

# **Business Affairs Officers Committee**

## **Minutes**

**April 4, 2012**

**Present:** C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, L. Carter, D. Cooper, E. Elders, K. Elms, J. Ferguson, R. Gordon, S. Frump, R. Harris, A. Kaufman, S. Kellogg, R. Kisner, C. Lezuch, S. May, J. Nechal, S. Primas, S. Progar, K. Rize, S. Williams for L. Sabapathy, L. Shrader, C. Siladi, A. Strickland, A. Turner, K. Vest, D. Wells, A. Yancey

**Guests:** M. Gleason, K. Doherty, B. Atkinson, M. Gallagher, A. Pendleton, D. Aziz

### **I. Call to Order – C. Lezuch**

Meeting was called to order at 1:30 pm.

The minutes of the March 7, 2012 was approved.

### **II. NEW Business (changed order of agenda)**

#### **C. Temporary Agency, K. Doherty and Alicia Pendleton**

The university presently uses 69 temporary agencies. This will now go to using 5 temporary agencies. There will be two agencies for information technology support and two general purpose providers to cover medical, administrative and non information technology support. Alicia mentioned that they wanted to go live at the end of March but will not make that date. There have been several volunteers (C&IT and Research) working on this project with them. They will keep us informed and still provide us the information on the 1,000 hours maximum for temporary help.

#### **A. Resource Portal – Dawn Aziz**

Dawn demonstrated to the group a new Leadership Development Tool website that assists or informs leaders on collective bargaining agreements, university policies, and other topics of interests. It was developed with input from a committee representing Employment Service Center, Labor Relations, Academic Personnel, General Counsel, EEO and OED. It follows the employee life cycle from hiring to termination. It is a central resource base and does not include a school/college/division practice. The faculty hiring process is very basic. There was a discussion on using Blackboard versus the website platform since Blackboard is very user friendly. Dawn will look into using tool. Although content is not finalized, the next step is to do a pilot so certain users can provide their point of view. This should occur sometime around April 17, 2012. .

## B. WayneBuy Update – Michael Gleason

Michael Gleason provided a condensed slide presentation based on the town hall meetings that were recently being held. He described the WayneBuy benefits such as better pricing by focusing on the items that are used most, purchasing of items will be expedited, and the easy to use marketplace. He mentioned that they worked with C&IT to collectively come up with a list of specifications and configurations for computers. There will be monthly newsletters beginning of next week so that people can stay informed.

Transactional processing of invoices will be streamline and it will be more of a review process. There will be a re-engineering of items purchased on grants. Pro-cards were also discussed to the point that their usage should be for one-time purchases, urgent orders, and non-PO vendors. In most cases the departmental role will be an “approver”. Send to Ken any user access to approval screens. The “shopper” role will be able to interact with vendors but who gets this role will have to be approved.

Over 7,000 of change order requests are done per year. There is a one page order form that will go through workflow so that the true change order request will now be done by an amendment team for approval. This process for the BAO will be a lot easier since prior CORs were disapproved at a rate of 80 to 90%. Presently, June 25<sup>th</sup> is the go live date since this the slow time for requisition processing. Training will start in mid-May with job aids being available on-line. There will be all levels of training for shoppers, approvers, and infrequent users. Please refer to the website at [purchasing.wayne.edu/waynebuy](http://purchasing.wayne.edu/waynebuy) for more information.

## C. I-9 Compliance – Alicia Pendleton

Starting in 2008 as a condition of employment, the university is required to comply with the Federal IRCA (immigration) law. E-verify is a system that contains all I-9 records and helps ensure compliance and minimizes potential audit risks. Implementation of I-9 Express and E-verify was very costly but the fines for non-compliance can be greater. There are three phases to compliance with Phase I being implementing the E-verify system, Phase II (where they are now) is having I-9s available and accurate for all active employees and purging I-9s that are not needed and lastly Phase III where I-9 Express needs to be audited before they are put in electronic format.

Upon data review in Phase II, there are 522 (6%) of missing I-9s where 491 are faculty/staff and 31 are students or temporary employees. Joan asked how often I-9s have to be completed for temporary employees. Alicia will follow up to answer that question. Employees will be contacted via email around April 13 to notify them of the requirement. This will all need to be completed by April 27. BAO members will get a list of applicable I-9s missing in their unit.

E. Banner Summit Updates – Tabled until next meeting and was replaced with Travel Updates – Bryan Atkinson

The new APPM travel policy was effective April 1, 2012. That includes all travel after that date. Bryan provided the status of the new Concur travel implementation - early adopters will validate the Concur solution, front to end transactions have successfully been completed, starting April 20 travel cards will be issued to registered early adopters, and travel card agreements/approvals will be addressed to ensure cards will be available to travelers at their specified “go live” date. The university has contracted with Delta, National and Enterprise Rental Car, and Park-n-Fly. Cohort will go live on July 9, Cohort 2 on July 30 and Cohort 3 on August 27.

F. Discussion Items

FMLA Worksheet Template provided by Arthurine Turner has become a useful tool to track an employee time on FMLA. Kim Elms mentioned that there will be key changes to the employment advertisement policy.

## **Good and Welfare**

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