

Business Affairs Officers Committee

Minutes

May 1, 2013

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

Guests: R. Kohrman, A. Pendleton, J. Farrell

Call to Order – K. Rize

Meeting was called to order at 1:32 pm

A. Agenda was approved

B. April meeting minutes were approved

I. New Business

A. HR Update, J. Farrell and A. Pendleton

- Jim and Alicia presented status of HR Transformation as of May 1, 2013 (presentation is attached)
- Highlights of presentation – in process of conducting second round of interviews of five potential candidates for the four remaining Director positions. 15 non-represented self and supervisor assessments and interviews have been completed. In final stages of determining the best fit - new roles - which will then be communicated to employee and supervisor. The NR employee will be notified of their role but not their team. Represented employees – P&A and Staff Association – will be posted the week of May 6, 2013. These employees must bid on the positions. Through this process, these employees will continue to work in their current locations throughout the notice period – end of July 13.
- There was a brief discussion as to FY 2014 budget reductions and the impact that it will have on bumping of represented employees, especially the represented employees that are being transitioned to HR. Per Jim, there will be minimal impact because of job changes. A transition team is being formed to assist in the HR transformation.
- Halogen eAppraisal System will be replacing the LEADS process. This system provides greater flexibility by leveraging the process electronically. Go live would be at the end of May and end of June for SA, P&A and Custodial Supervisors. Go live for NR employees will be early fall. Jim and Alicia will provide a demo of the system at the Administrative Conference.

B. Budget Update, R. Kohrman

- Board of Governors approved no tuition increase for School of Medicine. The reason is that SofM had accreditation issues with the highest debt per student; the 10<sup>th</sup> highest in the nation. There was a three year agreement to not increase tuition.
- Rob discussed the unbalanced funding perspective where we have the highest paid faculty, low tuition rate increases, and continuous decrease of state support. In

addition, enrollment has also been decreasing. Enrollment for spring/summer 2013 came in below budget levels. In addition, indirect cost recovery will be decreasing by \$5 m for FY 2014. He also mentioned that there has been a 60% increase in no cost extensions because PIs are not spending their grant budget. For FY 2014, budget reductions for divisions was 5.5% and schools/colleges varied based on how they performed against six metrics. The budget reduction for schools/colleges ranged from 3.5% to 7%. Tuition rates for FY 2014 maybe 4% for undergraduate, 4% residence graduate and 2% non-resident graduate, and Law at 6.8%. Rob is also looking at other tuition options such as a keeping the tuition rate the same from 13 to 16 credit hours. The budget will be presented to Board of Governors at the June 2013 meeting.

C. Updates – Groups

- Chart of Accounts
  - Discussed overview of Chart of Account Work Group provided by Jim Barbret including the minimal involvement of Fiscal Operations
- Travel Reports
  - Travel reports are driven by home organization and access ID
  - New custom reports have been created in TravelWayne based on a focus group working with Greg Egnatowski

D. Other

- Change in Labor
  - Per Patricia Douglas email: I talked to Marlene and the Change in Labor waiver was changed from 60 to 90 days per a Huron Consulting recommendation during the implementation of effort reporting. It was never communicated to fiscal operations (I was on the team but did not attend most of the session because of the limited impact to Fiscal Operations). I have instructed payroll to change their return form from 60 to 90 and also to change who has to approve.
  - Per Marlene Erno, SPA is looking into automating the labor distribution module in Banner
- APPM 7.2.8
  - APPM 7.2.8 Personal Automobile was updated on December 5, 2012
- Budget JVs
  - Review Banner form FGIJVCD to clean out any pending or incomplete budget journal vouchers

The meeting adjourned at 2:30 pm