

## Business Affairs Officers Committee

### Minutes

September 4, 2013

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, L. Carter, E. Elder, J. Ferguson, E. Godwin, R. Harris, A. Kaufman, K. Mason for (J. Kieleszewski), R. Kisner, C. Lezuch, J. Nechal, S. Primas, S. Progar, L. Sabapathy, L. Shrader, A. Strickland, A. Turner, K. Vest, D. Wells,

Guests: J. Barbret, J. Farrell, A. Pendleton, T. Butler, T. Miller, R. Kohrman, K. Doherty, M. Gleason,

#### I. Call to Order – C. Lezuch

July meeting minutes were approved.

Meeting was called to order at 1:30 pm.

Announcement of Co-chairs for FY14 – Linda Carter (Divisions) and Rachel Beatty (School and Colleges)

#### II. NEW Business

##### A. HR Update - Jim Farrell and Alicia Pendleton

- PTF hiring process went relatively well – 97% of anticipated transactions processed. HR teams learned a lot, however there is opportunity for improvement and they will review the process for improvement and review how to work collaboratively with the Provost's Office.
- RIF – Notification process completed and will follow up with those impacted and go through the bump chain process for represented employees. Will notify units impacted by bumping early next week in order to comply with the 10 day bump notification period. Contact HR consultant if needed in the meetings. HR will generate letters and coordinate the process. HR will help managers understand the process. Effective date of September 27. Individuals will start in new positions on Monday, September 30<sup>th</sup>. Forty two total individuals are impacted, both represented and non-represented. Severance packages given to non-represented. Severance packages given to represented going to lay-off or bumped. Severance will be centrally funded except vacation payouts.
- Background Checks – some things worked well and there were some glitches. Looking at improvements with vendor and doing some data analysis.
- HR Transformation – Celeste mentioned that there is some confusion over HR responsibilities. The respective teams should work with individuals to identify gaps. HR is working through issues that have been identified. Solution is to work with teams to identify solutions. Ricardo Kisner will work with Kimberly Elms to fund FY13 salary differentials.
- Kathleen Blumberg asked about SLA revolving issues related to financial impact. Per Jim Farrell these issues should go through the school and HR should not be doing anything that has a financial impact unless authorized by the unit.

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- Jim suggested an HR subgroup from the BAO that works with HR for process improvement.
- B. Year-end : Key dates – T. Butler, T. Miller
- 9/6/13 for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY13 general fund encumbrances.
  - 9/20/13 last day to enter accounts receivable invoices. Communicate any items that didn't get in to Tony (\$50,000 or more).
  - 10/4/13 – last day to post FY13 cash receipts through CashNet.
  - Final day for FY13 journal voucher requests is 10/9/13 (let accounting know of anything substantial that was not processed).
  - Fiscal year encumbrance roll is 10/12/13.
  - Payroll accruals – 9 month - pp18, 19 and 20 expensed in FY13, pp 21 expensed in FY14. Bi-weekly – pp20 in FY13. Accrue for 100% of pp 21 and 10% accrual of pp 22 (9/30), based on pp21.
  - Prepaids – goods or services performed in the subsequent year but paid for in the current year. Let accounting know of items that cross fiscal years so that it doesn't surprise you later. Threshold is everything over \$10K.
  - Accruals – Threshold is approximately \$20K. There are now procedures in place to correct issues that happened last year related to cut-off dates.
  - Unbilled receivables – Make sure all receivable are in the system so that they post to the correct fiscal year.
  - Bad Debt – Non student general accounts receivable – needs status from the units to make a determination on write-offs by the end of week. Bad debt is anything greater than a year. Write-offs don't initially impact the bottom line.
  - FY14 composite rate – posted on the web this week. Most rates increased. Graduate students now have their own rate.
- C. Budget – L. Carter
- Change in the carryforward policy. The 25% tax goes away. There is now a tax of 1.5% of the original base budget. Carryforward is limited to 10% after tax.
- D. Strategic Sourcing Update – K. Doherty, M. Gleason
- Liquidation effort (building from COGNOS report 034) - 2007-2011 encumbrances that still exist and have had no invoice activity since December 2012 will be subject to liquidation. For 2012 will be less aggressive – with amounts less than \$100 and no activity prior to December 2012 are subject to liquidation. For 2013 the amount is \$50 and no invoice activity prior to December 2012. Approximately 5,000 PO's. The goal is to get away from legacy Banner PO's, and push the remaining PO's not subject to liquidation into WayneBuy so we are in one unit.
  - De-provisioning – will send a report in the next week or two that shows all individuals with RAPP access. Indicate anyone that needs to be removed.
  - Promotional Agreement - Near completion to signing an agreement with Pine States. Will take approximately 4 weeks to get the website up to use.
  - Scientific Gases – Air Gas is the preferred supplier. Received a notification from Prax Air because of unpaid invoices accumulated over 5 years have turned information over to a legal team and they want payment in full immediately. Please submit any unpaid Prax

Air invoices to disbursements immediately before any litigation. Notify any researchers to return any Prax Air tanks.

E. Enrollment – R. Kohrman

- Off budget in terms of headcount. We are 4 tenths of a percent off in terms of credit hours as of yesterday, but is expected to get a little worse (undergraduate). We are better than budget on the graduate side. FTIAC's are on target (budgeted 2,150, actual 2,160), but 7% down from last year (2,338). Eastern has a record enrollment; 2,100 last year to 2,900 students this year. Eastern has done this by changing their financial aid philosophy; by getting rid of a lot their need based aid. They are now giving a student with a 19 ACT and 3.0 GPA and offering them \$1,000 of merit award with their acceptance letter.

**III. Old Business**

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