

Business Affairs Officers Committee

Minutes

November 4, 2011

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

Guests: Ken Doherty and Paula Reyes with Purchasing Department, Sophia Dollar from Wellness Warriors, Lavinia Lamar-Smith with Cashiers, James Barbret and Mary Beth Buchan with Fiscal Operations, and 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 October 5, 2011 meeting were approved with no changes.

II. NEW Business

A. Budget & Enrollment Updates – Rob Kohrman

Rob Kohrman addressed the Special Retirement Incentive Program. The cost (salary, fringe and medical) of the SRIP program was expensed to the units. This expenditure has caused some units to go into deficit. If a unit needs bridge funding in FY 2011, the Dean or VP needs to contact Rob Kohrman. The payback of this one-time bridge funding would need to be paid back in FY 2012.

He was concerned about how many units requested a majority of their SRIP positions to be refilled. The Provost Office will review the exception to refill request from schools and colleges and provide a decision. Larry Klain mentioned that some of his transfers were being held up in General Accounting due to deficit balance from SRIP costs posting to accounts and the funding not being completed. Rob noted that SRIP funding in FY 2011 will not be taxed. A request was made that units be provided a list of SRIP and RIF positions that were funded.

Robert Harris announced that early next week, schools and colleges will get information on what funding will be available to them for FY 2012. This includes allocation of faculty startup funds.

B. Demo Purchasing – Approval Queues by Ken Doherty and Paula Reyes

A demo was provided to show that departments now have the ability to view Approval Queue's to determine who has the ability to approve transactions. Banner forms such as FTVAPPQ (to search for Queue ID), FTMAPPQ (view users set up within a Queue ID), and FOMAQRC (view Organization Codes within a Queue ID) was demonstrated. One shortcoming was that there was no form to view approval queues within each organization. Kim Elms stated she has created a Cognos report to provide her this information. Ken and Paula will get with Kim to discuss further.

C. Strategic Sourcing Update - Ken Doherty

Ken stated that vendor presentations are being conducted on office supplies sourcing. He will provide periodic updates but all is on track. E-Procurement is due to go live late April or mid-May. Training will be provided before going live and a user group will be form to determine functionality within the next two to three weeks.

Donna Wells announced that Ken was appointed Assistant Vice President of Procurement and Strategic Sourcing. Everyone congratulated Ken on a well deserve promotion.

D. Wellness Warriors – Sophia Dollars

A presentation on the Wellness Warriors program was given by Sophia. This program has been recognized by the community and that all health information is private. The 2012 open enrollment period extends to November 17 with the program starting in January 2012. Sophia provided some examples of free services. You must register to participate in the program. Appointments to enroll can be done through the Pipeline's Training Seminars & Workshops or calling 313-577-3717 Option 4.

E. Department Depositors – Lavinia Lamar-Smith

The cashier's office in AAB will be closing as soon as renovations are completed at the Welcome Center. Lavinia will provide a list of departments that deposit with Cashier's Office and those that deposit with the School of Medicine Cashier's Office. Lavinia addressed the change in process for deposits. The business process change from using a sundry remittance form to a CashNet departmental deposit form to increase efficiency. A pilot program was first initiated with several frequent depositors and the system worked very effectively. Matt Berg from Housing was one of the pilot areas and is very satisfied with the new process. The departmental deposit form has to balance before process is completed. Lavinia presented a summary of the new processes and the benefits such as elimination of keying errors, reconciling, time saver, access to deposit reports, and not standing in line at the cashier's office.

Only full-time staff employed by Wayne State can make deposits. A question was raised about utilizing student assistants to make deposits. Student assistants can only be utilized for drop off

of deposits. A question was raised on the current background check procedure and funding. The APPM that addresses this process has not been finalized.

This process becomes effective as soon as a person is provided training. There had been several added training sessions for the month of December and that all training should be completed by the end of this year. There has been a one-page cheat sheet created that is provided in training and frequently asked questions on the departmental deposit process. It is anticipated that the old cashiering processes will end in early January 2012. It was noted that the tape on the envelope that includes the date, bag number, and prepared by should be kept as part of your records.

F. Part-time Faculty Parking – Mary Beth Buchan

Adding parking dollars to a one-card becomes taxable income to the part-time faculty holding the card due to the fact that it can be used for multiple purposes. This deduction does not show up on the pay stubs. Part-time faculty received an e-mail notifying them of this change. Joan Ferguson mentioned that 40 to 50 part-time faculty members in her college did not receive notification. Until a different method for paying parking costs to part-time faculty can be determined, this will be the on-going manual process. If a part-time faculty member assignment is cancelled, please notify payroll so they can make the adjustment.

The Live Midtown 3rd quarter payment will be taxed on November 3, 2011. Mail went out for all non-cash earnings code and their tax. The phone cell certification based on the APPM requirement will go out within a week or two.

III. Old Business

Jim Barbret discussed that the travel policy has been completed but waiting on cabinet approval. The policy should be released in conjunction with the new travel procedures via Concur. The meal per diem rate is based on the GSA rates. Individual costs that are greater than \$15 will require a receipt. The software for the Concur implementation is still being configured with Wayne State rules. Training for the new travel process should start in December. The selection of a new travel card and new agency should be completed by the end of December.

Jim mentioned that the year-end processing was complete.

Open Items Schedule – Jerry Nechal

Item tabled until next meeting.

IV. Good and Welfare

A recommendation was made to add Catherine Suladi from Marketing to the BAO group. All agreed to add Catherine to the roster.

The meeting was adjourned at 3:30 P.M.