

**Business Affairs Officers Committee
Minutes
February 5, 2014**

Members present:

Rachel Beatty, Curtis Brahm, Mary Beth Buchan, Linda Carter, Daniel Cooper, Warren Doucet, Elizabeth Elder, (Janine Dunlop) Joan Ferguson, Rita Gordon, Robert Harris, Joe Kieleszewski, Ricardo Kisner, Celeste Lezuch, Stuart May, Shelia Primas, Lakshmi Sabapathy, Arthurine Turner, Karen Vest, Donna Wells

Guests:

Daryl Pierson, Julie Denomme, Anna Yelencich, Patrick Lindsey, Rob Kohrman

I. Call to Order – L. Carter (Meeting called to order at 1:35 p.m.)

- Agenda and Minutes from December 2013 meeting were approved without modification
- Announcement of new BAO - Warren Doucet, C&IT

II. NEW Business

A. I-96 Closure - Daryl Pierson

- M Dot has a 5 year plan of 3 major construction projects that will possibly affect the University. (I-94 & I-75 within the next 3-4 years).
- The I-96 closure between Newburgh and Telegraph will begin in March and last throughout late 2014.
- Service Drives will remain open during the project.
- Bridges will be repaired, lanes widened, new fencing, LED lighting, curve adjustment, road reconstruction, longer entry/exit ramps etc.
- During the approximate 9-10 months of shut down, M Dot recommends taking MichiVan or carpooling to make travel to school/work easier.
- MichiVan is a “van-pool,” (5-12 passenger van). It will save money and is better for the environment.
- Analysis showed that roughly 1300 people could really benefit from MichiVan as they live outside of a 20 mile radius of WSU.
- MichiVan will cost roughly \$40 - \$60 per month.
- The next steps are in motion to work with HR, MichiVan and Parking & Transportation to identify and reach out to those who live outside of a 20 mile radius and conduct a series of meetings to find participants for MichiVan.
- 4/24/14 is the E-Waste collection event for the University
- The recycling program has signed a new vendor and educational classes will be given regarding recycling awareness.

B. Stipend Payments – Julie Denomme, Anna Yelencich

- Stipend Payments are payments that are not service related
- Stipends are to aid in the pursuit of study/research and are not paid for teaching/research or other services as a condition of payment.
- Who's eligible? : Undergrad and graduate students that are a candidate for post degree, candidate for a degree in post-doctoral training and employees who are currently candidates for degree students.
- An employee can receive a stipend under the following conditions: Not service related, the stipend payments are to aid in the pursuit of study or research, and they are not paid for teaching, research or other services as a condition of receiving the payment. **
- Stipend payments are taxable in the following instance (otherwise they are to be deemed non-taxable): When it's for a non-resident alien for post-doctoral training who receives non NRSA grants. (The IRS deems any NRSA grants as tax free stipends).
- The Payment process is as such: The individual/University receives the offer letter, the dept. completes the fellowship eligibility & determination requirement questionnaire, then the individual completes the citizen declaration form, the W-8BEN if they're a non-resident, then the dept./and or HR completes the EPAF, which then goes through the payroll process.
- Payment to individuals for anything associated with their employment needs to go through payroll.
- Student stipends should go through financial aid.

C. Governmental Affairs Off. Info - Patrick Lindsey

- The office of Governmental Affairs' main task is to build relationships in the halls of government and in the community in order to promote the University's goals/initiatives among policy makers, influencers, community leaders, etc.
- They also try to take the resources of the University and extend them out into the community as best as possible in terms of research, projects, programs and expertise, as well as secure resources for the University.
- The Federal Affairs office is mainly consumed with lobbying mostly for research projects, trying to secure funding for work that's done in any of the schools.
- Legislative lobbying is also a focus to determine how certain legislation policies will affect the University.
- When staff comes out to D.C. the Government Affairs Office helps facilitate those visits and arrange for meetings with our congressional delegations.
- At the state level the main focus is appropriation.
- The Governmental Affairs Office looks for ways to fund activities on campus.
- Maintains strong partnerships through any of the schools and colleges at the county and city level.
- They also maintain open dialogue among the community, mediating any issues that may arise from actions they've taken.

- a. Governmental Affairs Office Goals for the year include:
 - Increasing the University’s influence and visibility in Lansing and D.C.
 - Continuing to establish legislative advocacy in Lansing
 - To expand presence in Oakland and Macomb campuses.
 - To inform more parents/caretakers about Wayne State for the purpose of recruiting.
 - Look for more research and development opportunities
- b. Challenges being faced:
 - Shrinking resources/growing mandate
 - Metrics – getting better but a lot more work still needs to be done
 - Detroit delegation doesn’t have as much clout
 - Very conservative republican house delegation
 - Detroit retention issues, negative attitudes toward Wayne State and DPS

D. Hyperion Project-Celeste Lezuch

- Hyperion Enterprise Performance Management applications will help WSU improve, streamline and automate the process for collecting budgets, running analytics, reporting of results, etc.
- Hyperion Planning is the software used for Operational Budgeting.
 - It is a centralized, web-based budgeting and planning solution
 - It leverages Essbase, which is a multi-dimensional data structure for data collection, analysis, etc.
 - Essbase provides strong calculation functionality to allow for powerful analytic capabilities for end users.
- Hyperion Public Sector Planning & Budgeting
 - Has pre-packaged structures, forms, calculations, task lists, financial reports, etc
- Hyperion Strategic Finance Software
 - Used for long range planning
 - Gives us the ability to create models
 - Integrate debt modeling and capital project tracking
- Hyperion Profitability and Cost Management
 - Used for cost of education
 - Provides insight into cost & profitability by discovering drivers of cost & profitability
- Smart View
 - An add-in that allows us to report on data out of Essbase
 - Used for ad-hoc of data and allows users to “slice & dice” data based on the multi-dimensional structure in the Essbase cube
 - Allows users to link data to Microsoft Word & PowerPoint
- Financial Reports

- Allows users to generate highly formatted, book quality financial & management reports
 - Determination of reports will be done during the design phase of the project
- Phase I
 - Stakeholder interviews concluded that requirements encompass 5 areas: Optional Budgeting, Salary budgeting, Long range planning, Cost of education, Infrastructure and Integration.
 - In this phase, a design will be developed. The installation and configuration of Hyperion Planning for operational budgeting.
 - The Hyperion Public Sector planning and budgeting will be installed
 - Employee and position members will be uploaded.
- Phase II
 - Phase II is still TBD
 - If phase II occurs, the Hyperion Public Sector Planning & budgeting for salary budgeting specific to the WSU budgeting process needs and requirements will be designed and configured.
 - Hyperion strategic finance for long range planning and Hyperion profitability & cost management for cost of education will be designed, installed, and configured.
- Results of Requirement Gathering for Operational Budgeting:
 - Usage of tool to develop annual fund incremental budget process from starting point to final budget
 - To be able to identify programs
 - To be able to perform current year projections on a quarterly basis
 - To be a robust financial reporting tool that provides ad-hoc reporting and analysis
 - To provide end-user with flexible planning and reporting in 9 dimensions: fund, organization, account, program, year, period, version and scenario
 - Ability to budget at the budget pool account code, for budget and actuals
 - To provide a task list guide to end-users that will direct them through specific tasks in a prioritized order
 - Ability to use WebForm and ability to attach documents
- Salary Budgeting
 - Ability to report on salary budget within Hyperion
 - Ability to run analytics and “what-if” analysis on salary budget
 - This will not replace WSU mass salary process
 - Future enhancements may also take place, in the event of phase II
- Long Range Planning
 - Track and forecast enrollment
 - High level debt modeling
 - Develop ROI metrics and leverage metrics and reporting functionality to signal users when metrics fluctuate past certain levels
 - Model construction projections

- Cost of Education
 - Perform more granular level of profitability and costing analysis at the instructional programs and course level
 - Roll out the responsibility center management budgeting process
 - Utilize tool to leverage allocation methodologies for various indirect revenues and expenses
 - Align the chart of accounts outside of banner in order for the structure to align with instructional programs
 - Ability to perform benchmarking of programs across WSU
- Required Upcoming Activities
 - Review and finalize all requirements
 - Complete reviews of design document
 - Build roles/matrix responsibilities for ongoing support
 - Develop test cases and data validation strategy
 - Perform testing and data validation
 - Designate subject matter experts
 - Develop organization-level security administration
 - Communication/change management plan
- Training
 - Technical Aspect
 1. Application Installation & configuration
 2. Hyperion System Administration (interface, dimension)
 3. Hyperion Application Security Administration
 - Functional Aspect
 - Hyperion Application Administration
 1. Structure
 2. Data Models
 3. Reports
 4. Smart View
 - Hyperion Module/Org-level Security Administration
 - Everyone will be trained

E. The Faculty Setup Policy – Bob Harris

- Started when Rick Nork began looking over the accounts and University funds and found large balances of funds that were just sitting
- This began the discussion of what is really in the accounts and how they've been used
- 3 years of unused funds were discovered along with monies that had been put in by the schools and colleges
- As a result a policy was crafted
- These funds are intended to support “start-ups” for research efforts (funded research)

- Every year the provost office asks the schools and colleges to provide a list of positions for which they wish to search the upcoming year. That's reviewed and discussed between the Dean and the Provost and the Provost then approves searches.
- Along with the searches there are expectations by the schools/colleges that there will be some central funding that will assist them in the "start-up" funds and they usually provide some idea of what that is
- In fiscal year 2013, the request from central "start-up" funds was \$38 million. (the budget is \$6 million)
- There is a process of reviewing historical information of what has been spent, what positions are being searched in what particular disciplines
- After this review the decisions are made on how this is allocated, the Provost approves and the Vice President of Research, then those allocations are used as a budgeting tool for schools and colleges
- They are initial allocations, as the year goes on it is discovered that some schools and colleges are may not need as many allocations as expected because they've been more successful in their efforts. So some shifting may go on
- A "start-up" period is typically 3 years
- After the 3 years, funds are no longer available unless an extension is requested and approved
- Don't wait until the 3 years are over to request an extension (do it a year or so in advance)
- On an FRF form a list of what is begin requested is needed, and any additional costs should also be stated
- After the request process, an offer is drawn out and the faculty member accepts the offer, then the school/college is required to establish an index for their "start-up" funds
- When the employee begins their job/research it should be charged to this index
- In the past balances were front-end funded, now they will be tail-end funded
- The faculty member will be able to expend against this index, (even going into deficit), and at the end of the year an analysis is done and funds will be transferred into the account to offset the deficit to the extent that the FRF documented participation by the central accounts
- There is also a requirement that the school or college make their contributions
- The supplement funds are available for schools/colleges who don't have the funding
- The indexes that are setup for the "start-up" funds are intended only to be used for the "start-ups" that are documented by the offer letters and the FRF's
- The intent of this policy is to eliminate indexes living in perpetuity or being "rainy day" funds
- OBPA will take a look at the policy to determine if any changes should be made

III. Meeting was adjourned at 3:25 p.m.