

## Business Affairs Office Committee

### Minutes

August 5, 2015

Members present:

Rachel Beatty, Kathleen Blumberg, Mary Beth Buchan, Tamaka Butler, Linda Carter, Shelley Clifton, Daniel Cooper, Warren Doucet, Kimberly Elms, Joan Ferguson, Elizabeth Godwin, Rita Gordon, Joe Kieleszewski, Larry Klain, Celeste Lezuch, Stuart May, Shelia Primas, Sharon Progar, Kimberly Rize, Lakshmi Sabapathy, Lisa Shrader, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Donna Wells, Antonio Yancey

Guests: Lilah Asante-Appiah & Andrea Palulak

#### **I. Call to Order – Kathleen Blumberg**

##### **A. Agenda Approval**

- Approved

##### **B. Previous Meeting Minutes Approval**

- Off boarding section change (technician out and temporary and full-time employee in). Approved after change made.

**Special Announcement** – Antonio Yancey received a promotion to Assistant Vice President Research Administrative Operations and IBio Building Manager.

#### **II. New Business**

##### **A. Budget Update/Retirement – Rob Kohrman**

- Budget was approved back in June.
- Enrollment is looking much better than anticipated; especially for the freshman class. We may get close to 2500 students.
- Continuing students was down a little, however Graduate enrollment is up a little, over 10%.
- The Early Retirement Program is still in play. Depending on the faculty members' salary level it can be paid over 1, 2 or 3 years.
- From an Accounting prospective it will be an expense in fiscal year 15, even if it is not paid out.
- Suggestion: at the quarterly meetings maybe bring your plan in play of how to take care of your early retirement; there can be further discussion of it on a case by case basis.
- Anything that is not paid out will sit in a liability account.
- Perhaps bring a plan to the quarterly meeting about how early retirement plans will be carried out by each department.

- A lot of the faculty do not have vacation time, but if there is any vacation time, it will be paid by the schools and colleges.
- There was continued conversation on whether faculty would get paid for vacation banks left over upon early retirement. That will be looked into further and someone will get back to the BAOs with an update.
- A list will be given to the BAOs of what they are responsible for in terms of early retirement.
- As far as the grants go, we will try to absorb those.
- S/C/D are still responsible for reimbursing central for the fringe benefit costs.
- Most S/C/D have one carry-forward index.
- A vote was taken to have one index code per fund and it was favored.

#### **B. 2015 Fiscal Year End – Tamaka Butler**

- Colleen was promoted to associate director in General Accounting, and she will be working with Trish Douglas.
- Presentation on reintroducing some of the key dates and timelines for fiscal year 2015.
- September 4<sup>th</sup> – try to get all adjustments and activities involving JVs in.
- September 8<sup>th</sup> – the last day to submit retroactive Change in Labor Distributions.
- September 11<sup>th</sup> – the deadline for processing fully approved purchase requisitions (Wayne Buy).
- September 18<sup>th</sup> – the last day suggested to for entering accounts receivable invoices.
- September 21<sup>st</sup> – this is the day that Disbursements has to get all activities into their office for fiscal year 2015. It is sort of a target date.
- If it is for fiscal year 2015, put the appropriate date.
- Disbursements is processing their activities through the roll up, until October 9<sup>th</sup>; they will continue to push until the day of the roll up and an incorrect date slows down the process.
- September 30<sup>th</sup> – the last day for approving open online receivers for purchase order goods and services received on, or before September 30<sup>th</sup>. A critical date because this allows us to make sure that things are put into appropriate fiscal year.
- October 5<sup>th</sup> – the last day to submit 2015 cash receipts. This is for any checks, or payments received on campus. We want Cashier's to have them no later than October 5<sup>th</sup>.
- Fund office is separate and they want things in by October 1<sup>st</sup>. Try to push to get deposits in the fund office as soon as possible.
- October 10<sup>th</sup> - the date for fiscal close, the date general budgets and general ledger balances will be moved to the new fiscal year.
- October 12<sup>th</sup> – the final deadline for JV requests for FY 2015. This would be for corrections, transfers, etc.
- Whatever is communicated to you separately will override some of these dates.
- Some of the key dates and deadlines are also on our website.
- A job aid will be sent out to help assist you.

### **C. Off Boarding Update – Lisa Asante-Appiah/Andrea Palulak**

- Following up from last month's meeting where a demo was presented and updates were provided on the phase 2 approach.
- C & IT did a demo working on the Off-Boarding process interface.
- Five or six BAO volunteers came to an Off-Boarding meeting a couple of weeks ago to help in continuing the design of the interface for the BAOs.
- A recommendation was made whereby getting some BAO feedback was wanted.
- When the subcommittee (HR, BAO and C & IT) met some of the items were mentioned were the following:
  - Started off talking about the checklist – are there missing action items, irrelevant items and additional resource items; or are contacts required in order to support the checklist?
- Some of the questions asked are the following:
  - Are there any outages or gaps in the off-boarding process?
  - Are the metrics realistic in terms of timeline?
  - If there are major holdups, what are they?
  - Are the holdups privy to the nature of the process?
  - Is it more of the contact vs. the process and is 10 days sufficient?
- There is interest in improving the automation of the process and that is what phase 2 is all about.
- We have learned that there are different protocols involving who is doing what as far as the supervisor, BAO and HR are concerned.
- There seems to be some variation as to who is doing what on the checklist.
- The recommendation made is the following:
  - Provide the BAOs with the flexibility to assign or delegate the checklist actions for both the supervisor and BAO.
  - Two ways mentioned would be to first create one combined checklist. For example, if there are 35 items total, the BAO would determine how to route those accountabilities based on your S/C/Ds practices and protocol. Second, is it best to keep as is, but each of you as BAOs has the ability to override what they see fit.
- A suggestion was made to perhaps to reduce the checklist to what the S/C/D would be responsible for.
- Concerning Travel Wayne, it was mentioned that there is an error on the checklist in the section saying to notify your pro-card coordinator. Response was giving that that can be corrected.
- We want to have the paper removed all together and have the check-off in the computer system (electronic).
- The third option mentioned was to move on to phase 3.
- Phase three may be ready in six months and phase 2 may be finished by the end of the year.
- Recommendation vote taken – 3 for option 1 and the majority for option 2.

**D. BAO Chair Election Process – Kathleen Blumberg**

- A brief survey will be sent in the next couple of days for your selection of an academic chair for next year and a central offices chair.
- Please give high priority to those individuals who have not yet chaired this committee before.

**III. Group Discussion**

The following question was asked: How do other departments handle back pay payments? Most people said that they are proactive and do not wait.

**A. Concluding Comments**

Do the BAOs want to have a Brown Bag about the tardiness documentation? Antonio Yancey and Lara Trocchio will provide leadership for this topic at a Brown Bag starting at 12:30pm on 9/2/15.

**IV. Adjourn**