

BUSINESS AFFAIRS OFFICERS COMMITTEE

Minutes

July 8, 2015

Members Present:

Rachel Beatty, Kathleen Blumberg, Linda Carter, Shelley Clifton, Daniel Cooper, Warren Cooper, Warren Doucet, Elizabeth Elder, Kimberly Elms, Joan Ferguson, Elizabeth Godwin, Rita Gordon, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Celeste Lezuch, Sheila Primas, Sharon Progar, Kimberly Rize, Gail Ryan, Lakshmi Sabapathy, Catherine Siladi, Lara Trocchio, Arthurine Turner, Donna Wells, Antonio Yancey

Guests:

Ken Doherty, Kevin Hayes, Geoff Nathan, Andrea Polulak

I. CALL to ORDER –Antonio Yancey

A. Agenda Approval

- July 8th - approved

B. Previous Meeting Minutes Approval

- May 6th - approved with changes
 - New Business: Budget - School of Medicine students were paying **\$25.00** (not \$20.00) once a year for Mort Harris and everyone else was paying **\$25.00** (not \$20.00) twice a year, but now SOM will pay twice a year too, as well as everyone else.
 - VOIP will be replacing AT&T Phone.

II. NEW BUSINESS

A. Process for Electing New Officers – Kathleen Blumberg

- The suggestion was made to consider the previous process as the current process.
- Other suggestions were to self-nominate via email or ballot.
- The kickoff will be during the August meeting with BAO chairs being selected during September's meeting.
- Will move to get list of prior BAO's and develop ballot by survey and share update by next meeting.

B. IT Security Update – Kevin Hayes/Jeff

- The security of the WSU email accounts had been compromised by hackers.
- The attempts to steal and use WSU usernames and passwords were to obtain valuable .edu addresses for money.
- IT has been aggressively monitoring, then locking accounts, making them worthless.
- As of 2-1/2 weeks ago, the emails have stopped.
- In order to prevent a security breach like this from happening again, the IT department reminded the group of precautions to take:
 - Don't open a questionable emails.
 - Add specific information in the body of the email.
 - Consider security education training:
 - Security education training options: video, in-person, advanced placement test
 - The next security education training will be Friday, July 10th at 10:00am in the auditorium and monthly at 10:00am in the auditorium.

C. Flextime Policy

- Kimberly Elms and Lila Asante-Appiah presented and distributed the Flexible Work Arrangement (FWA) Policy and the Flexible Work Arrangement Pilot Proposal form.

- Rollout Date is July/August 2015. The policy will be publicized throughout the university to all employees (via policy website).
- The purpose is to create a formalized, consistent policy that allows an employee to flex a pre-approved work schedule as long as there is a business need. ~~This policy is not mandatory and can be terminated at any time. The flexible work arrangement agreement can be terminated at any time.~~
- ~~The~~ There are five types of Flexible Work Arrangements (FWA):
 - Flextime, ~~(a guideline and policy is being established for this one now now, and possibly the others later),~~ The decision was made by the Cabinet to not move forward, at this time, with developing policies to govern other Flexible Work Arrangements such as telecommuting, compressed work week, or job sharing. ~~re has not been discussions regarding policies for telecommuting, compressed work week, part time and, nor job sharing.~~
- This policy applies to all ~~non-rep~~ academic ~~or and~~ non-academic employees only ~~with a non-represented classification.~~
- Prerequisite
 - ~~Employee must be in a Non-Represented (academic or non-academic) classification.~~
 - ~~Employee must Satisfactory completion of satisfy probationary, provisional or qualifying probationary periods, prior to requesting and being granted a flextime schedule.~~
 - ~~Employee must have received a performance rating of effective or above on their prior year's annual performance evaluation.~~
- Requirements
 - Complete Flexible Work Arrangement Pilot Proposal.
 - ~~Should determine a reasonable educational or personal need.~~
 - S/C/D leaders will require the employee to pilot the flextime work arrangement for THREE MONTHS, prior to granting final approval.
 - ~~For employees who were approved for flextime, prior to the roll-out of this policy, the Manager-supervisor can decide if there is a need to complete the 3-month pilot, go back through the pilot program a second time.~~
 - ~~Sent~~ Agreements for non-exempt employees must be sent to HR before ~~manager's~~ management's approval of flexible work arrangements.
 - Complete Flexible Work Arrangement Agreement.

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- Prior to beginning a flextime schedule, obtain written approval from Manager-, Director and SCD Executive.
- ~~Employee must have a satisfactory performance rating.~~
- Once approved, employees are still required to work a full 37.5 or 40 hour work week and 7.5 or 8.0 hour work day.
- All employees are expected to be at the office during WSU's core business hours, which are 9:30am to 3:30pm, Monday through Friday.
- Policy does not apply to represented employees.
- Flextime time program can be terminated at any time- suggest a 2 weeks notification to the impacted employee.
- There will be an FAQ document available on the client services web site.

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Commented [KAE1]: This will be revised to established departmental core business hours, as approved by the S/C/D executive.

ACTION: Pilot ~~performance proposal~~ forms introduced for feedback from academic personnel and stakeholders.

ACTION: Will distribute to Kathy and Antonio for review and feedback from BAO group before rollout of policy.

D. Off-Boarding Program Update – Andrea Polulak/Brad

- Lila introduced the Talent Management Coordinator, Andrea Polulak.
 - The talent management components: talent acquisition, performance management, off-boarding, workforce planning.
- Current Off-Boarding Toolkit rolled-out October 2014
 - Revised to minimize risks to the university and to help employees become better ambassadors.
 - Brad presented an Off-Boarding Demo designed for people leaving university, HRC availability only.
 - Past off-boarding events.
 - Initiate New Off-Boarding Event:
 - Via access ID or name.
 - Verification Page (ability to select and override Assigned Off-Board Supervisor.
 - Overview page appears once created, send notification email.
 - Tasks completed checklist.

- Information that is not pre-populated right now
 - This process does not apply to technicians or temporary employees who leave classification but not the university.

Phase 1 – October 2014 - June 2015 and Phase 2 – December 2015

-Consistent University-wide process, - HR App, - online App access to HRC, BAO & Supervisors, -Automated email notices to HRC, BAO & Supervisors

BAO Work Group for Phase 2 – Volunteers

Key Dates: Sept 28 – Oct 23 – BAO Feedback Sessions

Administrative: Kimberly Elms, Antonio Yancey **Academic:** Lara Trochio, Kim Rize, Shelley Clifton

Support buildup of Phase 2, Soliciting feedback & recommendations, Two or three feedback sessions in October, Continue biweekly C&IT and HR meetings, Continue using the current Off-Boarding application.

E. Part-Time Faculty (PTF) Payroll Cycle Change – Anna Yelenrich

- Streamline Payroll Processing by winter 2016.
- Align pay calendars so that PTF payroll syncs up with the 9-month calendar .
- Increase the number of pays each semester for PTF.
- PTF will no longer have to wait a month or more to receive their first pay of each semester. They will be paid the same way as full-time faculty, 10 pays in fall and winter and 6 during the summer.
- There will be a reduction in payrolls from 10 to 6 in each calendar year.
- There will only be two pay calendars: 12 month faculty and staff and 9 month faculty and staff.
- Reduce system maintenance or reporting maintenance by having one static pay ID (PF) for part-time faculty instead of creating a new pay id each semester.
- More information to following regarding overpayments/underpayments, notification of pay and aligning teaching schedules and pay schedules.
- Lila Asante-Appiah will be sending a form to Antonio for feedback.

F. Implementation Plan for New Financial Documents and Transaction Approvals Policy – Ken Doherty

- There's currently a policy in place.
- Rebuilding and replacing entire process - target date October 1.
- Basic plan is to determine who needs to be in various approval ques at different levels listed on the form, which should match the policy.
- The goal is to have a collective agreement on how it should be done.
- Answer questions and accepting constructive input on any changes.
- If there is not anyone at the director or chair level then skip that level and note N/A.
- Policy originated from the CFO's office, not a Procurement policy.
- No way to extract the chairs at the appropriate level from the HR database.
- \$2,000 approval is ok but needs to be delegated between the requisitioner and the BAO.
- If the consensus is that the approval amount needs to be changed then it can be changed.
- Suggestion – the order of approvals should be changed and BAO should be the second approver.
- There will be simultaneous notifications per level where joint purchases and multiple index codes are concerned:
 - There may be a mobile app available for approvals as well as email capability of approving.
 - Changes can be made through the Wayne Buy profile settings.
- Gail Ryan thinks that this process will cause problems with financial reporting and hang-ups with the authorization process grants.
- Suggestion - Expand timelines of grants approval and consider raising the limits (Grant issue with implications for general fund, also).
- This will possibly put a burden on Sponsored Programs.
- Numbers seem low.

- What was Internal Audit's concern in regards to this since there has always been a policy on authorization and purchases...looking for a process that is the same throughout.
- Too many differences between the Schools, Colleges and Divisions...the levels of authority are different.
- Address specific instances as opposed to trying to make it all the same.
- Ken – considering putting in place **temporary** delegations, when someone is out, versus permanent delegations (discuss during Brown Bag).
- Suggestion – Standardizations for particular environments should be implemented.
- Ken will be emailing two lists to the group: 1) approval que, 2) list of people.

ACTION: Brown Bag next month and invite everyone @12:30pm, same room - to address issues and get back with Ken Doherty

III. GROUP DISCUSSION

A. Closing Comments

- The next meeting will be held on Wednesday, August 5, 2015.
 - Brown bag next month at 12:30pm located in the same room. Everyone is invited.

IV. ADJOURN