

Business Affairs Officers Committee
Minutes
December 5, 2012

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, E. Elders, K. Elms, J. Dunlop for J. Ferguson, E. Godwin, R. Gordon, C. Lezuch, M. Kuznia for J. Kieleszewski, L. Klain, C. Blackburn for J. Nechal, S. Progar, K. Rize, L. Sabapathy, L. Shrader, A. Turner, K. Vest, A. Yancey

Guests: R. Kohrman, A. Pendleton, and J. Farrell

I. Call to Order – K. Rize

Meeting was called to order at 1:35 pm.

-No change to November's meeting minutes

-BAO meeting date change from January 2, 2013 to January 9, 2013 in Conference Room 4339, Faculty Administration Building

II. NEW Business

A. New HR AVP – J. Farrell

-Jim Farrell introduced himself as the new Assistant Vice President for Human Resources. He has 24 years of human resource experience including 19 years with the State of Michigan in various roles. For the last five years he did consulting services for KPMG for both public and private sector.

-He is happy to be working in the educational setting and is looking forward to working with all of us.

B. HR Director Positions – A. Pendleton

-Alicia discussed the high level postings – Directors (School of Medicine and Administrative) and Associate Director of Recruitment - for the human resource positions. They are personally sending out an internal invitation to submit their application for those that work 100% on human resource activities. Arthurine Turner stated that the job posting descriptions need to be correct. There was a discussion if these job descriptions are representative of the university and/or other businesses. Alicia and Jim discussed “best practices” of human resource delivery. The human resource delivery model is embedded in the S/C/D where we all including BAOs have a role to play.

-It is critical that they fill these positions fast which should be concluded by the end of January 2013. The hiring process will consist of multiple levels. The 1st level hiring committee includes Alicia, Jim and two BAO members - Joe Kieleszewski and Kimberly Rize. This group will be responsible for recommending a person and where would they fit

on a regional perspective. The next interviews would be conducted by Rick Nork and Jim Farrell. Deans will also be one level of the review process.

-Alicia and Jim assured the group that their unit will not be without needed human resource support especially those units that have a 100% human resource employee. However, transition for each unit will be on a case by case basis. Transition will continue through the end of June 2013 since they still need to continue filling all positions in the new human resource structure.

-Jim assured all that he is committed to working with all of us as to strategy and collaboration.

-The BAOs are concerned about space for the human resource personnel working within the S/C/D.

- Other items: Non-represented pay increases are on hold for FY 2013 including post docs and research personnel... The AAUP negotiations are making some progress.

C. Budget Updates – R. Kohrman

-Rob stated the 1st quarterly meeting with the schools and colleges was relatively painless. Division's quarterly budget meetings will start in January or February of 2013.

-Rob briefly discussed the 3% to 7% estimated budget cuts for FY 2014 that was announced at the Council of Deans meeting by Provost Brown. There are so many unanswered variables at this time that Rob is not sure what will happen.

-Fall 2013 freshman class enrollment was down. This could be due to the new academic enrollment requirements. Michigan community colleges are down which could result in transfer students being down. The elimination of the No Worker Left Behind initiative had real impact on community colleges.

-The university has budgeted in FY 2013 a 1% increase for AAUP/AFT members. If the contract negotiation settlement comes in at 2%, the difference will be funded as one-time in FY 2013. Therefore, in FY 2014 the general fund budget would have to fund on a permanent basis 3% (1% for FY 2013 and 2% for FY 2014).

-Rob discussed several university initiatives which require funding. Some of these initiatives include 3rd year student retention, School of Medicine faculty lines, and capital campaign.

-The FY 2013 budget process for the Schools and Colleges in Rob's opinion was not right. He understands why a Budget Subcommittee was formed under Dean Seeger's direction to propose a feasible budget calendar. He believes that the quarterly budget meeting will help but the budget process including if there are reductions should start much earlier.

-At the January 2013 BAO meeting Rob will present with Mark Bryd enrollment data and how to find it. He also discussed how student headcount was changed for the past 10 years by excluding ghost students. Ghost students are students that are registered but have no credit hours.

Other - Discussed update on monthly mileage form going down in WayneBuy and replacing it with a standard downloadable .pdf document.

The meeting was adjourned at 3:05 P.M.