

Business Affairs Officers Committee
Meeting Minutes
Wed, Dec 2nd, 2015

Members Present:

Rajalakshmi Sabapathy, Rachel Beatty, Dan Cooper, Joan Ferguson, Stuart May, Shelley Clifton, Kimberly Rize, Donna Wells, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Andrew Kaufman, Mary Beth Buchan, Warren Doucet, Sharon Progar, Lisa Shrader, Karen Vest, Linda Carter, Jeff Bolton, Kathleen Blumberg, Angela Strickland, Kimberly Elms, Joe Kieleszewski, Catherine Siladi

Guests: Ken Doherty and Kendrick Largent

I. Call To Order

- a. Agenda Approval – Agenda was approved without changes
- b. Minutes from Previous Meeting – Minutes approved.

II. New Business

a. Financial Statement presentation from Dan Cooper

Dan had prepared a step-by-step presentation including printed instructions for an Excel spreadsheet he uses as part of the monthly financials he submits to the Dean of Education. The spreadsheet had multiple tabs, is easily updated and data is extracted from Banner using FGIBDST. Dan made this spreadsheet available to all BAO's.

b. Revisit of Xerox Managed Print: Ken Doherty and Kendrick Largent

WSU is 12 months into a 36 month transition with Xerox. The original premise was to manage departmental printing to reduce cost, increase service and flexibility and reduce the University's carbon footprint. While there has been many successes, there are still challenges to overcome. Kendrick acknowledged the implementation team "stormed the beach" without first having a relationship and/or connection with the decision makers. Going forward Xerox will be working closer with BAO's and other contacts regarding implementations. Currently Xerox is at 67% of Year 1 install plan.

Ken Doherty and Kendrick addressed the issue of existing copy/printing machines. The target is to replace devices older than 3 years but Xerox and Procurement would allow devices currently working to remain in usage until they die or need to be replaced. Procurement also agreed to continue service plans on devices older than 3 years.

Key Contacts from Xerox: Scott Green (scott.green@Xerox.com), Brandon Corbin (Brandon.corbin@Xerox.com)

c. Financial Service Restructure: Ken Doherty

Bill Decatur has announced some restructuring for Financial Services. Effective Nov 1, Procurement and Strategic Sourcing (PASS) will report to Jim Barbret, whose title has changed to Associate VP for Finance and his department "Financial Services". Disbursements will report to Procurement. Payroll will report to Tamaka Butler who is now Controller.

III. Meeting adjourned at 3:00pm.