

Business Affairs Officers Committee
Minutes
March 6, 2013

Present: C. Barduca, R. Beatty, K. Blumberg, M. Buchan, C. Brahm, D. Cooper, J. Dunlop (for J. Ferguson), E. Elder, K. Elms, R. Harris, A. Kaufman, S. Kellogg, J. Kieleszewski, J. Nechal, S. Progar, K. Rize, L. Sabapathy, L. Shrader, C. Siladi, A. Turner, D. Wells, A. Yancey

Guests: L. Asante-Appiah, J. Barbret, G. Egnatowski, J. Farrell, M. Johnson, S. Junior, A. Pendleton

I. Call to Order – K. Rize

Meeting was called to order at 1:30pm

A. Agenda Approval

- a. change: add R. Harris re: AAUP ratification

B. Previous Meeting Minutes Approval

- a. Add A. Yancey as present

II. New Business

a. AAUP Ratification – R. Harris

- AAUP contract will go before the Board of Governors on March 20, 2013
- If approved, the university will need process a bonus payment (not added to base) within thirty days of ratification for those AAUP personnel on payroll as of March 20, 2013
- EAPF processing for this group will not be closed while the payments are being processed; therefore, if you terminate, hire, etc. any AAUP personnel around this time, please be sure to let Bob Harris know so he can process the appropriate manual adjustment

b. P&A contract – S. Junior

- Article 44 pertaining to illness and disability bank
- Illness days will now accrue, up to 900 hours, rather than replenish annually
- Accrual schedule will be sent out by Labor Relations
- Audit will be done on existing banks to ensure everyone is where they should be

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

- Introduction of Lila Asante-Appiah, newly hired Director of Organization and Employee Development
- A Town Hall meeting for the affected non-rep employees will be held March 20th
- Non-reps will only be matched to non-rep positions; staffing of non-reps should be completed by mid-April
 1. The people will know where they are going; this does not mean they will physically move by mid-April
- Budget aspect of the transformation will be sent to the BAOs by end of this week

d. Budget Update – R. Kohrman

- Deans do not want an across-the-board budget cut
- A matrix of metrics will be developed to help determine s/c/d budget cuts
- Should start planning for 5% cuts

- Revenue generation strategies, one-time money, and differential tax increases are not on the table to be used as a means to off-set budget cuts
 - Moving expenses from general funds to designated funds is an option as is subsidy conditioned appointments
 - The intent of omnibus funds is that the funds be used for student technology; some s/c/d fund salaries on the omnibus and the budget offices will be investigating this
- e. TravelWayne – J. Barbret (see attachments)
- TravelWayne reports can be exported using Firefox; IE is not allowing export
 - Need BAO volunteers to form a workgroup to evaluate reports
 - BAOs requested confirmation of employee load once the system is implemented
- f. Employee Transfer/Deprovisioning – M. Johnson
- Automatic email communication re: employee deprovisioning is working well; one glitch is that it only goes through as an html attachment for Outlook users but this is being looked at
 - A new annual security access report is being created and will be distributed to BAOs in May

The meeting was adjourned at 3:08pm