

**Business Affairs Officers Committee**  
**Minutes**  
**November 6, 2013**

**Members present:**

Rachel Beatty, Kathleen Blumberg, Curtis Brahm, Mary Beth Buchan, Linda Carter, Daniel Cooper, Elizabeth Elder, Janine Dunlop (Joan Ferguson), Elizabeth Godwin, Rita Gordon, Robert Harris, Andrew Kaufman, Joe Kieleszewski, Celeste Lezuch, Stuart May, Sharon Progar, Kimberly Rize, Lisa Shrader, Catherine Siladi, Lara Trocchio, Arthurine Turner, Karen Vest, Donna Wells, Antonio Yancey

**Guests:**

James Sears, Rob Kohrman, Timothy Michael, Julie Denomme, Matt Wilton, Ken Doherty

**I. Call to Order – L. Carter** (Meeting called to order at 1:30 p.m.)

- Agenda and Minutes from September 2013 meeting were approved without modification
- Announcements of new BAOs - Kimberly Rize: School of Business, and Lara Trocchio: College of Engineering

**II. NEW Business**

**A. New building Engineer Re-organization update– James Sears**

- Former director of Operations & Maintenance M. Colburn resigned, Mark Allen is the new director.
- 7 Operating Engineers' Supervisors agreed to have their bargaining unit eliminated and return to vacant operating engineer positions.
- A Workshop was held to develop a new leadership structure. Previous leadership structure consisted of 7 supervisors, 2 Assoc. Dir., and 1 Mgr. Current structure consists of 6 Assoc. Dir. This change provided cost savings of over \$100,000 and contributed to the \$1 million in budget reductions for FY2014.
- There are 65 positions total, after allocations to various shifts 30 employees remain to be on-call for scheduling Mon-Fri.
- A command center expansion has been set in place so that a team can better assess work prioritization and assignment.
- L. Cook and Debt consolidated group will be managing outsourced activity as well as assisting all operations departments to make sure that scheduled work is being completed on time.
- Geographical zones have been re-assigned so that they can all be covered more effectively in the case of absenteeism. Re-structured system is in effect (as of 10/14/13).

**B. Budget update – Rob Kohrman**

- Currently a finance reporting system is being implemented to enhance finance reporting capabilities, it will likely be an Oracle Hyperion product. (Costs and particulars are still being determined at this time.)
- A meeting with the Oracle technical team and consultants has occurred and a proposal has been submitted. Hopefully, a contract will be signed soon to get things started.
- BAO committee will be involved in terms of training and use of the new system.
- There will be meetings with all the Deans and their business managers to discuss the year-end review, the 1 ½% tax, finalized amounts, finalized year end balances, final numbers for summer school, final numbers for tuition differential, and discuss next steps for FY 2015 budget process and projections for each School/College.
- Enrollment downturn is expected, as we've had a decrease in the freshman class – from a class of 2900 - 3 or 4 years ago, to a class of 2100 currently (as well as decreases in the Master's programs).
- The Deans do not want to have across the board reductions. They would prefer to have some portion of the reductions be across the board, have another portion determined by the President/Provost with a portion of that being informed by metrics.
- Allocations of reductions to the divisions have not been configured as of yet.
- The numbers for transfer students are currently down as well, but are expected to increase next year (estimated 6-10% increase).
- When your Dean tells you that he/she is ready to fill a certain position, please ask he/she to make sure that funding is available to make permanent budget reductions for the following year (if that position is filled).
- Each Dean has been provided with a range of numbers for possible reductions. Please advise them strategically whether or not to fill a position according to the budget.
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**C. BAO website concerns- L. Carter**

- Links need to be updated
- We will form a Committee to assess the site and determine exactly what should be updated (Need someone from Finance & HR to be on the committee)
- Rachel and Linda volunteered to be on the committee

**D. Sales Tax–Non Aramark Events-Timothy Michael/Julie Denomme/Matt Wilton**

- Even though we are a tax exempt entity, every event we do is not tax exempt.
- When we charge a fee/donation to attend an event we are considered re-sellers of food/beverages.
- We are no longer tax exempt on food/beverage purchases, we need to either pay the vendor directly or calculate the tax ourselves (to be admitted to the state).
- The event/banquet order form, (Wayne Buy), will ask various questions regarding any fee's being involved, whether you're paying the tax directly to the vendor or not.

- Julie Denomme will be contacted if there's any fee required for the event, and she will contact you to get more info about the event.
- Julie needs to be notified if you aren't paying the sales tax directly to the vendor so she can admit it to the state on your behalf (**Due date is the 15<sup>th</sup> of every month**).
- Aramark is not synchronized with the Wayne Buy Event/Banquet order form, so a form has been created which asks the same questions as that of the Wayne Buy form.
- If you're charging a fee for an event to cover costs that EXCLUDE food/beverages, you need to provide documentation of the exact costs that the fee covers (ex: materials, speaker).

**E. Personal Services Contracts- Ken Doherty/Julie Denomme**

- Personal Service Contracts – A contract that acquires the services of an individual as an independent contractor as opposed to hiring a company/employee/temp employee to perform a particular service.
- A change in the process: The personal service contract and the worksheet that is currently 1 document will be separated into 2 documents.
- The 1<sup>st</sup> document is the 4 page personal service contract itself (which no longer requires witnesses' signatures).
- The 2<sup>nd</sup> document is the worksheet that has groups of questions concerning whether or not the contractor should be an outside contractor or an employee.
- The new process: identify your need for service, identify someone to fulfill the need and get your pricing, then complete the worksheet and route it through your HR consultant. After the HR consultant has reviewed and signed off on the worksheet, (within 2 days), the normal contracting process can commence.
- A form will be found on Wayne Buy that guides you through the PSC process (already containing the correct language and is fill-in-the-blank).

**III. OLD Business**

- A. At the last meeting we discussed "Show, Tell, Educate," but came to no decision.
  - We conclude to move forward with instituting "Show, Tell, Educate"
- B. We need to discuss another revenue stream to cut besides the staff and general fund budget.
- C. At the next meeting we will brainstorm ways that we can bring in revenue.

**IV. Meeting was adjourned at 2:50 p.m.**