

Business Affairs Officers Committee Meeting

Minutes

February 4, 2015

Members Present:

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

Guests:

Kenneth Doherty, Brett Green, Robert Kohrman, Maria Myers, Andréa McQuitty (Recorder), Paula Reyes, Shuqing (Susan) Qi, Todd Weinstein

I. Call to Order – Antonio Yancey

A. Agenda Approval

- An updated agenda was distributed. The agenda for today's meeting was approved with the following amendment:
 - The Hyperion Project Status Update will be the first item on the agenda.

B. Previous Meeting Minutes Pending

- The minutes from the December 3, 2014 meeting were not approved. A correction was submitted by Kimberley Rize. Approval of the minutes has been postponed until the next meeting on Wednesday, March 4, 2015.

II. New Business

A. Hyperion Project Status Update – Celeste Lezuch

- Celeste began by introducing Maria Myers and Todd Weinstien from Huron Consulting Group, along with Susan Qi, the WSU Hyperion Administrator.
- Challenges, end user task lists, tentative key budget dates, the end user training schedule, and independent operations were discussed.
- Challenges have included:
 - Go-Live date. It has been pushed back from March 2014. March 2015 is the new target date.
 - There has been a huge learning curb on both the functional and technical side. C&IT has had to learn the system as well.
 - The capability is needed to report on organization and attribute reporting on fund.
 - The system must be capable of pulling future dated chart changes to show where organizations roll up and when new funds are created.
 - Comments reporting by entity are now defined as board, fund and program. It previously was known as index, fund or program.
- End User Task List was discussed. It provides users with a table of contents as a guide through the budget process with direct links to each step. The Budget Office reviewed the steps to ensure completion was accurate.
- The task list will be launched in a separate browser with the instruction links within the WSU Budget Office browser. It is still under development.
- The report can be run anytime. You can select the document and the system will provide you with a breakdown of the entire transaction for all permanent budget transactions and it will allow you to do a journal voucher to correct anything that is in the wrong place.

- There are only three permanent rule codes. You will have the option of running all three codes at once or one code at a time.
- FY15 is the original budget. Review next year's budget is the starting point for the permanent budget. The system is set up to allow for technical current year adjustments, permanent adjustments and compensation adjustments.
- A new column has been added called Restatement. This column previously restated the prior year. It is grayed out so it cannot be changed.
- In this report the index is now called Entity. This represents a change.
- A Budget Data Entry Form has been added to help the BAOs get their entities grouped.
- The FTE version of the Budget Data Entry Form is the FTE Preparation Form. FTEs must be grouped by entity. This task opens to an Excel template to provide users with a worksheet. Both forms were designed to assist BAOs when doing their budgets.
- Reviewed the form that should be used to enter next year's budget. BAOs will be doing reductions and reallocations. These are the two fields where data will be input by entity and budget pool account code. All other columns are grayed out.
- The budget pool account codes will be located on the left hand side in the standard categories. It totals the budget program and then the final budget.
- The system will allow users to review their entries by entity and FTE and make any necessary changes.
- The Comments Report provides very important history needed to do the budgets and the narratives.
- The auxiliary fund budget will also be done in Hyperion. A different type of training will be required for the auxiliary fund.
- Live training is scheduled to begin on April 20. April 30 is the last day to do budget adjustments in Banner.
- All original budget data from Banner can be viewed in Hyperion on May 12.
- Budget data entry for the general and auxiliary funds must be completed in Hyperion by May 19.
- The Budget Office is scheduled to begin analysis and compilation of the Budget Book on May 20.
- The Budget Book is scheduled for completion on June 16.
- The Budget will go to the Board of Governors for approval on June 26.
- End User Training Kick-off meeting will be held on February 24, 2015 at 4339 FAB.
- A series of testing and training dates for end users have been scheduled from March 24 – April 8.
- Eight one-hour open help sessions will be available on various dates from April 21 – May 18.
- Dates for training will be assigned. Attendees are being asked to attend their assigned session. The Budget Office will try to be flexible to accommodate requests to attend a different session due to scheduling conflicts.
- Committee members were asked to watch for email updates and to sign-up for Hyperion training.
- DeskTech Users have the support to get SmartView software installed on their computer. This must be done before their scheduled training session. Non-DeskTech Users must call Tech Support to engage the DeskTech Users for Hyperion SmartView installation instructions. The software must be installed by the time you are scheduled for training. Early installation was encouraged.
- FTEs for FY2015 are due by entities and budget account code pool by February 27, 2015. A formal request will be sent out via email.
- End User Testers are being recruited. Additional volunteers are still needed.
- Question & Answer and Discussion:
 - How are Deans going to approve their budget before they are submitted?
 - The report would be better by entity and Cognos may be the best tool to use. This must be done ahead of time. The reports are due by October 1.
 - FTEs are required by entity instead of index. Hyperion cannot capture the needed data by fund.
 - Part-time faculty members are captured under departments. Ms. Lezuch offered to return to discuss part-time faculty and how that is calculated.
 - Personnel additions and reductions will be accounted for in the FY2016 budget.

- There are three phases in Hyperion: 1) development, 2) pre-production, and 3) production. Everyone who has signed up for UAT will be able to view the system at the end of February.

B. Budget FY 2015 – Rob Kohrman

- Reviewed the Enrollment Report for the winter semester.
- The Budget Office is in the process of meeting with the Deans to go over enrollment numbers/projections. They are three quarters of the way through the process. A seven year trend indicates overall enrollment has declined at most schools and colleges on campus.
- Met with the Council of Deans last week. Some programs and initiatives still require funding.
- There are several initiatives in excess of 7 million. Funding for several initiatives and programs must be determined going forward. Some programs were previously funded by one-time money that has now run out. The Board needs to review these programs to determine which ones will receive funding.
- Discussed the metrics and the enrollment challenges with the numbers dwindling along with the necessary reductions. Mr. Kohrman offered to walk everyone through the metrics at the next meeting.
- Enrollment has dropped from 2800 to 2100 over the years. The lower enrollment numbers will continue to present ongoing challenges until freshman enrollment levels off consistently.
- Budget hearings will begin the third week in April and will continue through the first week in May. The templates will be sent out to the BAOs in about a month to allow sufficient time to put together a presentation for the President's Budget Committee.
- In some cases, enrollment has declined more than 10% over the past several years while the full-time faculty line has remained the same. The Budget Office needs to quantify the lack of drop in faculty with lower enrollment. The schools and colleges are running out of money making it necessary to cut additional costs. More funding is needed.
- Discussed last week's enrollment status by school and college, the fall to fall retention, and fall to winter retention rates. Fall to winter retention is currently reflecting a seven year low, which reflects a 2% to 4% decrease to 90%.
- Students have not been applying at WSU as they have in the past; some who have applied have not submitted their transcripts. Effort is being made to reach out to those students to submit the missing documentation.
- Some schools and colleges at WSU have seen an increase in international students.
- All Michigan universities have seen a decline in enrollment. WSU's freshman enrollment has increased, where other schools have seen a drop in freshman enrollment.
- There has been a drop in enrollment among college age students, but an increase in college ready students. Some of the enrolled students' GPAs are dropping below 2.0, while some international students' GPA is 3.0 or greater.
- BAOs are being asked to bring a list of vacant positions to their budget meeting. The Budget Committee will be prepared to offer ideas and suggestions on how to achieve the needed reductions given sliding enrollment.
- Question & Answer and Discussion:
 - Has the University looked at allocating money to retain a learning specialist to improve retention?
 - Key observations and challenges were discussed along with the freshman students' changing attitudes.
 - Second year student retention rates have improved significantly.
 - Some students attending WSU on a scholarship or who are in the honors program have left to attend other Michigan universities.
 - It was suggested that we ensure the students have a strong sense of community with the high performing students.

C. Managed Print – Kenneth Doherty and Paula Reyes

- Discussed Strategic Sourcing Initiative. Goal to reduce the cost of non-networked equipment and stand-alone office equipment (i.e. printers, copiers, scanners, etc.).

- Need to lower costs and change business habits.
- This discussion is a follow-up to a previous meeting with the BAOs when Procurement asked for volunteers to form a committee and interview various vendors. Some Committee members volunteered along with individuals from various departments and they put out a request for proposal (RFP).
- Before engaging with the Committee, Procurement did a preliminary scoring asking 30 questions from each vendor, leaving only three vendors who understood managed print. The three vendors gave presentations. Toshiba did not understand the process and was no longer a good option.
- WSU has partnered with Xerox who will provide standardization and support maintenance. They will have full ownership of the equipment.
- WSU will no longer buy capital equipment or engage in capital leases.
- Xerox will be paid pre-negotiated, fixed prices which will represent an overall 20% savings; a 29% savings over Ricoh.
- Procurement is anxious to move forward with this equipment because of the cost savings and other advantages.
- Xerox will remotely monitor the equipment and be ready to provide needed service and to dispatch a technician. They will be working closely with the department designee to resolve matters quickly.
- The rate includes maintenance and assessments, but does not include paper and staples.
- For the unique cases where Managed Print is not the best option for a department, the negotiated contract RFP includes the flexibility to purchase equipment.
- It is possible to go paperless even when faxing and scanning documents.
- Town Hall meetings will be held at the College of Nursing on February 10 and at School of Medicine on February 11.
- Xerox will be presenting a scaled down version of the Town Hall presentation at Administrative Conference meeting next week on February 12.
- Xerox can come out and do an assessment and do meter reads for each feature. Contact Paula Reyes if you are interested in scheduling an assessment.

D. WSAM Application & 2015 Merit Program – Brett Green

- Mr. Green started by providing an update on enrollment in the AVRIP Program. 41 individuals have elected the program. The deadline to enroll is Friday, February 6, 2015.
- Enhancements have been implemented to improve the Wayne Salary Adjustment Module (WSAM), the system used for the non-merit process coming up in April. There is an April 1 effective date and a 2% budget for this module.
- A calculation was added to the form allowing you to input either the percent or the dollar amount. If you want to input a percentage instead of a dollar amount, the system will calculate the rate of increase.
- Units are allowed to display more than one unit or department on the form at one time for those who are responsible for larger groups. Non-Research is a new selection in the group drop-down.
- The Manager Self-Service feature is designed to streamline the process and to give units the option of distributing the workload and designate additional users for the data input process.
- Units interested in adding more users will be provided with a form which will be sent out as a link. The deadline to submit the form is February 13. Copies of the WSAM User Access Request Form were handed out for review.
- The WSAM user access will mirror the user's Banner security access. C&IT will not grant access without appropriate authorization.
- Sample screens were demonstrated and discussed outlining the basic changes to WSAM.
- Key program dates for merit eligibility were discussed. The dates are consistent with last year's schedule.
- Multiple training sessions have been scheduled between February 16 and March 6, with additional training sessions added as needed.
- Unit processing of merit increases in WSAM will begin March 2 and end on March 20. A merit memo with instructions will be sent out one week before processing is scheduled to begin.
- The increases will be reflected in the April 22 paycheck.

E. Smoke & Tobacco Free Campus Implementation Program – Lisa Shrader and Brett Green

- Lisa Shrader and Brett Green tabled their presentation on the Smoke & Tobacco Free Campus Implementation Program. Most BAO members will hear the presentation at the next Administrative Council meeting scheduled for Thursday, February 12, 2015.

F. BAO Travel Subcommittee – Arthurine Turner

- The subcommittee has met twice. Members include Linda Carter, Celeste Lezuch, Kimberly Rize, Sharon Progar, Sheila Primas, Arthurine Turner, and Karen Wilson from the College of Engineering.
- Initially collected issues relevant to using TravelWayne experienced by travelers, delegates and approvers.
- The purpose of the subcommittee is to recommend tools, methods, processes and procedures that would ease the travelers, delegates and approvers use of the TravelWayne system and information. Provide some job dates for travel expense approvers to review Expense Reports to ensure they are in compliance with University policy and procedures. Recommend new and/or request changes to the existing TravelWayne Cognos Report to provide detail and/or consolidation of travel information. Recommend BAOs, Disbursements, or subject matter expert conduct brown bag sessions on using TravelWayne for the travelers, delegates, and approvers. Recommend the development of tools, methods and procedures on how to process guest travel in TravelWayne and/or the direct payment process that is required.
- Goal to collect travel checklists from other organizations on how they give information to their travelers to bring back to them to input into TravelWayne.
- Need a session to discuss Cognos Report in TravelWayne. Want to develop a tool similar to the tool developed by the Budget Office by Linda King some years ago that outlined the commonly and frequent used budget reports and clearly define their purpose.
- Would like to create a tool that shows how the transactions are being fed from TravelWayne into the financial statement. The subcommittee has a copy of an example from another institution outlining this tool and the process.
- Would like to receive feedback at future BAO meetings and from other TravelWayne users about their reporting requirements.
- New 2015 Monthly Mileage Form. A Meeting Miles column has been added. You must populate every field on the form to proceed, even if it is with a zero, or you will get an error message.
- You can also tie your request to your profile. Must do a look up under profile.
- Fiscal has changed the access for approvers. All BAOs can now see all of the travelers' requests. Select the profile and they are all viewable.
- The new interface is now live. There is an aid on TravelWayne to demonstrate how to use the new interface.
- The subcommittee members can help the BAOs locate their old reports if they are having difficulty locating them.

G. New Uniform Guidance for Federal Grants – Gail Ryan

- Research administrators meet monthly, but are going to start meeting quarterly. The BAOs need to be aware of the changes in reporting to the government on grants that impact their units.
- The federal government has rolled out a new set of regulations that apply to federal grants and contracts.
- Higher education was previously bound by OMB circulars, which was different from other entities. All entities are now bound by the same set of rules for new grants called Uniform Guidance (UG).
- This change applies to all federal awards including pass-through made after December 26, 2014. Many of the changes will only affect the Sponsored Program Administration Office (SPA), but some will affect the research community.
- SPA is just starting to get awards in-house that are subject to these changes.
- The 260 page document is available on the SPA web page outlining these changes.
- SPA is putting together a guide for PIs called "What PIs Need to Know." The guide will address a number of gray areas in the new regulations that will need to be clearly defined.

- Administrative and clerical salaries can only be included under certain guidelines and must be determined as integral to the project. Each institution must determine the threshold that will be used to conclude if something is integral. Some institutions are using 15% as a guideline.
- If expenses are written in after the grant has been approved, the changes must be reviewed and justified before they are approved. Prior written approval from the agency will be required.
- Computing devices costing less than \$5,000 can only be charged to a sponsored project if they are essential and allocable. Documentation and justification will be required.
- Short-term travel visa costs are allowable under the new guidelines if they are critical and necessary with direct benefit to the project. Long-term visas will not be approved.
- New external auditing processes require subcontract invoices be paid within 30 days. Improvement will be required in this area and will require invoices go out immediately.
- There is a provision for an extension on the 30 day turnaround requirement, but documentation with justification must be in the file.
- Travel justification must include documentation substantiating that travel was necessary for conduct of the award. More specific documentation may be required when putting it into TravelWayne.
- Closeout will be more difficult and monitored more closely. Expenditures within the last 30 days of the project will be subjected to a greater level of scrutiny.
- Personnel assigned to sponsored projects will need to be closely monitored to avoid late changes to labor distributions.
- There will be major changes in Procurement. During the next 18 months, Procurement will be made aware of these changes and be granted a one year grace period. The changes will go into effect on October 1, 2016.
- ProCard limits, bid requirements, and strategic sourcing will be reviewed.

III. Group Discussion

A. Closing Comments – Kathleen Blumberg and Antonio Yancey

- The next meeting will be held on Wednesday, March 4, 2015.

IV. Adjournment