

Business Affairs Officers Committee Meeting

Minutes

April 1, 2015

Members Present:

Rachel Beatty, Kathleen Blumberg, Mary Beth Buchan, Linda Carter, Shelley Clifton, Warren Doucet, Elizabeth Elder, Elizabeth Godwin, Rita Gordon, Andrew Kaufman, Ricardo Kisner, Stuart May, Shelia Primas, Sharon Progar, Kimberly Rize, Gail Ryan, Lakshmi Sabapathy, Lisa Shrader, Catherine Siladi, Lara Trocchio, Arthurine Turner, Donna Wells, Antonio Yancey

Guests:

Ellen Barrett-Becker, Jim Barbret, Jeneen Conley-Berry, Kenneth Doherty, Janine Dunlop (for Joan Ferguson), Andréa McQuitty (Recorder), Daryl Pierson, Thomas Watson, Joseph White (for Daniel Cooper)

I. Call to Order – Antonio Yancey called the meeting to order at 1:31 p.m.

A. Agenda Approval

- The April 1, 2015 agenda was approved with the following amendment:
 - Cell Phone Allowance will be the first item on the agenda.

B. Previous Meeting Minutes

- The minutes from the March 4, 2015 meeting were approved.

II. New Business

A. Cell Phone Allowance – Jim Barbret

- The Cell Phone Allowance will start appearing as a line item on the April 8, 2015 paystub. The allowance will be included in the salary amount when charged to your account. You will no longer be able to see this as a separate line.
- The rate has been reduced from \$50 to a default rate of \$35 per employee. Some employees will remain at the higher rate of \$65. Everyone receiving a rate adjustment has already been informed.

B. Budget Process – Linda Carter

- The Budget Hearings began on April 17, 2015. A two-page handout outlining the 2015 Budget Hearings meeting schedule and the required attendees was distributed.
- The total targeted budget reduction for the University was discussed and broken down by academic units and divisions. The budget cut percentage for the divisions is 4.6% with certain items being exempted from the budget reductions.
- A budget reduction template will be sent out next week to compile proposed budget reductions. The completed document must be submitted to the Budget Office. A deadline to return the template has not been determined. Details will be forthcoming by email.
- The Budget Office should have more details about the State Appropriations Budget after the May 5th Road Ballot Initiative. Rob Kohrman will discuss this and Enrollment at the next BAO meeting.
- Two more Hyperion training sessions will be held next week on April 7 and April 8, 2015.
- Permanent JV/entry cutoff is Thursday, April 30, 2015. A reminder will be sent out around the middle of April.
- A notice needs to be sent out to everyone who attended training outlining the software and capabilities they should have on their computer.

C. ProCard – Kenneth Doherty

- Ken introduced Jeneen Conley-Berry. Jeneen has been putting together the changes to the ProCard Program. The feedback the BAOs submitted at the last meeting was very helpful and has been implemented. The updated policy should be published next week.
- Ken demonstrated how to access the ProCard documents. He went to the Procurement website, selected the ProCard link, and reviewed the changes to the Cardholder Application Form. The Cardholder Application and the Cardholder Agreement were changed; a third form was eliminated.
- The forms can now be filled out, signed and forwarded to all authorized approvers electronically.
- The ability for the applicant to agree to the cardholder terms and conditions has been added up front before completing the form.
- Organization & Employee Development has developed an online training program. Employees are required to pass with a score of 85% or better to obtain a ProCard. They are permitted to take the test up to three times. If they do not pass by the third attempt, they will be required to attend a standup training session in order to obtain a card. Instructions for locating the online course were provided for Academica which will eventually replace Pipeline. Click on Employee Resources, look under Other Resources for Accelerated Training and Wellness Warriors. The link can be found under Accelerated Programs. Employees will have the option to take the course online or in a scheduled classroom setting.
- An overview and the objective to the ProCard Program will appear before the training course can be launched. A navigation tool is located at the top of each slide. The course is setup with the option to go back and change your answer to a previous question if desired. The ProCard applicant must submit each answer before it will be saved and advance to the next question.
- Cards distributed with the initial Bank of America ProCard launch did not include the taxpayer ID. The taxpayer ID only appears when new cards are issued, beginning around April 1, 2015. Anyone needing a new card should email Jeneen at jeneen.conley-berry@wayne.edu.
- Switching to Bank of America has provided greater flexibility to increase or decrease the limit as needed with WSU owning and controlling the portals. New profiles have been setup with lower amounts.
- As cards are being replaced, some have been setup with profiles with a lower limit. Cardholders can request lower limits to meet the unit's and the individual's needs.

D. CAPS – Ellen Barrett-Becker

- Counseling and Psychological Services (CAPS) is a resource available on campus services to promote wellness and provide grief support to students. They are accredited and are available to assist students during the day from 8:30 a.m. – 5 p.m.
- Emergency assistance is available at any time by calling (313) 577-3398 during the day; or (313) 577-9982 after hours. They are located on the website at CAPS.wayne.edu and have an office in the Student Center Building on the 5th floor, Suite 552.
- Students can email their questions to caps@wayne.edu.
- Free and confidential counseling is available to registered WSU individual students, couples and groups. Community outreach services are also available. They also man tables at events and educate the community about the services they provide.
- They have relationships with local hospitals and offer crisis assistance, interventions and referrals.
- Some of the issues they have addressed include: depression, anxiety, relationship concerns, substance abuse, stress management, trauma, eating disorders, etc. More information can be found on their website.
- Their staff includes case managers, counselors, psychiatrists, a secretary, and other key personnel. Everyone is greeted by a friendly face when visiting their office.
- It is usually difficult to obtain psychiatric care in the community, so this is a wonderful program for our students.
- They provide training for students at EMU, U of D Mercy, and WSU. Their trainees are usually budding clinicians including social workers, psychologists, and other related disciplines. They currently have four graduate student trainees who are well supervised during training.

- Ellen discussed the process for assessing treatment and the referral process.
- Privacy laws are honored; confidentiality is maintained. Faculty and staff can bring someone in crisis to CAPS for assistance.
There is a waiting list for treatment, but students in crisis are treated immediately. If students would prefer not to wait, they receive referrals to community providers including providers who accept their health insurance.
- Cases that do not meet our scope of treatment are referred to other community agencies that provide similar services. Most agencies have a waiting list.
- Even if one-on-one counseling sessions are not available immediately, there is usually a group session the student can attend that can provide some immediate relief.
- CAPS uses a short-term therapy model and provides up to 16 sessions of therapy, however more sessions can be added if additional counseling is needed.
- CAPS consults with faculty and staff in-person and on the phone. They give presentations at departmental meetings and in classrooms; workshops on academic and life stressors are offered. They tailor their presentations to meet the specific needs of their audience.
- CAPS interfaces campus-wide and beyond the campus.
- The warning signs of a student in crisis were discussed. Anyone who recognizes a student is in crisis should encourage them to seek help, and if there is an immediate risk, contact WSU police at 577-2222 or call 911.
- 3% of the student population is currently utilizing CAPS services.
They are currently servicing 13 groups including: graduate, women's empowerment, know your selfie (designed to build self-esteem), interpersonal group, women's mindfulness, mindfulness, coping skills, bipolar support group, independence day group (manage separation from parents during college), anger management, depression support group, substance abuse, and LGBTQ support group. The groups are posted on their website and on Pipeline.
- The LGBTQ Group is an open group for the community. A CAPS referral is not required to attend these group meetings.
- A 16 week session typically runs from September to May to allow CAPS to serve the students who are on the wait list.
- The wait list usually increases three weeks into the semester and around finals.
- Due to HIPPA, CAPS is not permitted to inform the student's parents; however, students are encouraged to talk with their parents.
- This is a free service that is included in the student's tuition.
- There are not any groups for students with disabilities at this time.
- New groups are formed every semester. A new group is usually created based on staff member interest and expertise.
- The Let's Talk Program is geared toward risk reduction. This is less formal than counseling. Notes are not taken, but counselors are alert to provide the necessary referrals, and often help students connect with treatment. It is provided at the Law School and the College of Nursing.
- A CAPS handout was distributed.

E. Off-Boarding Process Challenges – Ricardo Kisner for Kimberly Elms

- The FBO Division BAOs have experienced some consistent problems in the off-boarding process. The main issue is that employee separation is not being reported in a timely manner. It should occur within 10 working days. Ricardo and Kimberly wanted to know if this was a problem that other BAO's across the University were also experiencing.
- Ricardo passed out a copy of the Off Boarding Voluntary Employee Resignation Process/ Standard Operating Procedure.
- He indicated that if the problems are system-wide, they are going to present the issues to Lila Asante-Appiah to look at ways to improve the process.
- Antonio reminded Ricardo this topic was discussed at the March 4, 2015 meeting and feedback for improving the process had been provided by the BAOs. Ricardo was asked to remind Kimberly of the feedback.
- Ricardo and Kim will follow-up with Lila to discuss the recommendations, come up with a better process, and bring the new process back to the BAOs, possibly at the May meeting.

- Ricardo offered the recommendation that the Off-Boarding Checklist will need to be updated and HR's role in the process needs to be changed.
- Others confirmed they have been having problems with the off-boarding process.
- One of the consensus of the group was that ProCards have been overlooked in the off-boarding process.

F. Warrior Exchange Program – Daryl Pierson

- The program was officially launched in January 2015.
- 23 schools, colleges and divisions are participating in the program.
- There are 72 authorized users and over 636 views to date.
- FP&M would like to grow traffic and visibility, and improve everyone's understanding of the process to encourage others to participate in the program.
- They would like to speak with leaders of each department and/or unit to discuss the program and its benefits, find out their concerns and address them.
- Steps are being taken to make a connection and improve communication between the authorized users and the campus community.
- Daryl requested feedback from the BAOs to determine how to bridge the communication gap.
- Antonio asked the BAOs to provide feedback during the discussion if they had any ideas.
- Rita Gordon mentioned their monthly Deans and Directors meeting. She said Daryl can speak to the group at their next meeting to make sure they are aware this resource exists and to encourage them to use it. Daryl will contact Rita after the meeting to get on the agenda.
- Another suggestion was to identify and contact the champion of the program for each unit. This person should be aware of all the surplus equipment and where it is being stored.
- Building coordinators should be contacted and asked to send out regular emails. It was recommended that this be discussed with the building coordinators at their next quarterly meeting.
- Another suggestion was to add the name of the contact person for each unit or building to their face page so employees know who to contact.
- Kathleen asked Daryl to keep the BAOs updated on the progress of this program, the statistical data, along with the cost savings. Daryl mentioned this information is compiled in a quarterly report that he can share with the BAOs at future meetings. He offered to gather the data and share the updates with the BAOs more frequently, if desired.

III. Other Business

A. Brown Bag Update – Sharon Progar

- Sharon sent an email to Tamaka Butler and Patricia Douglas asking them to discuss the chart structure at the BAO Brown Bag. They have not responded. She will follow-up with them.
- Ricardo offered to follow-up with Tamaka, and talk to Jim and Tony. Sharon will forward the email to Ricardo so he can follow-up.
- It was mentioned that a document Sharon circulated last year outlining the account structure was helpful. Sharon agreed to update the document and share with the group at the next BAO meeting.

IV. Group Discussion

A. Closing Comments – Kathleen Blumberg and Antonio Yancey

- The next meeting will be held on Wednesday, May 6, 2015.

IV. Adjournment