

# **Business Affairs Officers Committee**

## **Minutes**

**February 1, 2012**

**Present:** C. Barduca, R. Beatty, K. Blumberg, C. Brahm, L. Carter, E. Elder, J. Dunlop for J. Ferguson, R. Gordon, S. Frump, R. Harris, A. Kaufman, J. Kieleszewski, C. Lezuch, S. May, J. Nechal, S. Primas, S. Progar, K. Rize, L. Shrader, C. Siladi, A. Strickland, A. Turner, K. Vest, D. Wells, A. Yancey

**Guests:** Ken Doherty with Strategic Sourcing, James Barbret with Fiscal Operations, Scott Casey and Bryan Atkinson with Accounts Payable, Alicia Pendleton from HR Employee Service Center, and Rob Kohrman with the Budget Office

### **I. Call to Order – C. Lezuch**

Meeting was called to order at 1:30 pm.

Agenda approved as submitted.

The minutes of the December 7, 2011 meeting will be approved when Joan Ferguson returns.

### **II. NEW Business**

#### **A. Strategic Sourcing Update – Ken Doherty**

Ken announced that there are several on-going projects related to strategic sourcing initiatives. One is the office supplies where the contract with Office Max will be the sole or preferred vendor. There is substantial savings by going with Office Max and that the change should be transparent. The next project was moving services. The preferred vendor is Corrigan Moving with a 13% better pricing than other vendors. This process will transform from an eight-step process to a three-step process. By the next BAO meeting, Ken will have the APPM changes related to moving services available for review. The third strategic sourcing initiative was the awarding of business cards, letterhead, etc. to Utley Brothers.

The next steps include contract negotiations with two major research and scientific supplies. They are Fisher Scientific and VWR to leverage spending. There are vendor site visits for commercial printing presently being conducted. The office furniture RFP has been drafted with a target release of February 12, 2012. Ken also stated that they are beginning departmental research on computer supplies to enter into a sourced

relationship with one supplier. Lastly, he is working on a RFP for multifunction printing services. The goal is to one to two companies that would provide this service.

Other discussions included the review of the pro-card limit and the requisition attachment will be loaded to e-procurement but there will be an on-line version in Banner. In addition, employees will be allowed to pay membership fees with their procurement card effective February 1, 2012. The charging of membership fees being charged to procurement cards will still to follow university policy and procedures. The APPM will be revised to reflect this change.

#### B. Temporary Staffing Services – Ken Doherty and Alicia Pendleton

Presently there are 69 approved vendors that provide the university with temporary help. There should be no more than five vendors to meet all needs and provide better rates including information technology, clerical, project management, etc. Also, the HR ESC office will be centrally coordinating with the temporary agency services including identification and placement. The billing and invoicing will still be decentralized. The requisition process will be develop and complete by March 31, 2012. It was noted that there is still a 1,000 hour fiscal year limit on temporary employees based on the APPM policy.

#### C. Budget Update – Rob Kohrman

The FY 2012 budget included an approximate 12% reduction to the general expense supply budget because of the strategic sourcing initiatives. The BAO members thought it would be fair to do a three-year average instead of basing the budget supply reduction on only FY 2010 actual expenses. The analysis was completed. Rob proposed and the BAO members agreed that any unit where costs based on the three average was 5% greater or less than the 12% originally reduced would be funded centrally or require unit funding of the difference. There was consensus among the members that they have not seen any supply cost savings for FY 2012. Kathleen Blumberg mentioned that her unit's research supplies have not reduced.

Rob discussed the changes in the FY 2013 general fund budget book and how there would be more information provided. There would be additional pages that would reflect budget versus actual that should further enhanced transparency of where the costs are being spent. This means that general expenses will be presented on roll-up categories instead of just one line. Rob will provide examples at the March 2012 BAO meeting.

#### D. Travel Update – Scott Casey, Bryan Atkinson and Jim Barbret

The travel kickoff sessions are being conducted and Carole Barduca stated they were good presentations. The recent travel approvals will be defaulted to organization level until individual profiles can be developed. Travel approval has to occur before expense report can be generated. The travel system allows for internal routing procedures in front or behind which gives the system a higher degree of flexibility. According to Bryan,

there has been tremendous learning and activity going on testing the travel expense system. Changes or new functionality in the travel system occur in a monthly release cycle.

E. BAO Website Preview – Lisa Shrader

Lisa presented the BAO new website. Any changes include format changes should be provided to her. All BAO members thanked Lisa for all her hard work in putting this website together. The BAO members agreed that the BAO chairs would be responsible for the content of the website.

**Open Items Schedule**

Faculty Hiring Process - Rita Gordon

Human Resource Initiatives – Kim Elms

Status of BMAC Subcommittees – C. Lezuch and J. Ferguson

**Good and Welfare**

The meeting was adjourned at 3:40 P.M.