

Business Affairs Officers Committee
Meeting Minutes
Wed, Feb 3, 2016

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, Lara Trocchio, Janie Williams- White, Shelia Primas, Sausha Kellogg, Elizabeth Godwin

Guests: Bill Decatur, Rob Kohrman

I. Call To Order

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

II. New Business

a. Budget Topics – Rob Kohrman (Power Point presentation requested)

- Discussed Enrollment Census reflecting Winter 16 Undergrad enrollment down while Graduate and Professional enrollment up 5.8% and 1.6% respectively.
- Good news: Graduation rate increased and retention increased
- Scholars Day (Feb 6 & 7) expects to be well attended.
- Discussed whether an enrollment figure of 30,000 students a reasonable goal given our current infrastructure, capacity, and resources.
- Budget FY16 meetings dates are finalized, your presentation should include S/C/D Strategic Plan tie in to the University's.
- Budget metrics pretty much the same for this coming year

b. BOA reporting relationship – Bill Decatur

- Emerging best practice in Higher Ed is to have stronger internal controls and have the financial representatives from each S/C/D (BAO's) having a dotted reporting line to VP of Finance. Budget Office will also report to VP effective July 1, 2016. Currently they are looking for a new AVP for Budget as Rob Kohrman has taken a position with SOM.
- Dotted line would be a partnership to provide support and will provide feedback to the Deans/Directors for BAO annual performance review. The Deans/Directors can decide what to do with this information.
- Comments were made from various BAO's regarding how this relationship should have expectations and accountability on both sides and sited current issues with response time from Fiscal Operations.

- Bill mentioned that he will be looking for 2 (two) BOA representatives to be part of a Banner Gap Analysis Group. These representatives should have a strong accounting background, strong knowledge of Banner systems and WSU business operations. The Banner Gap Analysis Group will be looking at various things within Banner including the current chart of accounts.
- New Hire in VP of Finance & Business Office: Allison Martin, new Assistant VP for Planning, Assessment and Innovation.
- Other suggestions from BOA's included training for BAO's as well as Chairs, Deans and Directors who are responsible for financial information; better reports across campus with consistent format; consistency regarding processes and BAO input on process improvements prior to any implementation or policy change.
- Lastly Bill asked if the Administrative Conference had value. It was agreed it did. He then shared the upcoming agenda featuring David Hefner discussing SOM and potential learning opportunities. He urged all of us to attend the meeting on Feb 17th.

III. Meeting adjourned at 3:03pm.