

Business Affairs Officers Committee
Minutes
June 5, 2013

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, D. Cooper, E. Elder, K. Elms, M. Erno, J. Ferguson, R. Gordon, R. Harris, A. Kaufman, S. Kellogg, R. Kisner, L. Klain, C. Lezuch, J. Nechal, S. Primas, S. Progar, L. Sabapathy, L. Shrader, A. Strickland, A. Turner, D. Wells, A. Yancey

Guests: A. Pendleton, J. Farrell, A. Yelencich, G. Egnatowski, K. Doherty, M. Gleason, P. Reyes

Call to Order – C. Lezuch

Meeting was called to order at 1:33 pm

- A. Agenda was approved
- B. May meeting minutes were approved

I. New Business

- Purchasing Update, K. Doherty, M. Gleason
 - Paula Reyes was introduced as the new Associate Director for Purchasing
 - Ken talked about single sourcing for audio visual equipment, charter bus services, cylinder gas (Airgas) and photocopying (Xerox)
 - A moving service form similar to the previous form has now been put on the WayneBuy website to enhance new faculty hiring through using Corrigan
 - Banner 8.8 finance release came with WayneBuy enhancements such as automating the process of requisitions converting to a PO and feeding to Banner and amendment processing will be interface between WayneBuy and Banner.
 - DPRs – there is great difficulty knowing if a W-9 is on file. Now in the vendor screen under “address”, an image of the W-8 and W-9 will be available.
 - Fiscal year 2013 closure dates will be available in the near future
 - Close all encumbrances under \$50. Greg mentioned that today there is difficulty in determining which system to pay invoices.
- HR Update, J. Farrell and A. Pendleton
 - Per Jim and Alicia there are two finalists for the Director position for two remaining regions. HR employees should be notified of their region by June 14th with staff and P&A following
 - Logistics – a couple of areas have to be redone but AAB building will be where they are place temporarily
 - Training needs are identified and will be conducted from June through September
 - Next steps include finalizing Director offers, Service Level Agreements, and logistics. Provost Margaret Winters and John Vander Weg will review all academic hiring roles and responsibilities spreadsheet.
 - A transition meeting will be held with the working groups and BAO on June 13.
 - The BAO group was assured that we would have the opportunity to meet with the new Directors. According to Jim, our relationship to this person is key to the success of this HR Transformation.
 - Background check overview was provided at the last Administrative Conference. The Background check policy will take effect on July 1, 2013. Training will be made

available to all hiring managers. The type of background check will depend on the employee class or the type of job the employee will be responsible for. There will be drug screens on anyone who operates a mobile vehicle. Employees will be notified either in writing or some other method, that their employment is contingent on passing the background check. The basic background checks includes social security trace, criminal background, national and state sex offender and employment history.

- TravelWayne, G. Egnatowski
 - There are six new Cognos reports in TravelWayne – 1) Travel request compared to travel expense, 2) Employee Details – Default expense report approver and default travel request approver and delegates, 3) Report workflow – audit trail, 4) Travel request compared to expense report with prompts, 5) Financial Report which provides the summary and includes prompts, and 6) Employee Roles with prompts

The meeting adjourned at 3:10 pm