

- Also need to address policy and procedure which is imbedded into Banner currently.
- Question was asked re: grant regulations – response indicated that Research representative Gail Ryan is included on the project steering committee along with Dawn Medley, Alicia Pendleton, Diana Goode, Allison Martin; Diana and Bill will co-chair the project.
- Artie Turner provided feedback on the new Banner XE version indicating it looked great and was portable on a tablet.

New Business

➤ UPTF pay schedule change & 403(b) contributions

Anna Robinson 20 minutes
John Vander Weg
Tarry Paylor
Diane Dailey

UPTF Pay Schedule Change

John Vander Weg discussed the PTF pay schedule change from the current 8 pay schedule to a 10 pay schedule.

- This will require assignments to be in the system by August 4.
- Communication will be sent to Department Chairs and Deans to inform and reinforce the deadline of August 4.
- Rather than aiming for the last EPAF deadline getting appointments processed early will be important
- The current 2016-20 UPTF contract gives a 10% severance pay for terminations due to class cancellation
- Discussed severance clause; in summary, if class is cancelled within first week, the individual is already in the system and will have been paid the amount of the severance - The first pay in the new UPTF schedule can take of the severance pay
- New Pay ID – PF is to be used.
- Artie Turner inquired about parking for those cancelled - -Anna Robinson to review that.
- As soon as class is cancelled, HR should be advised of cancellation to avoid continued payment.
- The new pay schedule was included in the handout.

403b Contributions for UPTF

Hannah Hudson and Diane Dailey provided a presentation entitled “PTF Retirement Changes”.

- The presentation handout should be considered “DRAFT”.
- PTF will be eligible for employer retirement match contribution this fall.
- The handout outlined eligibility requirements and provided contract language. The university will contribute .75% of salary to the retirement account of any participating employee contributing at least 5% of salary.
- Funded from central budget, not the unit budget.
- Annually the eligibility will be reviewed although an employee once qualified will always remain eligible
- Question: What if they do not teach Spring/Summer? They should be included but may need to work with Benefits
- Concern was expressed re: auto termination between semesters – individuals will need to re-enroll into the plan
- Question: Could we look at a “master” contract for continuing UPTF?
Hannah to provide Lara Trocchio with info on retirement to 9-month faculty during Spring/Summer. Document of classification codes for PTF to be sent out to the group – it is currently being revised.

- Graduate student (GRA/GSA/GTA) awards

30 minutes

Business Process Improvement - appointment & tuition scholarships

Tarry Paylor
Lakshmi Sabapathy

- Business Process Improvement – “As is State” Cross functional process maps distributed by Tarry Paylor
 - HR coordinated a cross functional team for Business Process improvement at the request of Process owner – The Graduate School to alleviate the issues that prevented onboarding of all Graduate Assistants prior to 08/26/15 leading to the delay in scholarships and loan refund processes for certain Graduate Assistants in addition to the delay in stipend payments
 - Stake holders were identified across University from start to end. Certain immovable regulatory and procedural requirements (Monuments) were identified in the process.
 - Checklists for International Students and Domestic Students to identify steps to be completed in the onboarding process
- Recommendation for process improvements & What is expected from the BAOs was discussed by Lakshmi Sabapathy
 - The cross functional team recommended that the complexities in the process be communicated to all individuals who have a part in the process in order to appreciate the full scope
 - Encourage establishment of goals within each S/C for onboarding customized to individual School/College resources in order to get the appointments in Banner as soon as possible without waiting for the last EPAF deadline
 - Reallocate resources to achieve the desired result, share suggestions for further improvements
 - Review and provide feedback on the Tuition Scholarship processes map distributed via email
 - Process map and checklist for domestic and international students will be added to the Graduate School website after feedback from BAO group
 - Feedback is requested to be provided to Lakshmi by April 15th, 2017

Round Table Discussion

- BAO dotted line reporting to the VP FBO

Lisa Shrader

15 minutes

This presentation was postponed until the next meeting due to time limitations.

Other

Artie Turner extended a challenge to the group for the Heart Walk Challenge: She will take whoever beats her on her fundraising goal for this event to lunch. This American Heart Association event will be held on WSU's campus on May 20, 2017.

Adjourn - Meeting adjourned at 2.58pm