

Business Affairs Office Committee

Minutes

October 1, 2014

Members present:

Rachel Beatty, Kathleen Blumberg, Curtis Brahm, Mary Beth Buchan, Tamaka Butler, Linda Carter, Shelley Clifton, Daniel cooper, Warren Doucet, Patricia Douglas, Elizabeth Elder, Kimberly Elms, Marlene Erno, Joan Ferguson, Joe Kieleszewski, Ricardo Kisner, Celeste Lezuch, Stuart May, Shelia Primas, Sharon Progar, Kimberly Rize, Lakshmi Sabapathy, Lisa Shrader, Catherine Siladi, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Donna Wells

Guests: Lila Asante-Appiah, Ken Doherty, Rob Kohrman, Paula Reyes Kimberly Sayles,

**I. Call to Order – Kathryn Blumberg**

• **Announcements:**

- Congratulations to Celeste Lezuch on her new position as Vice President for Academic Affairs.
- Antonio Yancey is on medical leave and recovering quite well
- Agenda for today's meeting, 10/1/2014 approved
- Minutes from the 9/3/14 meeting approved

**II. New Business**

**A. Off Boarding Process Change Presentation – Lila Asante-Appiah & Kimberly Sayles**

- Roll out updates to off boarding program; a component of WSU's integrated Talent Mgt. Program
- OBP consists of some revised and new goals
- Designed to decrease or eliminate risks to the university. It provides exit strategies that standardize off board people and complete the employee life cycle in a way that would allow them to become WSU grand ambassadors
- Institute a screener process of sharing accountability between all critical users in off boarding employees and retract WSU employee identity, collect and protect WSU physical and intellectual property and to close critical off boarding processing in a full organizational manner.
- Improve the gathering of data for organizational input that will help to complete the voluntary exit interview process
- Ensure that employees are able to gain information on pay, benefits and retirement as well as allow employees to wrap up projects to support the transition, where feasible
- HR Consultants will serve as the primary ambassadors of the program focusing on communication, support and facilitation in working with other depts., BAO's, etc.
- Implementing a process that relies on best practices.
- Off-boarding toolkit has three checklists, so each stakeholder is accountable for their portion of the process
- OBP helps to make sure critical components are completed by employees last day
- Employee checklist verification form will serve to make sure all processes are completed
- Off Boarding process is for grant funded employees, too
- There is a standard operating procedure that the HR consultant will go over with BAO's
- The employee knowledge transfer questionnaire helps to ensure and capture any critical duties that may not be in the job description before an employee leaves.
- It may not apply to everyone, for example, a Research Assistant working on a specific project who will be gone once the project ends may not be required to complete the questionnaire

- Exit interview survey questionnaires were developed to serve as a way to find out reasons why employees leave and so we can look at ways to improve university-wide. It is voluntary, but employees should be encouraged to complete it by the HR Consultant
- Timeline - October 30<sup>th</sup> the off boarding process is scheduled to go live and October 8<sup>th</sup> HR directors and consultants will be oriented on the process with more detail. Business managers should see emails pertaining to the OBP after orienting HR and the toolkit should be available on the HR website
- Phase 2 - we will be working with IT, to have electronic routing of all the off boarding documents by sometime in 2015
- Earlier this year a pilot was conducted using the exit interview questionnaire to capture data and to get feedback from the employees regarding their primary reason for leaving, their relative decision to leave, as well as their satisfaction with pay, or benefits
- The time period to complete the OBP process is 10 days; typical an employee will give a two week notice, but within the SOP there will be a process for those that don't give a 10-day notice
- Direct supervisors notifies the BOA and HR within 24 hrs. HR will then start the email process that an employee is leaving; everything should be completed in the 10-day period, including deactivating access to WSU computer systems (unless they are students or alumni), procurement card, travel card deactivation and collection of all WSU property, etc.
- There have been some changes in the BAO checklist

#### **B. Budget – Rob Kohrman**

- Atec's Grand Opening, 10/2/14 in Macomb, governor will have a private tour of it
- Administrative update - Bob Harris' who departure as the Sr. Business Affairs Officer has been replaced by Celeste Lezuch and she will have a dual role; she will work with schools & colleges & also work in the Budget Office
- Budget for next year – president asked that there be a review of the ICR distribution; more thorough update will come next month in a PowerPoint presentation
- We are close to have a new ICR distribution policy, but not there yet
- Some budget policies will change in terms of costs and we are clarifying and changing the faculty startup policies and it will be found in the budget book and the policy and procedures manual.
- Provost has requested a group get together to look at the current summer school distribution; enrollment has dropped and the current model is not working
- A new mechanism needs to be in place
- It seems that younger faculty show more interest in the online teaching
- Will bring tuition differential or tuition reduction plan to the table before December

#### **C Internal Financial Document Approval Policy, Procurement Strategic Sourcing – Ken Doherty**

- Policy deals with who is authorized to sign, IRB's, DPR's, SPR's, requisitions, etc.
- It had its origin in 2012, was put in writing 2013 and August, 2014 the policy received the green light to implement by Rick Nork.
- In the past, approvals were done on a unit level and continued because that was how it was always done; it was more based on convenience
- There is not always an audit trail that shows that if it was not a systemic, or a wet signature approval that there is something on file in the business unit showing it existed
- In the future approvals will be based on ascending rank of position; BAO's, Directors, Deans, etc.
- Approvers will vary depending on the document type and will be uniform across the campus
- Internal auditing brought weaknesses to light.
- The policy is set up with following levels: Requisitioners, BAO's, Directors, Chairs, Deans or AVP's and in some cases things will require a VP's signature and in some cases it will require co-signatures (VP and CFO) and this will be the ultimate responsibility across the campus.
- We differentiate between document type IRB's, purchase requisitions, DPR's and the various kinds of SPR's etc.

- Requisitions below \$2000 should come directly to procurement, except in cases where it is punch-out vendor; then it would go directly to the vendor
- Between \$2000 and \$100,000 it will go no further than your business office; above that level to \$125,000, a Director or Chair, above \$125,000 to \$500,000 your Dean or AVP, above \$500,000 VP, CFO or Provost approval
- For transactions up to \$2000 you can choose to have the requisitioner become a shopper and assign the cart instead of sending to procurement if you want
- Requisitioners are only people who the BAO assigns to be a requisitioner, the BAO controls that
- DPR's are very different and much, much lower; With DPR's, there is no requisitioner that goes directly to procurement because requisitions go to a buyer (so you still have two people look at them) your DPR goes directly to pay and still would require a BAO approval
- We are divorcing the DPR process and moving back into the requisitions and the SPR process is being expanded
- SPR's (Special Payment Requests) were developed from procurement
- Utility payments are paid using SPR's because of having multi-departmental index distributions
- IRB's will still require the signatures; we are hoping to work with Finance, Business Operations and other units on campus to see how much we can put into WayneBuy
- Regardless of signatory level we still have special approvals based on commodities
- We took a Snapshot of 12 mos. starting with August 31, 2013 to September 1, 2014; requisitions only - based on 25,500 documents, 24,500 were below \$2000 and more than half of that were Punch-Out orders (about 13,000) that went directly to the vendors
- Only about 1100 documents that came in Procurement were over \$2000 and between \$2000 and \$100,000 were only about 800
- Roughly 300 documents had to go to a Director or Chair across campus
- Dean or AVP level would only be about 90, leaving very little for a CFO.
- If you bring a speaker in and agree on a price up front, that is a contracted service
- Honorarium is a free will gift; for instance, if you give a speaker a token gift after a speech
- Internal Audit has reviewed this policy numerous times
- Only thing you can punch out for Dell is the standard configuration
- The approvals are Smart Phone capable

### III. Group Discussion

#### A BAO Charter Review – Kathleen Blumberg

- Right now, no desire to change it, but members should look at it to see if in any clarification is needed
- Contact Kathleen or Antonio for any recommended changes
- If on agenda next month there will be something for discussion
- Will try to get any recommendations or changes to you in advance, so that you can be thoughtful about discussing it at the next meeting

#### B. Interest Survey – Kathleen Blumberg

- Five minutes to complete
- Central offices have had a lot of things in Pipeline, they may not be meeting your needs
- Give you an avenue to learn more about your job or specific area
- Help us to plan for presenters to come in to meet your needs

#### Goods & Welfare

- Spring breaks have changed
- Research people went from 26.8% to a 33% range and it busting our budget
- There's upcoming meeting to stop the impact on grants as well as other areas
- We only have seen the federal side of the impact

Good and Welfare – Conversation occurred regarding the changes in the Fringe Benefit Composite rate and members requested that Jim Barbret attend the next meeting to discuss the impact of this change.

IV. Adjournment