

Business Affairs Officers Committee
Meeting Minutes
Wednesday, August 3, 2016

Members Present: Lakshmi Sabapathy, Rachel Beatty, Linda Carter, Joan Ferguson, Lara Trocchio, Jeff Bolton, Donna Wells, Karen Vest, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Sausha Kellogg, Mary Beth Buchan, Warren Doucet, Sharon Progar, Lisa Shrader, Angela Strickland, Elizabeth Godwin, Kathleen Blumberg, Diana Goode, Andrew Kaufman, Shelley Clifton, Kim Elms, Tamaka Butler, Kimberly Rize, Antonio Yancey, and Sheila Primas

Guests: Bill Decatur, Tony Miller, Denise Nault

I. Call To Order

- a. The meeting was called to order at 1:34 p.m.
- b. The minutes from the meeting held on June 1, 2016 were approved.

II. New Business

a. BAO Business

- **New BAO's:** Linda Carter is now Director, Business Affairs for School of Education; Jeff Bolton is Director, Business Affairs for Law School; Sausha Kellogg, Associate Director, is taking over Marketing in addition to her current position as BAO for WDET.
- **Co-Chairs for FY17:** Lakshmi Sabapathy and Warren Doucet were nominated and confirmed as co-chairs for the upcoming fiscal year for the BAO Meetings.

b. Overpayment Task Force

- Kathleen Blumberg and Celeste Lezuch spoke regarding the Overpayment Task Force. They are looking to close the gaps where overpayments are concerned. More information will be forthcoming. It is suggested that BAO's utilize resources available to prevent overpayments such as COGNOS reports and Roster Reconciliations. It was noted by the BAO that the roster reconciliation does not resolve the overpayment issue.

c. Upcoming BAO Retreat – Bill Decatur

- Diana Goode will be interim AVP for Budget as the search is being undertaken for a permanent replacement for Rob Kohrman. The open AVP position scope expanded to Sr. AVP Budget & Treasury.
- The BAO retreat, to be held August 9, 2016 is intended to be fun and informative highlighting the partnership between BAO's, Finance, and Budget. Begin to define the "dotted line" relationship.
- Bill introduced "SWOT" Strengths, Weaknesses, Opportunities, and Threats analysis. This process of looking inside as well as outside the organization will be discussed in greater length during the retreat which will be attended by BAO's only. Taking a look at the larger landscape relating to our environment, professional development, financial control, data and IT.

- In the future Bill will be looking at organizational controls. This will include regular reporting of Budget vs. Actual throughout the year for SCD and would include BAO's as we are functioning as a point of control.
- A new budget model will be designed. Bill will be forming a steering committee. This will include all fund budgeting. Currently WSU Budget Office concentrates on General Fund budgeting. Engagement of the BAOs will be included throughout the process.
- Currently the plan is to get a clear picture of the University's financial position currently as well as plan for the future. Looking for structural deficits such as use of one-time money to fund permanent commitments.
- Budget Planning Council will replace the current Budget Hearing format we have had in the past. The idea is to oversee budget development process and review all revenue as well as expenses.
- Request from all BAO's to provide an actual vs. budget overview for their SCD including Auxiliary to be sent to Diana Goode which should include any structural deficits.

d. Fiscal Year-End – Tamaka Butler and Tony Miller (presentation attached)

- Year-end details were passed out to BAO's via email with key deadlines dates.
- Contact Accounting if you have any items \$25K or greater that should be reclassified due to prepayment.
- Accruals – All of pay period 20 for BW in FY16 and 50% of pay period 21. For 9 month, all of payperiod 20 will be expensed in FY17.

e. Equipment Inventory and Disposal – Denise Nault (presentation attached)

f. Space Inventory – Denise Nault (presentation attached)

- Be aware that this is coming again soon.

III. Meeting Adjourned