

Business Affairs Officers Committee
Meeting Minutes
December 5, 2018

BAO Members present: Sharon Almeranti; Rachel Beatty; Jeff Bolton; Linda Carter; Shelley Clifton; Warren Doucet; Elizabeth Elder; Joan Ferguson; Elizabeth Godwin; Sausha Kellogg; Joe Kieleszewski; Stuart May; Adeeb Mozip; Susanne Robell; Lakshmi Sabapathy; Lisa Shrader; Angela Strickland; Lara Trocchio; Arthurine Turner; Donna Wells; Janie Williams - White; and Brandon Wulf.

Call to Order

- The meeting was called to order at 1:30 pm
- Meeting minute from the last meeting were approved

Announcements:

The Endowment MOA's are no longer accessible through Academica. The files are now accessible through a share drive which requires access. Contact Gladys Santiago to obtain access if needed.

New Business

Open Discussion: Ken Doherty & Dennis Orr gave the Disbursements updates. Dennis and his team have been working through FY17 and FY18 to position some of the things in the works that are designed to improve processes.

Dennis gave update on the following items:

- SPA transactions in WayneBuy- Making some changes to the way that the SPA's are processed and bring some technology into it with the use of WayneBuy. SPA's- how do we get rid of the SPA process? Once WayneBuy came into the picture years ago we turned most of these into DPR's. Then we found that some of the SPA forms couldn't go through the WayneBuy process. Four specific areas of the forms. Workflow works the same as the DPR, Operating Index's used to route the forms around for approvals, but in the document we give you the space to key in where the information should really be keyed into. Then Disbursements uses that information to key the information into Banner. WayneBuy forms/attachments to replace manual SPA form.
- IRB transactions in WayneBuy- we are trying to move IRB off the manual paper process and trying to bring that into an online format. Open project request with C & IT and so far have two identified options (so far): WSU-C & IT model and Liberty University Model. Looking to reduce and possibly get rid of the paper IRBs.
- Effort for centralization for invoice receipt- across campus. Best practice is to have a central location for the receipt of purchase order invoices
 - ❖ Reduce missing invoices
 - ❖ Shorter cycle time for payments
 - ❖ Standard procedure for handling/keying

- ❖ Process vs people dependent
- ❖ 3-way match still allows for payment control with receivers
- ❖ Invoice images are now available immediately in WayneBuy when PO invoices are keyed

FY20 Budget Planning Update-Jeff Bolton: The FY20 Budget Planning template was sent out last week. The larger change: timeframe-- actual presentations, 20 minutes with time for questions, with some feedback. Another new change is the use of Academic Performance Solutions (APS) software that the Provost office had been working on for the past couple of years now through EAB for Schools & Colleges. Also new is the Strategic Investment Opportunity (RCM related) one time funds – you will need to explain what would you use it for.

Deep Dive Reports- Lisa Shrader, Bill Decatur & Jeff Bolton: Project focus was to gain an understanding of the financial and budgetary activities within each of the units that we examined. The other purpose was to gain information to use on several of the other projects that are going across the university: the RCM project, the Banner 9 reimplementation, even the partnership between the FBO and BAO. The aim is achieving operational excellence, improving the internal financial management practices, policies and procedures and strengthen compliance along the way.

Small Capital Project- Ekta Kamalia: The issue is that some of the units are submitting projects at the end of the fiscal year or close to it. She requested submission in a timelier manner. Ekta urged the BAO to send their project request as soon as possible so that project managers can design, estimate, and complete the project on a timely manner.