

Business Affairs Officers Committee

Minutes

October 5, 2011

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, L. Carter, E. Elder, J. Ferguson, R. Gordon, S. Frump, R. Harris, S. Kellogg, J. Kieleszewski, C. Lezuch, S. May, J. Nechal, S. Primas, S. Progar, K. Rize, L. Sabapathy, L. Shrader, A. Strickland, A. Turner, S. Walkowski, D. Wells, A. Yancey

Guests: Ken Doherty with Purchasing Department, Michael Gleason with the Pro Card Office, Bryan Atkinson with the Disbursements Office, Rob Kohrman with the Budget Office.

I. Call to Order – J. Ferguson

Meeting was called to order at 1:30 pm.

Agenda approved as submitted.

The minutes of the August 10, 2011 meeting were approved with the following corrections; Page 2 E. Travel Policy Project – “Brian” should be spelled Bryan; “in access” should read “in excess”.

The committee acknowledged Shirley Walkowski on her upcoming retirement from the University. The committee recognized all of Shirley’s years of service on the committee and wished her well in her future plans. Artie Turner provided cupcakes and punch for the celebration.

II. NEW Business

A. Budget & Enrollment Updates – Celeste Lezuch for Rob Kohrman

Celeste Lezuch reported that the University will be conducting a Vacant Position Analysis which will require that all units complete a worksheet providing a justification for vacant positions. This information will be due in the Provosts Office on October 17th for academic units. A template will be sent out to use in this process.

Celeste also distributed a note that was sent out by the University Registrar regarding the Fall 2011 student enrollment. Further detail is available on line within the Registrar’s website.

Budget for funding on SRIP’s is on hold until the Vacant Position Analysis is completed.

There was a question regarding whether there would be a non-represented increase program for FY12.

K. Blumberg asked if there were any further budget reduction planned in FY12.

B. APPM Updates - Mike Gleason

A copy of the revised 2.7 Procurement Card APPM was sent to the committee prior to the meeting. The Business Affairs Officers were asked to review the revised policy 2.7 and provide feedback directly to Mike Gleason. The APPM will be revised again when the procurement system is implemented. Purchasing will provide any revisions to the committee members as they occur. The reallocation deadline has been escalated to the 7th of the month. The regular user deadline remains the 10th of the month and the BAO deadline will now be the 15th of the month.

C. Strategic Sourcing Presentation - Ken Doherty

Ken gave a slide show presentation on the new procurement process which will be similar to SciQuest. The new system will feed directly into Banner and also to the supplier. SciQuest would be the routing tool, consolidating four Banner screens into one screen. The Purchasing Department anticipates that this system will reduce Pro Card spending. Also, new hire moving costs will be set up through one university wide vendor. A question was asked regarding whether Purchasing will have the ability to determine cost savings from these changes?

D. Scholarship Policy Task Force – Celeste Lezuch

Celeste distributed a report which provided an overview of the current issues that the Scholarship Policy Task Force is addressing. The majority of this work is related to the application of the new technology provided through the Black Belt Scholarship Project. A new reporting tool is being proposed that will provide an accurate projection on the balance in scholarship funds. The task force will present a final report on their recommendations to the Provost in mid December.

E. Facilities Pilot Project Partnership – Celeste Lezuch

Celeste delivered an introduction to this pilot project. A handout was distributed describing the project. The purpose of the project is to allocate utility costs to units, at the same time conserve energy and increase control over utility costs at the unit level, resulting in energy savings. FY12 will be used to collect data. A phased roll out of the project will occur in FY13. The three areas involved in the pilot project are Nursing, Law and Engineering

F. Cashiering – Joan Ferguson

Joan asked for feedback on the responses provided by Jim Barbret to the questions that were submitted regarding the revised APPM 1.7 Cash Collections & E-Commerce. No further questions or comments were voiced regarding the policy.

Joan mentioned that the Cashiers Office had recently changed the departmental deposit procedures and asked if the group was aware of the changes. Several members were familiar

with the changes and had been to training. The BAOC chairs had asked Lavinia Lamar Smith, Associate Director to attend the meeting to discuss the changes. Lavinia was unable to attend the meeting due to year end closing. However she will be scheduled for the November meeting. Joan asked the group for any questions regarding these changes that can be sent to Lavinia prior to our next meeting.

Several questions were brought up:

How are we going to address the use of student assistants for cashiering activities?

What is the current status of the background check procedure, and who is responsible for the cost of this procedure.

The BAOC chairs will send out a request to the committee for any further questions or issues regarding the change in procedure.

G. Administrative Conference Presentation – Joan and Celeste

Celeste and Joan informed the group about the request that Rick Nork made to the schools, colleges and divisions regarding the opportunity to give a presentation to the Administrative Conference on new and exciting initiatives in their units. The information may provide ideas that other units might find beneficial to their programs. The College of Nursing will be making a presentation on the Network Bridge program in their college. Please contact Donna Wells if you have an idea for a presentation at a future Administrative Conference meeting.

III. Old Business

Bryan Atkinson visited the group after his Concur travel presentation to the Academic Senate. He mentioned that any year end invoice processing would continue through the next Thursday, October 13th. He also answered a question about how many honorariums could be processed in one year. The answer is three.

Rob Kohrman joined the group and answered questions about the Vacant Position Analysis request that was discussed earlier in the meeting. He clarified that they will be looking at positions that have been vacant for over one year. The vacant positions must be prioritized in order of importance.

The purpose of the SRIP program was to pull costs out of the system. The university must now fill a 3.2 million gap left after SRIP positions were requested to be refilled.

A discussion occurred at the last Council of Deans meeting which centered on improving communication between the Budget Office and the deans. A copy of the minutes from the Administrative Conference meetings will be distributed to the deans to help improve communication regarding administrative matters.

Rob also mentioned that there was discussion regarding incentive based budgeting.

Open Items Schedule – Jerry Nechal

Item tabled until next meeting.

IV. Good and Welfare

The committee was asked for topics for the next meeting and the issue of further budget reduction in FY12 was suggested.

The meeting was adjourned at 3:35 P.M.