

Business Affairs Officers Committee
Meeting Minutes
April 10th, 2019

BAO Members present: Sharon Almeranti; Rachel Beatty; Linda Carter; Shelley Clifton; Warren Doucet; Christine Green; Sausha Kellogg; Stuart May; Adeeb Mozip; Patrick Piszker; Shelia Primas; Sharon Progar; Lakshmi Sabapathy; Lisa Shrader; Lucy Snyder; Angela Strickland; Karen Vest; Donna Wells; Janie Williams-White and Brandon Wulf.

Call to Order

- The meeting was called to order at 1:30 pm

Announcements:

Lisa Shrader introduced Lucy Snyder as the new BAO for the Eugene Applebaum College of Pharmacy and Health Sciences.

New Business

Academic Works- Michelle Luck and Abir Beydoun: Academic Works is the new University scholarship system that allows schools to process their scholarship awards. The system allows students to apply and schools to match students with award. The system is designed to have review committees' setup through the same system and then feed into banner. The Office of Student Financial Aid team gave an overview of the new system in terms of process and scholarship timeline. The team is working with each school independently to bring them into the system. There are many tweaks and change to the system to make it adjustable to each school and college's needs. They are working with each school and colleges and can answer any questions.

WayneBuy Queue Updates - Ken Doherty: Ken updated the group on getting the Waynebuy queues into compliance with University Policy#15.1. Ken will send an updated spreadsheet showing all of your individual approval queues. He went over the spreadsheet during the meeting. He is looking for each BAO to update their queues according to the Financial Document and Transaction Approvals - University Policy 15-1, as revised in August 2018. This means that there should be a top level approval listed as the appropriate VP for each division. The policy shows recommended levels and maximum thresholds by functional title.

C&IT Security - Marlene Johnson: Marlene updated the group on the Security Access Report [SEC001I] and the new improvements to the Cognos report that include links and definitions. She will request that each Business Affairs Officer audit their unit(s) employees and access permissions on the Enterprise Applications. She will send a list for each BAO. The C&IT Information Security and Compliance Office needs the BAO to identify the persons or access requiring immediate modification and/or expiration. Modifications will be implemented promptly before we re-distribute the Annual Security Access Report for each system data owner's audit review. They are requesting all updates submitted to the C&IT ISO & Compliance - Identity & Access Management Office by July 1, 2019.

Adjourn: Meeting was adjourned at 3:00 pm.