinar to get a sneak peek at Employee Recognition Week and to help you prepare to engage your team. Learn from fellow managers, explore new resources, tips, and tools, and walk away with ideas you can implement during the week and throughout the year. [Register](#) for the session that fits your schedule in Academics/Employee Resources/Other Resources/Training, Seminars, and Workshops (TSW).
5. You can also visit **Employee Recognition Week** for resource information.
6. Our annual Employee Recognition Ceremony recognizing our retirees and years of service will be held in April 2023 at the new Fieldhouse. Many volunteers are



needed, so please get in touch with me or Pearlanne Pollard (fq6521@wayne.edu) if you are interested in working with us on this great event. Since we have not held this event since before the pandemic, it will be huge, so please pass this on to your staff and consider working with us.

100% of enrollment is being done online. This is an enormous accomplishment. Bill wanted to acknowledge Brett Green who was instrumental in getting this implemented.

Closing Remarks/Adjournment

Move BAOs committee appointments to a calendar year. Start new people in January and identify them in October just before the new year to give them time to acclimate to their new appointments.

We appreciate everyone being flexible about moving to remote instead of in-person.