

Business Affairs Officers Committee  
Minutes  
February 6, 2013

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, D. Cooper, R. Duckworth (for K. Elms), E. Elder, R. Harris, A. Kaufman, S. Kellogg, C. Lezuch, S. May, J. Nechal, S. Primas, K. Rize, L. Sabapathy, L. Shrader, C. Siladi, A. Strickland, A. Turner, K. Vest, D. Wells

Guests: J. Barbret, K. Doherty, J. Farrell, M. Gleason, A. Pendleton, P. Reyes, E. Rukas

I. Call to Order – C. Lezuch

Meeting was called to order at 1:30pm

A. Agenda Approval

- a. change: add M. Byrd to old business re: tracking faculty turnover

B. Previous Meeting Minutes Approval

- a. no changes to minutes

II. New Business

a. HR Update – J. Farrell, A. Pendleton (see attached slideshow)

- Kick-off meeting for the HR transformation was held on January 24th with dean/VP appointed reps from s/c/d across campus.
- HR is working on formulating and identifying tasks for workgroups to develop project plan. The workgroups currently are:
  1. Roles/Responsibilities
  2. Training
  3. Service Level Agreements (SLAs)
  4. Policy/Process Improvement
  5. Logistics
  6. Systems
- Roles/Responsibilities and Policy/Process Improvement work groups may be combined due to overlap in scope.
- First meeting of the workgroups will be in the next one to two weeks.
- New OED director, Lila Asante-Appiah, is starting with WSU on February 11th.
- HR director search process is underway. First round of interviews is underway. Between now and the next update, the first round should be complete. From this round, finalists will meet with Jim Farrell and Rick Nork. If openings remain, then posting will go up campus wide.
- HR is working to finalize job descriptions for other roles in the transformation, banding them properly, etc.

b. WayneBuy – K. Doherty

- Internal Audit has been reviewing processes/system to ensure checks and balances are in place. Per Marlene Johnson, she annually sends the BAOs a list of who has Banner access. K. Doherty will be working with M. Johnson to be sure this information is relayed to BAOs on a regular basis and will include WayneBuy approval queues. If you are not getting this report, let Ken know.

- Modified Conflict of Interest (COI) form for new vendor requests. When someone fills out a form, they have to indicate that they do not have a COI with the vendor and are not aware of a COI. Suppliers who request to be a vendor will be asked who they think they will be working with; then that area is contacted to see if they are aware of a COI.
- Rush situations involving new vendors -will process first and get COI later.
- Recommendation: set up policies that do a better job determining who has authority to approve documents internally. Purchasing is working with Jim Barbret and Rick Nork to identify appropriate people.
- Invoicing question: problems getting invoices paid timely. Several reasons including interaction nuances between WayneBuy and Banner systems, exception request, lack of receiver, invoice differs from PO, not getting timely response from dept., high volume of DPRs, loss of staff positions in Purchasing.
- One problem that has been uncovered is that the “prepared for” field is being filled in with the order recipient rather than the contact person who will be handling conflicts, doing the receiver, etc. NOTE: please be sure to inform your staff that the “prepared for” field should be the person from your area who will be the Purchasing contact; not the faculty/staff member for whom the order is for.
- eWaste event is scheduled for April 24<sup>th</sup>. Volunteers are being sought; please contact K. Doherty if you are interested in volunteering.

c. TravelWayne – J. Barbret

- TravelWayne report showing who has a travel profile is being developed.
- JPMorgan/Chase is currently working on resolving the duplicate feeds that recently took place.
- Please let your traveling employees know that they must complete their expense report as soon as they return from their trip; they should not be waiting until they receive a travel card statement. If they wait until they receive a statement, chances are they will incur service fees which the university will not pay.

d. Budget Update – R. Kohrman (see attached slideshow)

- AAUP contract negotiations are making progress.
- Omnibus allocations may be processed by the end of the week; expect a 10% reduction. Provost Brown made commitment to libraries of \$1 million for one-time monies; those funds have since been redeployed. Therefore, libraries will not be getting full \$1 million and, rather than 33% cut to omnibus, cut will be 10%.
- Fall credit hours down 2.15%, winter credit hours down 1.72% resulting in a \$3.5 million shortfall. To provide relief, s/c/d budgets will be taxed 1.5% of FY12 base then carryforwards will be processed. Mechanics are still being worked out but it seems the 25% tax will be processed then reversed then the 1.5% tax on base budget will be pulled. The revised budget should be done by the end of next week.
- For FY14, have heard that the state will increase WSU’s allocation 2% and institute a 4% tuition cap.

- FY14 is projected to have a shortfall of \$6.64 million; therefore, we should plan on a 5% FY14 budget reduction. Please have your list of reductions ready by the end of March. It is understood that faculty lines may be part of the budget reductions.
- Looking further down the road, FY15 enrollment is anticipated to be down due to a smaller freshman class.

e. AIREA new representative – C. Brahm, E. Rukas

- Curt Brahm introduced Erika Rukas as the new AIREA representative replacing Nick Piccone
- E. Rukas let the group know what services AIREA can provide with new furniture, room configuration, etc.

f. Document Retention – J. Barbret

- Within the next three months, a university-wide document retention policy will be in place

III. Old Business

a. Tracking Faculty Turnover

- As discussed last month, Mark Byrd's area will be asking s/c for data pertaining to faculty who have left the university. His office will be sending each s/c a file with information Institutional Research (IR) has pulled; we need to review that file, revise (if needed), and provide more information about the termination reason. Specifically, IR is looking for details as to why a faculty member left (better pay, promotion, etc.).

The meeting was adjourned at 2:50pm