

**Business Affairs Officers Committee**  
**Minutes**  
**July 2, 2014**

**Members present:**

Rachel Beatty, Curtis Brahm, Mary Beth Buchan, Linda Carter, Daniel Cooper, Warren Doucet, Elizabeth Elder, Marlene Erno, Elizabeth Godwin, Rita Gordon, Robert Harris, Andrew Kaufman, Joe Kieleszewsk, Ricardo Kisner, Larry Klain, Celeste Lezuch, Stuart May, Sheila Primas, Sharon Progar, Lisa Shrader, Angela Strickland, Lara Trocchio, Arthurine Turner, Donna Wells, Antonio Yancey

**Guests: Ken Doherty, Rob Kohrman, Julie Denomme, Jim Barbret**

**I. Call to Order – L. Carter**

• **Announcements:**

- The 9 month pay calendar was scheduled to post on 7/2.
- The General Fund budget details were scheduled to be sent out on 7/3.
- Alicia Pendleton will come to the Administrative Conference (Sept.) to speak about HR's Year in Review

**II. NEW Business**

**A. Hyperion Update– Celeste Lezuch**

- July 25, 2014 is the planned date for Hyperion to go live
- Larger learning curve than expected
- The next 3 months will be filled with trainings and budget development cycles
- Templates will be created to allow users to get used to Smart View
- A Hyperion Administrator was hired in the budget office to support
- Hyperion will not be limited to general fund, will cover all the current funds
- Hyperion will not be applicable for projections on Grant Contracts

**B. Fiscal Year closure, Global Supplier Management & Updates– Ken Doherty**

- The cut-off date for incoming requisitions on WayneBuy is 9/5
- The cut-off date may be moved back to 9/12, if deemed beneficial to everyone
- The cut-off date for Amendment requisitions (CORs) is 9/19
- From 2001-present, there are 483 purchase orders that are still open in Banner that need to be closed
- Procurement will work with BAO's to help get stagnant purchase orders closed

- Anyway that you report that you want purchase orders closed, procurement will honor it
- Ken plans to send out something similar to the C&IT security deprovisioning notice that will show who is in the approval queue's
- Global supplier management is the next wave of the WayneBuy implementation
- It is a separate module that allows vendors to do their registrations and vendor setups inside the banner system
- The vendors will then own their data – so they will be able to access and edit data as needed
- It isn't a good system to do a mass retroactive conversion
- A vendor can find it on the website and ask to become a vendor but vendors who are already in the system have to be "invited" to register to Global Supplier Mgt
- A mailing will be sent to all active vendors-that we've made payments to within the last 3 years and invite them
- When the system is totally up and running, this will be the only way to put new suppliers into banner /WayneBuy
- This will take the place of the vendor setup form and the WayneBuy new vendor request form – for corporations (non-person entities)
- Initially this will not be for individuals, direct payment orders to employees, DPR's etc
- As a result we will be faster and more efficient
- We will get more current W-8, W-9 information
- 'Trinity Transport' will be our charter bus company and 'First Student' will be our school bus company
- Trinity will be able to backup for "First Student"
- There is a \$45 difference per trip between the two companies, so use 'First Student' if possible
- We're in the process of getting a contract for a taxi cab, corporate car and shuttle service
- We are in the final stages of contracting with Xerox right now
- Managed Print is a program where the supplier provides you with the equipment and you only pay for the copies you make- you don't pay for maintenance, repairs, equipment etc
- They will know when the equipment is broken, jammed, needs maintenance etc
- Pricing is 0.0169 cents for black and white and about 6 cents for a color copy.
- Savings would be about 20% from what our current costs would be
- Xerox will have a long term agreement with us
- An RFP was started in Nov to determine a preferred supplier for AV equipment
- ICI (Innovative Communications Inc) was the selected company
- In the middle of an Initiative for a Third Party In-bound Freight
- 2 competing companies have approached us to analyze who our suppliers are and come up with a pricing model on changing our paradigm from having the vendor pay the freight and we pay the vendor whatever they say, to paying the company

a negotiated rate and with the negotiated rate they will have savings of about 30%

- We've done an RFI to learn about this, we want input from BAO committee
- 3<sup>rd</sup> Party Equipment Payments
- Companies will come out and provide you with maintenance on a contract basis to replace the maintenance agreements you have with OEMs for various pieces of equipment
- We are considering proposals to determine if this will be a good alternative for us
- There is a core group if anyone wants to be involved in this decision (send email)

### **C. Administrative/Budget Updates –Rob Kohrman**

- Jocelyn Benson is now the permanent Dean of the Law School
- Bob Forsythe is now the permanent Dean of the School of Business
- The general fund budget was passed unanimously
- The tuition budget was passed 7 to 1
- The auxiliary budget was passed unanimously
- The budget had a 1.1% increase over last year's budget even though we had a projection of a 2.5% decrease in enrollment and we've had to cover a 2.5% increase in faculty compensation
- We've used 2.6 million dollars in "rainy day" funds to help balance the budget
- In terms of enrollment, we budgeted a 2% decrease for freshman and returning undergrads and we're already at a 2.5% decrease
- Graduate students are ahead of projections, they are about 1% ahead and we budgeted them to be about 3.9% below
- In the final analysis, we took 72 positions from the University
- Of those, 42 were vacant positions
- There were 7.7 million dollars in budget cuts
- If you receive direct omnibus allocations, the omnibus budget was reduced because of a decrease in student credit hours
- The 2016 budget will be roughly the same as this year, and we have to cover the rainy day fund
- Please remind your Dean that there is no longer a 75- 25% policy in place, you have a 1.5% tax on your base budget from the previous year
- The Provost was charged by the Board of Governors to form a plan to eliminate low productivity programs
- The Provost sent a note to all the Dean's asking them to create a process to examine all their low productivity programs and she requested to have this by the end of July
- There's been an initial proposal for retirement packages for faculty (determined by points consisting of age, and number of years of service)

#### **D. IRS Audit, Travel Wayne- Julie Denomme, Jim Barbret**

- The IRS is auditing us for the 2011 tax year
- They've looked at the "Award" Area, the DPRs and they discovered that many of the awards were job performance based awards
- If it's a general performance based award its similar to a bonus and it must go through payroll as taxable income and have the appropriate withholdings
- If the award is not related to job performance, it may go through as a regular accounts payable payment (1099) and doesn't have to go through payroll
- Honorariums are generally gifts to someone who's not expecting to receive payment for their services
- More information will be brought up as the audit nears a close
- Regarding the TravelWayne account code structure and what we plan to use as we post expenditures for travel, feedback showed that our current format of using codes to demonstrate in-state, out-of-state and foreign travel had the best response
- Regarding the discussion of changing the use of the University travel card for non-employees (students, guests) – it will have to be University Business travel that is being paid for
- There is something in the system called guest capability where someone can go in and make arrangements for the guest and use their card to pay for the guest
- We recommend that someone in the unit (BAO) get a travel card and get it expanded in dollar value if you believe you will need to make travel arrangements for non-employees (send their name(s) in advance)
- There will be a re-focused training for everyone
- We're looking into being able to use an activity code when using the interface
- We put a request in to Concur to create a new user profile that connects the request and expense portions
- We've also put in a request to Concur about the "yellow flag" prompts to be turned off after you've corrected the issue(s)
- The payroll cycle will not be changed

### **III. Meeting adjourned**