

Business Affairs Officers Committee

Minutes

October 2, 2013

Present: R. Beatty, K. Blumberg, C. Brahm, M. Buchan, L. Carter, J. Ferguson, E. Godwin, R. Gordon, R. Harris, A. Kaufman, R. Kisner, R. Kisner, L. Klain, S. May, J. Nechal, S. Progar, K. Rize, L. Sabapathy, L. Shrader, C. Siladi, A. Strickland, A. Turner, K. Vest, A. Yancey

Guests: L. Apiah-Asante, G. Egnatowski, J. Barbret, R. Kohrman, K. Doherty, M. Gleason,

I. Call to Order – R. Beatty

September meeting minutes were approved.

Meeting was called to order at 1:31 pm.

II. New Business

A. New HR Process Improvement Committee – Lila

Presentation is attached

- Lila would like to put together the HR Process Improvement Committee
- Goal of the Committee Please let Lila know by October 7th if you would like to be on committee. Presentation is attached.
- Jerry Nechal asked about benchmarking of any other universities on HR processes. Lila responded that will look at best practice across other universities but our challenge will be the technology we need to maximize efficiency.
- Sharon Progar asked about the expected turnaround time is for paperwork. Lila said the expected turnaround should be relatively quickly unless something is missing.
- Mary Beth Buchan asked about the government shut down impact. E-verify and I-9's are impacted but not sure to what extent.
- Committee members Arthurine Turner, Joe Kieleszewski and Dan Cooper.

B. Budget Update: - Rob Kohrman

- Engineering BAO interviews – Dean wants to select someone in next 10 days.
- Business BAO interview a group of people and the dean also wants to move quickly.
- Allocation for summer and Differential in 2-3 weeks. Provide a letter to each individually.
- Year-end process – will get with units individually to have a discussion about 1.5% tax in 2-3 weeks. Read the components of the tax in the budget book. Also remind your dean of the tax. Exclusion of Research Stimulation for tax a separate discussion.

C. HR Service Level Agreement discussion (SLA)

- A number of BAO's have not seen their service level agreement.
-
- Antonio Yancy – Need clarification if any new things can be incorporated. (Ex. Quarterly orientation of employees).
- Rachel Beatty -

- Arthurine Turner – Standard agreement is not clear about what any employee meant. She was told that the language related to AAUP and Labor relations represented employee would be removed from the SLA.
- Jim Barbret signed his SLA which covers both non represented and represented employees.
- Kathleen Blumberg – not successful getting language removed regarding a financial loss if local staff had no input. Her agreement does have language that HR personnel has to be physically present one day a week.
- Rachel Beatty – raised the issue of wanting budget back because all of work did not go to HR.
- Issue was raised that the process has created more work with the loss in personnel.
- Robert Kohrman – Deans met with Rick Nork and the Provost Winters regarding their concerns. Rob said to have Dean or VP send concerns to Rick Nork or Provost Winters. Submit a list to Rachel or Linda as an agenda item for the administrative conference.

D. Travel Wayne update – G. Egnatowski

- Fully deployed for one year – processed 8100 expense reports totaling \$6.2M of that \$2.5M was personal expense.
- In the future will highly encourage the use of travel cards due to financial benefit to the university.
- Average approval time is 2 days.
- What's new: increased communication on the travel website. Two tier approval work flow. There will be a backup to approver.
- Post travel audits- scorecard, app center. Some free apps some fee based. Tripit is free.
- Three main post audit violations of expense report identified – Mileage (deductions per round trip), per diem (corresponding to times flying), and conference agendas (not attached). Either they were not there or were not correct. Currently the conference agenda needs to be attached to both the travel request and the expense report. Concur is working on solution to attaching agenda one time and not to both the request and expense report.
- Starting next week the traveler will get a letter stating things that were missed.
- Per Jim Barbret – suggested one person should be doing travel expense reports if travel is infrequent.
- Greg looking into issue of travel reports timing out.
- Score card –will receive quarterly. Will look at card vs. cash spend, audit violations, timeliness of expense reports submitted and approval time. APPM states traveler must submit within submit within 15 days of last day of travel. Also looking at traveler feedback. Sending BAO violations.
- Travel requests not required but encouraged before travel.
- Overdue cards – travelers 1st notification, 10-12 days the traveler gets a 2nd notification. 30 days later the next one goes to the approver. Sixty days to BAO. The unassigned credit card report can be run at any time (not connected to COGNOS) it is within CONCUR.
- Upcoming for 2014 guest and group travel. Site optimization (work with CONCUR to have the site better reflect what we want). Quarterly newsletter. Instant surveys for feedback. Additional partnerships with preferred vendors.
- Greg showed a video of upcoming changes for CONCUR.

III. New Business

- BAO website – look at for the next meeting. Look at website for possible changes and updates. Is it helpful should we move forward with the website?
- List serve Rachel set-up and maintained by Rachel BOAroster@lists.wayne.edu
- Meetings will rotate among three locations BAO meeting list – Rachel will send electronically.
- Proposed Show/Tell Educate session added to meetings that would on a volunteer basis that could possibly help benefit or educate the BAO.
- Issues from BAO meeting brought to Administrative Conference.
- Ricardo to recommend quarterly meeting for the Administrative Conference.

III. Old Business

The meeting was adjourned at 3:00 P.M.