

Business Affairs Officers Committee  
Meeting Minutes  
Wed, Nov 4<sup>th</sup>, 2015

**Members Present:**

Rajalakshmi Sabapathy, Rachel Beatty, Dan Cooper, Joan Ferguson, Lara Trocchio, Stuart May, Shelley Clifton, Kimberly Rize, Donna Wells, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Andrew Kaufman, Sausha Kellogg, Mary Beth Buchan, Warren Doucet, Sharon Progar, Lisa Shrader, Karen Vest, Liz Goodwin, Shelia Primas, Linda Carter, Jeff Bolton, Kathleen Blumberg, Angela Strickland

**Guests:** Bill Decatur, Lila Asante-Appiah, Andrea Polulak, Rob Kohrman

I. Call To Order

- a. Agenda Approval – Agenda was approved without changes
- b. Minutes from Previous Meeting – Minutes approved.

II. New Business

- a. Bill Decatur, Vice President of Finance & Business Operations, gave the BAO's an overview of his Vision for the future including:
  - i. New Budget Model – moving towards RCM (Responsibility Center Management)
  - ii. Facility Master Plan – Multiyear capital, deferred maintenance and space needs
  - iii. Compensation Study –selective peer group comparisons
  - iv. IT Resources – to improve business processes
  - v. Chart of Accounts – look into improving
  - vi. Housing – currently student housing is at capacity, need more housing without incurring additional debt.
- b. Off Boarding Phase II presented by Andrea Polulak. HR is moving towards Phase II with a projected implementation in January 2016. Plans for Phase II include automating checklists for the Supervisor, BAO, and HR Consultant, ensuring all three parties have access to the off-boarding application. Employee information will be auto-populated, notifications will be “smart” dependent upon checklist completion, auto sent accordingly, and off-boarding events will auto-close upon successful completion of all checklist items OR unsuccessfully auto-close 40 days following an employee's last physical date. The Separation Checklist will also undergo a revision to ensure appropriate accountability, in addition to accounting for “required/mandated” items vs. “recommended/optional” tasks. Checklist actions items will include the process “how to,” and applicable links to facilitate successful Off Boarding.
- c. Budget Recap: Rob Kohrman discussed FY15 items.
  - i. Early Retirement has been funded and is complete. As of Wed, Nov 4<sup>th</sup> Deferred Tuition was not complete. Items for FY16 were summer school and the 1 ½ tax. Rob mentioned that when you are presenting final numbers to your Deans, please do not include the tax as it is not processed until FY16. This way the Dean's and

their BAO's are on the same page as Budget Office. There was some discussion regarding processing the tax in the FY it relates to but with the understanding that if Budget changes the current process the tax will hit twice in that Fiscal Year.

- ii. Sharon Progar asked Rob about FY15 severance packages hitting the unit instead of being centrally funded. Rob mentioned he would look into her situation.

- d. Financial Statements were discussed with Dan Cooper leading the discussion.

There are 13 Academic Schools or Colleges and 20 Administrative Divisions and Units. It appears that all of them prepare their financial statements for management independently. In nearly all cases, the depository for the data used to prepare financial statements is Banner. It would make sense to have financial statements that are consistent with the financial statements of the University, and to be able to just run a financial program, where you could choose the variables from a screen, and the resulting report would be the financial statement for that School, College, Division or Unit.

We are asking that all the Schools, Colleges, Divisions or Units who prepare their financial statements from information from Banner submit a copy of their current financial statements, so that a BAO workgroup can analyze them for similarities and differences, so that we could work with programmers or report writers to get a program written that would produce all necessary financial statements.

Dan requested that all Schools, Colleges, Divisions or Units submit a copy of their financials, either as prepared, or just the format that is used.

- e. Group Discussion on Crowdfunding. Liz Elder wanted to know if the university was using Crowdfunding. Crowdfunding is the practice of funding a project or venture by raise many small amounts of money from a large number of people, typically via the internet. Sharon Progar mentioned that Development was looking into this but it was premature to discuss this as there were many steps to complete, including policy updates, before Crowdfunding would be available to units.
- f. Group Discussion on future BAO meeting topics. As a group we discussed topics of interest for upcoming meetings including Joan Ferguson suggesting we revisit the Xerox Managed Print program and clarification of Additional Service Assignments. These were in addition to the possible topics sent out on 10/22/15 from Mary Beth Buchan.

Additionally: President Wilson will be attending the January 6, 2016 meeting so it is important that BAO's make a concerted effort to attend that meeting. Agenda items and possible discussion points for President Wilson will be discussed at next meeting – December 2, 2015 (1:30 – 3:00 pm 4339 FAB)

- III. Meeting adjourned at 2:38pm.