

**BUSINESS AFFAIRS OFFICERS COMMITTEE**  
**September 2, 2015**  
**1:30 – 3:00 p.m.**  
**4339 Faculty Administration Building**

# **M I N U T E S**

**PRESENT:** Rachel Beatty, Kathleen Blumberg, Linda Carter, Clifton Shelley, Daniel Cooper, Warren Doucet, Kimberly Elms, Joan Ferguson, Elizabeth Godwin, Rita Gordon, Celeste Lezuch, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Stuart May, Sharon Progar, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Donna Wells, Antonio Yancey

**GUESTS:** James Barbret, Celeste Lezuch, Rob Kohrman, Paula Reyes, Lila Asante-Appiah, Brett Green, Beth King

**Meeting** was called to order at 1:37 p.m.

A few minutes were given to Committee to review minutes. Motion made by A. Yancey to approve minutes without any changes; motion seconded by L. Carter. A. Yancey extended congrats to Rita Gordon who will be leaving Wayne State University and going to University of Michigan (Dearborn) as Director of Business Affairs for the College of the Arts. Her last day will be September 11<sup>th</sup>. R. Gordon responded to the group as her role on the BAO Committee has been a wonderful experience. She states the position posting for her replacement in the Law School should be coming out soon.

## **NEW BUSINESS**

**FY16 BAO Election Results** – A.Yancey announced the election results and congratulated the new FY 16 Co-chairs as Daniel Cooper (Academic) and Mary Beth Buchanan (Administrative). A Yancey and K. Blumberg extended their appreciation for serving as the FY 15 BAO Co-chairs and thanked the group for their volunteering effort shown throughout the year.

**FY15 Sick and Vacation Payouts** – J. Barbet began with a presentation “review of WSU’s Fringe Benefit Costing.” (attached). His discussion points were, (1) options available to Universities, (2) role of Federal costing policies and agency, (3) benchmarks, and (4) the change for vacation/sick payouts. He further added that the University will use actual cost for variability or actual cost methodology. The fair share for fringe benefits on both sides will be 20%. The proposal was sent in March and will be effective FY2016. The Federal cost allocations will occur October 1<sup>st</sup> of this year.

R. Kohrman commented on the budget challenge and that FY16 vacation will be paid out centrally. Announcements will be sent to S/C/D financial officers.

C. Lezuch added that vacation banks will be paid through pay period 16 and departments will be asked to submit JV’s with this process. The central fund account is 116582. She further added that they will not ask for any monies back from grants.

R. Kohrman continued with enrollment figures being good for the year, thanks to recruitment efforts. There was a 15% increase in freshmen enrollment and grad a 6.3% overall. The Business School (MBA) increased to 322 versus 100, this time last year. Engineering graduate enrollment is up 24%. Enrollment in law school’s JD1 students is highest in state, which has created a need for more instructional support.

The dorms are full and there are 75 students that occupy two floors at the St. Regis. R. Kohrman reported the induction of a Wayne State RAP bus being utilized. He continued with stats as follows: freshman enrollment increase from 23.1 to 23.6, GPA 3.37 with average credit course of 13.4 credit hours; 90% freshmen are full-time.

**APPM UPDATE** – P. Reyes reported on change for Personal Service Contract. An electronic signature has been initiated and the contract can now be signed by someone with same level as the person who signed it in prior year. In addition, there has been a change to the independent contractor clause from person to entity and on the second page, two sentences have been incorporated into one. With no further question, P. Reyes will forward updates to the group.

**RIF UPDATE** – L. Asante-Appiah gave presentation on 2015 Reduction in Force Program as it related to severance program and the qualifying (employee that has not passed qualifying period) and bump employees. Inclusive in this program was vacation and illness payoff and placement services. K. Blumberg asked to clarity of fringe benefits for these employees. Lila’s response was only if employee was leaving the University in FY15.

K. Elms inquired as to where charges would hit. C. Lezuch verified charges would hit labor and budget funding. L. Asante-Appiah continued with timeline of RIP process as follows: On 9/14, employees being bumped will be notified, 9/25 laid off employees will leave University, and on 9/28 employees bumped will go to their new units. HR will work with managers on this timeframe.

**UPDATED COMPENSATION GUIDELINES** – B. Green continued with a presentation, Non-rep employee Guidelines Revisions (attached) which has been reviewed by the Cabinet. These revisions affect Salary bands A-G, no union groups. The goal of the revisions will offer cycle increases (linkage between market value and internal pay), modify approval level and address operational deficiencies. B. Green presented a table of the changes (attached to presentation) which include: (1) unit level approval for 10% increased, (2) equity adjustments exceeding 10% moved to VP level. Promotions and Demotions require HR review (provide tools to make decision) but unit has final approval of action. He further discussed some of the major changes of salary adjustments of 25% or more (i.e., to counteroffer and retain employee) and temporary Salary Equity Adjustment for employees in temporary positions from one month to a year timeframe. Questions were asked regarding PTF, non-instructional employees and career development assignments. B. Green response, they are currently working on codes for PTF and there will be no changes to career development assignments. Further clarification was provided to address Research Assistants/Associates as being outside the guidelines because they are considered faculty. B. Green will be conducting an analysis regarding overtime and formulate a plan to address changes. The independent contractor will be addressed also in the near future. Expect changes to be effective in early November.

**Elimination of One-time Use Parking Card** - Effective 10/1/2015, Onetime Use Parking Cards purchased during the fiscal year will expire at the **end of the following fiscal year** (September 30th).

Our office will take request to transfer funds on old cards up to mid-December before they expired at 12/31/15 not by 10/1/15 as noted below.

**Timekeeping System** – L. Trocchio gave a presentation on Timekeeping System in Engineering (attached). A. Yancey also included a brief overview of OVPR System, which was created for employee check in system via computer, which some S/C/D's have adopted the system (i.e., Engineering). The system can track employee time, run reports and supervisors can modify the employees time from this system. The program will be free to you, along with demo, however, OVPR does not support without charge. Should there be upgrades to the system, any S/C/D will be included. L. Trocchio gave

their plans before implementation of the Timekeeping System, not Attendance System. They did experience a few problems at first but now have a 99% compliance rating. Had adjustment period of one week, had to regroup three months later. Question asked about employees that travel out of state using sign in system; suggestion was to work with Labor Relations. System identifies with your computer IP address at work. Problems experienced were being consistent, computer problems, inclement weather. Lara's presented log in screen, comment section, supervisor screen which includes comments, confidential comments. Question of how long was roll out period for program in Engineering: started using April, 2014, regrouped in July, 2014, and by December of 2014, all staff were in compliance. Question regarding who approves.....per A. Yancey, the supervisor reconciles and makes any modifications. He further stressed, this is strictly a timekeeping system. For those interested in the timekeeping system, please contact A. Yancey and he will have his IT team assist in rolling out the program to your unit/department. No further questions.

**IRB's** – K. Blumberg expressed concern during one of the extended brown bag meetings to put together a work group to address some issues regarding the IRB's, problems with existing protocols with IRB's. A. Turner voiced concern over IRB's being continually billed without approval (i.e., items from marketing that you are not aware of). This group will come up with some possible process improvements. Group members identified as: S. May, A. Turner, D. Cooper, C. Shelley, D. Wells, and K. Elms. K. Blumberg asked group to keep BAO Committee updated.

D. Wells distributed handout on setting up IRB's for FY16 to group (attached).

K. Blumberg discussed the examples for scope of signature edits and audit findings were not put together in time to present to this group however she will commit to this task. Implementation was to take place on 10/1. To discuss final conclusions, K. Elms, A. Yancey and K. Blumberg will continue discussion on this topic and provide feedback electronically.

K. Elms addressed a previous discussion as to whether all Wayne Buy shoppers would have the ability to do punchouts. Per Ken, only individuals with pro cards have the option of doing punchouts. New job aid has been modified to do punchouts at \$2,000. Will invite Ken to next meeting to discuss and provide example. Testing will be required of this process.

A. Yancey extended again, congratulations to the new co-chairs.

Meeting adjourned at 3:16 p.m.