

**Business Affairs Officers Committee Meeting**  
**Minutes**  
**October 7, 2015**

**Members Present:**

Kathleen Blumberg, Mary Beth Buchan, Linda Carter, Dan Cooper, Warren Doucet, Elizabeth Elder, Kimberly Elms, Joan Ferguson, Sausha Kellogg, Celeste Lezuch, Stuart May, Laksmi Sabapathy, Lisa Shrader, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Donna Wells

**Guests:**

Jim Barbret, Ken Doherty, Marlene Johnson, Eric Dau

**I. Call to Order – Mary Beth Buchan**

- A. Agenda Approval-** The agenda was approved with a correction regarding a misspelling of BAO
- B. Minutes from Previous Meeting-** The Minutes from the September 7, 2015 meeting were approved with the exception that Mary Beth Buchan's name was misspelled.

**II. New Business**

- A. Cell Phone Allowance – Jim Barbret:** Cell phone allowance is attached to a position, not to a person. It does not follow the person. If you process a position change for someone with a cell phone allowance, the cell phone allowance does not automatically transfer with the employee. You must submit a new request form to get a cell phone allowance for the new position. It must be completed immediately after the position change to avoid a lapse in the allowance. Typically cell phone allowance are not retroactive for new allowances. In the event of an error in restarting an existing allowance due to a position change, retroactive payments may be made upon request.
- B. Conlin Travel Group discount on the Booking Fee – Jim Barbret**
- You must have 10 travelers in a group to get a reduction in the \$25.00 fee per traveler for arranging travel through Conlin Travel Agency.
  - From 10 to 25 travelers in a group, the fee is \$15.00 per traveler.
  - From 26 to 50 travelers in a group, the fee is \$13.00 per traveler.
  - 51 or more travelers in a group, the fee is \$10.00 per traveler.
- C. Year End Closing – Jim Barbret:** There are three times the number of open purchase orders at this point this year as there was at the same time last year. (1.5 million last year, 6.7 million this year)  
If you have received merchandise that should be FY2015 expense, get your receivers done and get them in the correct year. ***If you have not received the merchandise or services, do not prepare a receiver.***  
Disbursements has lost 3 of their 7 employees and are finding it difficult to process everything in a timely manner. Included in this loss is Mike Matthews from TravelWayne.

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The question was asked why it takes months to get an index created. Jim said that they have done some checking, and it appears that the email link on the PDF form is not working and the emails are not being received. Rob Thompson is the head of the email project. He is looking into the problem. In the meantime, send your requests directly to Tamaka Butler.

Along the lines of emails, Eric Dau, C&IT Security Lead Applications Technical Analyst, mentioned there have been some reported issues with the automatic quarantine of emails. Please check your quarantined emails prior to deleting them in case something inadvertently was directed there.

- D. 2015 Annual Review of Security – Marlene Johnson:** Reports went to the BAO's this afternoon. They are due back to Marlene on October 29, 2015. Please take some time to verify accurate information.

Marlene is sending us a list to identify items on the Profile.

Major clean-up is being done. No active Banner profile is good when a known employee is terminated from the University

When there is an employee termination, and there is a need for immediate termination of access, please make arrangements with Security. This can be done by sending Security Access & Identity Management Office

[security@lists.wayne.edu](mailto:security@lists.wayne.edu) an email and/or calling 577-3203, identifying the employee Name, WSU Access ID and date and time to terminate the access.

Stars has been added to the Security Access Request form for Advising Role.

Workflow is done through Financial Aid, they have their own form. Karen Fulford is the contact. Marlene will help direct access forms to Karen. **BAO contact is Artie Turner.**

- i. Security Access Project:** The Security Access & Identity Management Office team is working on an automated application that will replace the BAO Security Access Request form - Banner/Cognos Profiles. This is the first phase for the BAO's profiles, which will be the only ones online during the testing phase. This application will only show the data that is available to each specific BAO based on org level security. This new process will be role-based and should reduce the approval process utilizing "smart approval" flow. Where FERPA (Family Educational Rights and Privacy Act) documents are required, the signed document will still be required, but once done, the information will be kept in a database. Initially, only Banner and Cognos access will be automated, with other Enterprise Applications to follow. The BAO will be able to display and select what goes with the access (Organization Codes and Approval Queues).
- ii. A problem exists with the roll-up of org codes – Celeste:** A problem has developed as a result of the high level at which index changes were made, and now when looking at the lower organization levels there are issues with the roll-ups. Celeste asked for volunteers to help clean this up and work with Security

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on testing of the new system. Dan Cooper, Lara Trocchio, Kimberly Elms, and Celeste Lezuch volunteered to assist. Once this is done, we will request a 1 to 2 hour special BAO meeting to see the demo of the new security access form.

- E. APPM revisions – Ken Doherty:** Mary Beth and Dan received copies of the revisions with track changes related to Personal Service Contracts (PSC) and Procard. These will be forwarded to the BAO members.

For the ProCard, there are four changes.

There will be online training sessions, so it will no longer be necessary to physically attend a training session.

References to Pipeline have been changed to Academica.

Policy says that if a card is inactive for 12 months, an email will be sent to the card holder that will require a positive response. If the card is not activated, it will be deactivated. Kathleen requested that the BAO also get a copy of the notification. Unnecessary cards present a security risk, use it or lose it. The question was brought up whether a card could be deactivated vs put on hold. Ken was unsure of the answer, but will check and let us know. (Update – If requested to Deactivate or Cancel a card, Procurement will cancel the card. If asked to Temporarily Suspend a card, Procurement will lower the spend limit to Zero while leaving the card active. There is no difference between Deactivate or Cancel)

PCards can now be used for personal memberships, as long as a copy of the Vice President or other authorized approver documentation is uploaded with the credit card statement. If there is no VP approval, that is a card violation and the card can be cancelled.

- F. PSC revisions – Ken Doherty:** There has been a clarification of eligibility to qualify for payment under the Personal Services Contract. A digital signature has been incorporated into the PSC but this digital signature breaks if the document is printed for non-digital signature by one of the approvers. Previously it was required that the same person who authorized the PS Checklist approve the PSC. They have changed the wording to allow for an employee at the same level as the Checklist approver to approve the PSC, but the person signing the PSC certifies with their signature that they have reviewed the checklist and agree with it. Julie Denomme has prepared a PSC workflow, which is uploaded on the Procurement site under the Forms tab, immediately below the link for the PSC.

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- G. Final Edit – Financial Document Approval:** The Financial Transactions Policy Implementations Concerns and Recommendation document was discussed. **It was clarified that item #1.1 discussed permanent delegation while item #1.2 discussed temporary delegation.**

**Item #7.1 was discussed related to “who” should oversee the Financial Document Approval policy and it was suggested the CFO would designate the overseer**

- H. Time and Location of next BAO meeting – Dan Cooper:** Room 4339 in FAB is not available for the November 4<sup>th</sup> BAO meeting. We have reserved the Community Room on the 3<sup>rd</sup> floor of the Undergraduate Library, but the time available is from 1:00 to 3:00. There is another reservation at 3:00 which will require us to be out of the room by 3:00. Question was asked, can we meet from 1:00 to 2:30 for that meeting. This was approved. Next BAO meeting will be Wed November 4<sup>th</sup> in the UGL Community room from 1pm to 2:30.

- I. Group Discussion: Discussion related to Bill Decatur, VP Finance & Business Operations about Administrative Conference. Bill asked who attends BAO meetings vs. Administrative Conference meetings. Kathleen Blumberg and Celeste Lezuch mentioned the Administrative Conference was generally attended by someone from each area and is more of an administrative overview whereas the BAO meetings go into more specifics regarding the policies and processes.**

- J. Future Goals for the BAO:** Due to time, this discussion was deferred until the next meeting

- K. Summer Tuition Revenue (Academic) – Lara Trocchio:** Due to time, this discussion was deferred until the next meeting

- L. Faculty Start-up questions – Joan Ferguson:** Celeste and Joan will look at the Start-up policy and send it to the Academic BAO's. Joan suggests that each of us read it carefully.

- M. The meeting was adjourned.**