

Business Affairs Officers Committee
Meeting Minutes
Wed, April 6, 2016

Members Present: Rajalakshmi Sabapathy, Rachel Beatty, Joan Ferguson, Stuart May, Shelley Clifton, Kimberly Rize, Donna Wells, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Andrew Kaufman, Mary Beth Buchan, Warren Doucet, Theresa Mahoney, Lisa Shrader, Karen Vest, Linda Carter, Jeff Bolton, Kathleen Blumberg, Angela Strickland, Lara Trocchio, Sausha Kellogg, Diana Goode

Guests: Chelsea Henson, Brad Dunn, Diane Dailey, Lila Asante-Appiah, Jeff Block

I. Call To Order

1. Agenda Approval – Agenda was approved without changes
2. Minutes from Previous Meeting – Minutes approved

II. Administrative items – It was announced that Artie Turner has volunteered to be the BAO co-chair for the remainder of the Fiscal Year upon Dan Cooper leaving the University.

III. New Business

1. International Engagement Program – Diane Dailey

- Current WSU Payroll is only for domestic payroll (payment in U.S. dollars). We had no mechanism for paying Foreign Nationals working outside the United States on behalf of WSU.
- Contracted with Computech as a subcontractor. Foreign nationals will be employees of Computech, not WSU and receive payment from Computech. Since they are not employees of WSU, no offer letters should be from WSU.
- When wanting to utilize a foreign national outside the U.S., your first contact should be your HR Consultant to facilitate this arrangement.
- Units need to provide the funding to Computech via a Purchase Order. Sponsored Programs are part of the approval process.
- Computech will provide immigration and tax support for WSU for a prearranged fee, currently approximately 10%.

2. OffBoarding Phase II – Chelsea Henson, Brad Dunn

- Chelsea Henson has been promoted to the Talent Management Consultant for WSU.
- OffBoarding Phase II launching June 2016 with enhancements such as paperless process, emails, and direct links to forms where possible.
- Goal is to complete OffBoarding within 40 days after the event which is the last day of work for the individual leaving WSU.
- Additional enhancement will allow BAO to act on behalf of Supervisor to complete items on the Supervisor list.
- This form will be available via Academica – under Administrative Services or accessible through the email received by HR.
- Next steps include hosting workshops to train in person or possibly on-line.

3. Special Events Alcohol Policy – Jeff Block

- Jeff wanted to clarify and address changes to the APPM 1.3.1.1 Purchase of Alcoholic Beverages and Administrative Policies 01-11 Service and Sale of Alcoholic Beverages on Campus.
- Special Events must approve all alcohol served on campus locations outside of McGregor Memorial Conference Center, not Aramark. Due to changes in the State of Michigan's interpretation of our liquor license, WSU now has a limited amount (12) of available liquor "special event" licenses. Of the twelve available for 2016, six (6) have already been used.
- Special Events is responsible for obtaining all necessary approvals, posting all required bonds and paying all license fees which then will be billed back to the units. All requests for liquor licenses must be submitted in writing at least 30 days prior to the event (form attached). Aramark is the only trained, approved bartending service on campus.
- A list of the Special Events staff and contact information was passed out as well. (attached)

4. University Donations to External Organizations – Celeste Lezuch

- A new University Policy (2016-1) was issued on March 25, 2016 has been created to address the stewardship of external contributions. This policy, effective March 31, 2016 was distributed via email on 4/4/2016 to all current BAO's.
- Government and Community Affairs will be coordinating the review process for requests for support by community organizations. Questions can be addressed to Patrick Lindsey, Vice President or other staff members of Government & Community Affairs including Victor Green.

IV. Meeting adjourned at 3:30