

BUSINESS AFFAIRS OFFICERS COMMITTEE
October 4, 2017
1:30 – 3:00 p.m.
4339 Faculty Administration Building

Call to Order

Shelley Clifton
Angela Strickland

5 minutes

- Meeting called to order at 1:33pm
- Updates to Meeting Minutes approved

- Announcements

Bill Decatur discussed Labor Relations moving to the Human Resources umbrella and stated that WSU is doing a national search for a new AVP of Human Resources. We are seeking someone with Labor Relations experience as well as a strong Human Resources leadership experience.

A committee was established to evaluate university structures. This committee utilized benchmarking data and determined that WSU was the only university that did not have a strong student affairs presence. In order to remedy this – The position currently held by Tim Michaels will lead Student Life entities across the campus and report directly to the Provost. This change will align all activities directly related to students under the umbrella of the Provost.

Bill Decatur stated that the One Card department alignment is still under discussion. Mail and Receiving will return to reporting to Procurement. The Recreation Center will remain with Athletics. Parking and Transportation will stay with FBO – under Facilities Planning & Management.

Lara Trocchio asked what are the details of this dotted line relationship that the SCD's will have with central C&IT. Bill indicated that Daren Hubbard would have to speak to this.

Shelley Clifton announced a change to the BAO schedule of meetings- the next BAO meeting will occur on **Wed. November 1st at 1:30pm**, not November 2nd as previously listed.

New Business

- HR Banner Update

Anna Robinson
Mary Earhart

10 minutes

Mary and Anna reported that they had 2 sessions with the SIG reimplementation team and that the vision was the topic. They are still at the beginning stages. They promised to send their presentation to the group.

To date they have worked on extracting codes, identifying obsolete codes – archiving and cleaning up using XX in front for those codes no longer being used.

Alison Martin is in charge of the business process re-engineering. The HR Banner team met with Alison's group this morning. Business Process Re-engineering is the key. MADS (Medical and Dental System) – revert to baseline banner so that it is not so customized. Plan is to eliminate the need to rely on C&IT.

Elizabeth Elder inquired if there was some way that we can imbed ID numbers for projections. The team is considering ways to do them discreetly on a manual system.

The Banner HR team is looking for a lot of efficiencies through this Banner process.

- Chart of Accounts Feedback Tamaka Butler 20 minutes
Marlene Erno

Marlene / Tamaka – sent out a survey regarding opinions on eliminating versus keeping indexes. They discussed some of the feedback they received. Similar to the HR Banner team- the Chart of Accounts team has had two meetings. They are looking at fund types, account codes, sub account code groups and FOAPAL.

Currently, they just started trying to define a template. Goal is to try and have consistency with the first 4 levels – Align Home Orgs and Finance Orgs. Both HR and Finance will be brought together. They reported that it is normal to only have one structure.

Their goal is to have the first four levels align. Particularly in the School of Medicine. The levels will need to be lower. Ex.

School
College
Division
Department

These are the first 4 levels. They reported that the naming convention is secondary at this point.

Index to keep or not keep

Consensus is to keep utilizing indexes as many users are not accountants and we should not require them to remember a FOAPAL string.

Fund structure

The plan is to continue with a General fund for operation, across fiscal years.

This group would like to return routinely to keep the BAO group informed.

- New Budget Model- Financial Literacy Prototype Lisa Shrader 20 minutes

Lisa shared that the plan is to provide New Budget Model Training as an E-learning module. The name of the program/module is yet to be determined. Be on the lookout for a narrative of the product soon.

The demonstration showed the program to be very straightforward and interactive. It was designed to be simple and engaging. The overall object is to share with participants a basic understanding of WSU finances.

Lisa shared that this is in the beginning stages of development.

Round Table Discussion

- Group Discussion – Effectively Managing Needed Process Improvements Group 30 minutes
 - BAO retreat feedback
 - (see 9/20 email from L. Shrader) Group
 - Template to address process improvements Group

Proposed retreat number two methodology, communication and or fixes. Some addressed, BAO level, collaboration, give and take. Still discussing details of this.

Shelley Clifton shared the idea of developing a template the BAO group could use to help transition needed process improvements from complaints into resolutions to be shared and worked upon with shareholders. She asked for thought, input and feedback on this topic. The group was quiet and had no immediate input on the idea.

This conversation indirectly led to discussion on setting up a retreat to continue our talks on strengths and weaknesses- follow-up to the work done over a year ago. Timetable of retreat #2 - now through June 2018
Lisa Shrader sent copies to the group of the work done at our initial retreat in preparation for the next one.

Christine Green asked a question in reference to the Financial and Budgetary Analysis meeting (Deep Dive). Christine's question was: why weren't the BAO's invited to the initial Deep Dive meeting that Celeste Lezuch and Diana Goode scheduled with the Dean of each SCD. Lisa Shrader shared that meeting with the Dean was the first step of the program and that a subsequent meeting is set up with the BAO. Both Antonio Yancey and Linda Carter spoke on their experience. Antonio's Dean insisted that Antonio be a part of this initial meeting, while Linda indicated she was not invited to the initial meeting. There was group concern as to why the BAO's were not included in the initial deep dive process meeting.

Lisa indicated she would send out the Deep Dive documents that would help clarify the process.