Business Affairs Office Committee
Minutes
March 4, 2015

Members Present:

Rachel Beatty, Kathleen Blumberg, Curtis Brahm, Mary Beth Buchan, Linda Carter, Shelley Clifton, Daniel Cooper, Warren Doucet, Elizabeth Godwin, Rita Gordon, Andrew Kaufman, Ricardo Kisner, Larry Klain, Celeste Lezuch, Stuart May, Kimberly Rize, Lakshmi Sabapathy, Lisa Shrader, Angela Strickland, Arthurine Turner, Antonio Yancey

Guests:

Gloria Heppner, Brett Green, Kimberly Sayles, Alan Berezik, Deb Brazen, Rob Kohrman, Julie Denomme, Anna Yelencich

I.   Call to Order – Kathleen Blumberg

A.   Agenda Approval
- Approved

B. Previous Meeting Minutes Approval
- The minutes from the February 4, 2015 meeting were approved.
- The minutes from the December 3, 2015 meeting were approved.

II.   New Business

A. Indirect Cost Reallocation (ICR) – Gloria Heppner
- A new ICR formula will be in effect for next FY.
- Unfortunately our national research ranking has been falling steadily.
- NSF ranking went from 54 to 55 and now the newest data as of 2013 is 64.
- We are changing the way that we redistribute costs.
- After dealing with a number of consultants on this matter in the last year, we are going to focus on how to better support our research strengths and try to develop larger areas that are problematic.
- Grants are going to groups of investigators with different backgrounds who come together to address some really big problems.
- In order to focus on research teams in particular areas, we need to find the sources of funding.
- There is a research facility's fund that is partly funded by indirect costs and a large amount of that money has been going toward bonds.
- Pretty soon all the money will be going into financing bonds with nothing going toward reinvesting any new facilities, so we need to try to get more money into that fund.
- President Wilson has asked us to examine how indirect costs are currently being reallocated and then make a recommendation of how it can be changed in such a way that will provide more money.

- We have a committee and we have surveyed about 50 public and private universities to see what other schools have done with their indirect costs and found there is no standard way.
- Most universities allocate substantial portions to more central funds and colleges in comparison to what WSU allocates.
- About half of the institutions do not provide ICR back to departments at all and about one third of them provided ICR back to individual investigators. In this regard we rank in the minority.
- To have a team science culture, adequate administrative support will be needed to provide training for people to learn how to be team scientists.
- Most scientists are trained to be individual entrepreneurs, which makes coming together as a team challenging. We offer some training programs.
- 57% of money for indirect costs from federal and other grants goes into the General Fund. We are recommending it be reduced to 49%.
- Currently 10% of indirect costs go back into the Office of the Vice President for Research for the purpose of reinvesting. We recommend that it be increased to 24%.
- Currently 7% goes into the Research Facilities Fund. We recommend increasing that to 9%.
- Currently the department's share is 11.5%. We recommend reducing it to 8%.
- The schools' and colleges' share is 7.5%; it is being reduced to 5%.
- The investigators' share is 7%; it is being reduced to 5%.
- Changes will be effective at the start of the new fiscal year on October 1, 2015.
- Any grants submitted before October 1, 2015 will have the current allocation. Grants submitted on or after October 1, 2015 will have the new allocation.
- Existing grants will keep the same allocation, but when they are renewed, the new allocation will go into effect.

B. Hyperion Planning Presentation – Celeste Lezuch
- OBPA will be replacing its current budget development process from Microsoft Access to Hyperion Planning for FY 2016
- Hyperion Planning is an application and is a web-based planning solution with a centralized database
- This application has been structure to include tasks lists, data web entry forms, newly created Hyperion reports, etc.
- An overview of the application was demonstrated during the meeting
- Budget development starts with the current year original permanent budget including future year organizational changes (restatement). Technical and compensation permanent adjustments completed during the current year will be included to arrive at the starting point for next year budget.
- Budget program changes will be entered either has a reduction, initiative, adjustment or reallocation
- Budgets will be entered by Entity (organization/fund/program) and budget pool account code
- The FTE web form displays in "red" if the total is a negative number and is used as a warning to the end users.
- More details will be provided and exercises to do during the training sessions to help the users get familiar with the application
- Dates for training were handed out. Training will be a full day.

- Training will include going through the budget process, definitions, task lists, Smart View, etc.

C. Job Description Project – Brett Green

- Some of the job descriptions are outdated for union employees.
- P&A has about 105 of the classifications and Staff Associations has 139.
- A point factor system is used to compare positions internally by comparing job A to job B based on the points and the points determined what grade the position will go into.
- We are looking to update job descriptions to determine where there is disconnect between the work being performed and what is documented.
- This project is not designed to reclassify or re-evaluate existing jobs.
- The supervisors within the units be given a job description and asked to update it. This should help determine if the job descriptions are accurate.
- The project will start with P & A then Staff Association, and is tentatively scheduled to take place between April 2015 and October 2015.
- This is only a study, and depending on the results, next steps will be determined.
- Working with the unions must take place before any changes are implemented.
- Once we compile the results and receive feedback from the unions, Labor Relations will be contacted, and the next step will be determined.

D. Off Boarding – Kimberly Sayles

- The Off Boarding Program was rolled out in October 2014.
- The first round of baseline data has been done to gauge the effectiveness of the program.
- In the coming months, they will roll out a survey to BAOs and HR Directors to request feedback and make process improvements accordingly.
- The off-boarding program currently includes an email notification process in play that is fairly easy to use.
- HR is currently working with IT to roll-out upcoming project enhancements as soon as possible.
- There is data for the exit interviews and terminations; for instance, in the month of January, there were 57 terminations and only six off boarding events were completed which equals 11%.
- Based on the low utilization rate of 11%, HR has determined that there is an opportunity to increase communication about the project and will be rolling out a communication strategy to increase awareness about the off-boarding program.
- We want to make sure that everyone who is supposed to participate in the program is participating in the program.
- A checklist was developed to make sure the off boarding process is complete.
- Once a resignation is received by the supervisor, the off boarding process starts.
- HR consultants are expected to verify that all of the items on the checklist are completed.
- There was discussion about the BAO's responsibilities. Some other concerns were discussed. Further clarification about the BAO's responsibilities is needed.
- Kimberly Sayles mentioned that her last day is March 5, 2015.
- Tara Kopasz will be replacing Kimberly Sayles on an interim basis, she may be contacted at: 313-577-0396 or tara.kopasz@wayne.edu.

E. FP & M Web Central Update – Deb Brazen & Alan Berezik
- An overview of the FP & M space inventory system Web Central was presented by Deb Brazen, Dir. Estimating and Planning and Alan Berezik, Space Manager/CAFM from facilities management.
- The data gathering and tracking process was demonstrated.
- Various categories and login access were discussed.
- Web Central is a web based program that is updated and maintained by FP & M and users can request access to view space across campus. It is broken down by building, floor and room.
- A report can breakdown the assigned space by business unit, division or by individual departments.
- The navigation screen, along the left side, controls the data reports and space floor plans that are visible on the right portion of the program screen.
- The room spaces are listed by room category and type according to how that space is used (i.e. lab, classroom, storage, office, conference room etc.).
- You can log into the system with you WSU Access ID and the system will generate a password that will be sent to you.
- All buildings are added to Web Central when projects are completed and closed out.
- FP & M will update the records as the project is completed with the current building information and CAD documents; things such as the building being vacant, under construction, room numbers and other updates.
- BAOs are granted view only status to view the data and plans, but cannot make changes to the data. Please send any updates or revisions to the WSU space committee and those approved changes will be uploaded to the system.
- In the navigator panel, when you select a building and you click on the number, the system will give you the floor plan with everyone's assignment in the "Highlight Rooms by" section towards the bottom of the navigator panel.
- To request an account and read-only access, simply email your request to: dq0159@wayne.edu or contact FP & M.
- Alan also does building evacuation signage.

F. Early Retirement & Budget – Rob Kohrman
- A lot of questions were received regarding early retirement.
- Eligible population usually has 8, 10 or 12 months of incentive.
- 55 people took it, which is about 20%.
- Retirees cannot work at WSU after retirement. They cannot receive honorariums or any other form of payment because the incentive amount allocated to the 4013b is based on IRS regulation.
- If someone had $100,000 incentive and worked, WSU would not be able to deliver that money due to IRS regulations.
- For 2015, the first incentive that we are targeting in October is $53,000; the IRS limit will be offset by what the particular individual has already contributed to the plan.
- Example, if you have the $53,000 annual limit and the individual put in $10,000, WSU put in $10,000 they have used up $20,000 of the $53,000 limit; so the first year WSU contribution will be the difference of $33,000 for that individual.

- We will not know what we can actually contribute to someone's account until they have actually left the university; they may change what they put in the account while working
- Nothing has been changed, altered or reduced regarding normal retirement
- If you have more detailed questions, please contact Brett
- Budget reduction is around 4% and we have been falling short because of too many exemptions.
- Some of the units received Omnibus money and the Omnibus money needs to be on the table as well in terms of cuts.
- Performance Metrics for 2016 was supposed to be discussed, but a special Brown Bag Meeting will be set up within the next few days.

G. W8 & W9 – Julie Denomme
- New vendors W8 & W9 forms have been changed by IRS.
- Disbursements will return forms that are not the 2014 version.
- The links to the forms are currently on Disbursement's and Purchasing's websites.

H. Wireless Communications – Anna Yelencich
- There is currently a 35 tier rate for employees.
- If there is someone who should receive a 65 tier rate, just let them know.
- It is currently shown as a negative deduction on the pay stubs.
- Allowances will be paid as "earnings" not "negative deductions".
- The policy is effective as of March 1, 2015 and will show on April 8, 2015 pay stub.

III. Adjournment