

# Business Affairs Office Committee

## Minutes

December 3, 2014

Members present:

Rachel Beatty, Kathleen Blumberg, , Mary Beth Buchan, , Linda Carter, Shelley Clifton, Daniel Cooper, Warren Doucet, Elizabeth Elder, Kimberly Elms, Rita Gordon, Andrew Kaufman, Joe Kieleszewski, Celeste Lezuch, Stuart May, Shelia Primas, Sharon Progar, Kimberly Rize, Lakshmi Sabapathy, Lara Trocchio, Arthurine Turner, Donna Wells, Antonio Yancey

Guests: Philip Cunningham, Andrea Gerber, Rob Kohrman,

### Announcements:

Thanks to Celeste and Shannon for putting together the Banner Brown Bag workshop

### I. Call to Order – Kathleen Blumberg

#### A. Agenda Approval

- No changes

#### B. Meeting Minutes Approval

##### Update from Jim Barbret

- The roll out of new time reporting from a cabinet direction has been tabled for one year  
- The fringe rates were rescinded; reverted back to fiscal year 15 rates for payroll 25 -  
Corresponding adjustment as well

### II. New Business

#### A. Vote – Lila Asante-Appiah & Dennis Orr to the BAO Committee

- Voting is necessary per the committee charter
- One member asked what the purpose was to add Lila & Dennis. Discussion ensued and the matter was ultimately tabled to a future meeting after additional review of the Charter.

#### B. Student Center Renovation Update & Reservation Policy – Andrea Gerber

- Renovations are approaching the deadline
- Doors will open on the north side of the Student Center bldg. on 1/12/15
- New ballroom will be completed, as well as all areas from the center stairwell, north, toward Panda Express
- There are new written policies and changes related to scheduling.
- The food policy in the student center has changed; all food for the ballroom will come from Aramark (WSU dining services)
- Only snacks will be allowed in the smaller rooms
- Anything requiring refrigeration or heat will be through WSU dining services
- The big potlucks will have to go through a potluck waiver process and obtain approval
- Reservation timeline will have a tiered policy where the large scale yearly events (career fairs & orientations) will be able to be reserved a year in advance
- Priority will go to student organizations, departments and then external customers
- Over the summer it will be first-come, first-served because not many students are on campus
- For events happening in the fall, a room can be reserved starting April 1<sup>st</sup>
- Over \$500,000 worth of technology has been added to the student center
- Rooms that require a setup will have a fee of about \$100.00 and the ballroom will have a \$500.00 fee.

- Phase two has already started with the lower-level closed
- Gaming area, performance space, seating and food service, Taco Bell and Panda Express will open on 1/12/14
- 2<sup>nd</sup> Floor ballroom, can be divided into three separated spaces; the auditorium will have retractable seating
- The conference room 299 will be expanded

### **C. Budget Updates Sourcing – Rob Kohrman**

- Enrollment for winter registration is up 2% compared to this time last year and applications for next fall are about the same, down about 1%
- Results of Scholars Day on 11/16/14 were up with more students coming in
- Going up another debt issuance
- There was a lot of concern about spring/summer funding and the Provost put together a group of people to meet on it, including some BAOs regarding the spring/summer funding formula
- The BAO members were asked if they had any concerns. No responses were given, but the Deans are not happy with it the spring/summer funding model.
- Some of the complex cycles of tiers will be eliminated; there were seven
- One of the recommendations is to still have tiers, but if your enrollment is dropping greater than a 2% clip, instead of the 60% or 70% allocation, it will go to about 40%; a significant impact
- This year we added in money/allocation for Graduate School
- Currently for a school that gets tier 1 at 60% goes to schools and colleges and 40% goes to President, Provost and OPPR
- One of the questions, should there be a share that goes directly to the departments?
- Another thing that was looked at was the incentive for extension centers and online courses; if you increased the amount of course offerings through online or extension center, then a portion of that money would go back to you on a one time basis
- Instead of a giant calculation, you would just get a direct allocation between \$105 and \$150 per credit hour
- A suggestion regarding summer school is giving X amount of dollars to the schools and colleges and have them do their own expenses; no worrying about overhead costs
- There is a flat fee for the extension centers of \$125 and \$160 for online courses per credit hour
- Some thought needs to be giving to having a flat fee; there are still some questions
- Another concern (Joe), if the money comes from online courses, you should put the money back into the online programs.
- Previously with a pilot, some departments received more money from the online pilot than their general fund.
- Of the money generated only those generating the revenue should share in the allocation. 6 units that bring in revenue include, Business, CLAS, Fine Arts, Social Work, Engineering and Education
- All the monies that schools and colleges get varies.
- If money will be restricted, how will it be restricted?
- Deans will hear about the concerns in upcoming meetings.
- Before holiday break, hopefully, the tax amounts will be sent out for everybody and no exempting from the threshold will happen
- Discussion is still ongoing about Financial Aid award taxing
- Students with scholarships keep having an increase in tuition affecting there scholarships
- The change in the ICR policy has an impact on the general fund budget
- A strategic plan will help guide everyone in terms of prioritizing things
- The State is not going to give us much money, but tuition will be about the same as last year

### **D. ExITs Program – Philip Cunningham**

- In the past there have been problems with faculty who did research, leaving WSU
- Various projects were sometimes forgotten

- A fired faculty member left and placed in the hallway a 1 lb. bottle of sodium phenobarbital (schedule 4 narcotic).
- A lot of other dangerous chemicals would be left after other faculty members were gone, too
- Over \$75,000 was paid out in the past to have chemical companies come to identify what was left in the bottles
- A questionnaire came about to make it a little easier when faculty (especially researchers) are leaving
- The Business Officer/designee of the department would take time to schedule and sit down with the faculty member leaving and ask them a series of questions that will be listed on a special website that will be available soon
- How it will work is the BAO/designee would log in and then input the access ID of the departing faculty member; then BAO/designee would put in their access ID, and go into a series of questions for the faculty member to answer
- When the questionnaire is complete and submitted emails will generate to various people that need to know the person is leaving; for instance, if it concerns hazardous material, or animals still in the lab, etc., then proper people would be notified.
- Once everything has been done, the database will have the tasks listed and the dates that the tasks were completed. Reminders will continue to pop up if tasks are incomplete.

**E. Travel Sub-Committee – Call for Volunteers – Arthurine Turner**

- Last meeting the committee had a very engaging discussion about travel which lead to the formation of this committee.
- Emails are no longer received when new employees start – only notified when the new employee is doing a travel request
- Provost requested that the Faculty meet to discuss some of the concerns regarding travel and there were four, or five meetings
- There is one major rewrite and about three or four clarifications; clarification example, a rule that says that the authorizers and approvers have been broken into two sections.
- The proposal is to change meals/per diem to the 75% rule, as appose to the time of travel, as relates to the travel dates because this is quite confusing.
- So many urban myths about requirements and who needs to do what, etc.
- One of the misunderstood things regarding the policy; you can never put in to pay for an expense in advance of the travel. Yes you can and it is listed on the Travel page
- Taking a taxi – it is not required to put in the time, but you can put in the time if you want
- Interested members who would like to volunteer for the Travel Sub-Committee can send an email to Antonio Yancey

**F. Update on Warrior Exchange – Darryl & Kimberly Elms**

- Small group met to look at how we can make the authorization process hassle-free and one that everyone can live
- Designating authorized users in each of the schools, colleges and divisions
- If too many, or too little authorized users, you can make changes later
- Authorized users will approve postings, as well as claiming of items off of Warrior Exchange
- Access ID will be logged into the system, others can view
- You have to log in to see the process flow charts
- Have C & IT to help add the FAQs
- It will go into effect by next winter semester (mid-January)
- Will get updates back out to the work group

**III. Group Discussion**

**A. Goods & Welfare – Kathleen Blumberg & Antonio Yancey**

- Some changes need to be updated regarding the wireless communication device policy
- There are IRS rules that changed with some of the references to CFO or controller approval changes, but the policy was never updated
- Most importantly, the monthly allowances are being looked at as to what will be reasonable
- Goal is to have the policy finalized before January, but that might not be reasonable
- There are discounts with some of the cell phone carriers
- McGregor catering policy has been approved
- C & IT merged with two departments
- Jury Duty policy is not in the APPM (just non-rep manual) but we are looking to implement it
- The General Expense Guidelines has a rewrite of information about the changes and modifications over the years

**B. January 2015 Meeting date – Kathleen Blumberg**

- Members voted in favor to have meeting cancelled

**IV. Adjournment**