

**Business Affairs Officers Committee
Meeting Minutes
November 7, 2018**

BAO Members Present: Sharon Almeranti, Rachel Beatty, Mary Beth Buchan, Linda Carter, Shelley Clifton, Kimberly Colon, Warren Doucet, Elizabeth Elder, Marlene Erno, Joan Ferguson, Elizabeth Godwin, Christine Green, Joe Kieleszewski, Stuart May, Shelia Primas, Sharon Progar, Lakshmi, Sabapathy, Bobby Smith, Lara Trocchio, Arthurine Turner, Donna Wells, Brandon Wulf.

FBO Leads and Other Guests Present: Debra Williams, Daren Hubbard, Bill Ging, Jackie Wilson, Marcia Lovett, Anna Robinson, Carly Cirilli and Rob Thompson

Call to Order

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

Announcements: Distinguished Professor funds for FY19 is in process just waiting for some signoffs, letters will go out when the funding is released, should have their money in about a month. Accounts should not be in deficit.

Kim Colon is the new Director of Finance for the Office of Economic Development as well as the Director of Finance and HR of Tech Town. She will be joining the BAO meeting.

December meeting: full day retreat December with party, Focus on RCM related and Deep Dive report. More information to come. Question to group, Darin Ellis has had a presentation on the APS tool, has anyone taken it and would you be interested in taking it at the retreat? We may include

New Business

Open Discussion and Salary Overpayment: Introduction of Debra Williams. The subject of overpayment is coming up because of an internal audit and HR have to provide an update. The presentation will address the root cause of overpayment but more importantly will address the New Vision of HR and the route forward. Volunteers are need to team with HR team to address the processes that led to overpayment. Email Debra if you would like to volunteer.

Unmet IT Needs: Daren Hubbard with his team address the Unmet IT needs list. Many of the things on the list have a solution for or C&IT are working to find a solution. Communicating the needs more frequently will help improve finding solutions instead of having issues build up. Help desk is there to help with any issues and they should be the first place to reach out for any need. If the help desk doesn't know what to do to help they will find someone that does.

A new form will be developed to help request data. The form will be web based and will be for any information you need. C&IT will determine the group that needs to respond to the request and direct the request to them. The link is as follows:

<https://csm.wayne.edu/links/createincident.php?service=User%20Support&category=Desktop%20Support&subcategory=Department%20Data%20request>

No Standard browser, Chrome is a more compatible browser with many applications. Banner 9 works better through Google Chrome (fastest browser out there) Edge and IE 10- works with Workflow. Browsers are always changing.

COGNOS navigation training is offered since the new version of COGNOS was released. COGNOS report authored trainings is scheduled for mid-Jan through Feb 2019. The trainings are open to all of the university. Contact Gabriela Garfield if you need to enroll or enroll someone else on your team. Also report author training for Cognos as well will be on quarterly or an annual basis.

C&IT team are working to streamline the security access request. Daren mentioned that understanding security access termination under various conditions that is a document that he can share with the group as you are all officers of the University. It is a spreadsheet that is in its 25th version that does document how and why of de-provisioning and who gets what and looking at it from a risk perspective. Data dictionary to help better explain the documents, purpose of certain documents.

Tech website-tech.wayne.edu some of the things we talked about are there and if you don't find what you are looking for you can always email us.

Data Request Form-Business intelligence. Turnaround time on the report depends on how involved in the request

CLDR Process Review: Bill Ging BTS. Bill mentioned some of the names that can be the contact person for the different areas:

Carly Cirilli is one of the Cognos reports group.

Joe Coleman- Finance Support for Reporting or Journal Vouchers, Procurement, Wayne Buy

Shereese Thomas- student accounts receivable and a backup for finance.

June Jennings for HR Web time entry support, / Allen Kjellberg

Martin Korosso- C board, One Card, CS Gold

John O'Meara- supports Martin and also handles parking

Jason Sepanak- Handles all the stuff from FP & M

Tim Hays- Handles Housing and Student Center

Bill Ging is always willing to contact you the right person.

Bill- CLDR process improvement: BTS team was asked to review and improve the CLDR process. BTS team met with General Accounting, SPA, Payroll to review the different processes. SPA and BAOs have their process mapped. After review General Accounting and Payroll processes, there will be changes to eliminated some of the processes when it is implemented. The form is also updated to follow the new processes. SPA forms (grant related) goes to SPA and everything else will go to Payroll/ General Accounting. This is the final proposal to General Accounting and Payroll to implement.

Adjourn: Meeting was adjourned at 3:05pm.