

Business Affairs Officers Committee
Minutes
July 11, 2012

Present: C. Barduca, R. Beatty, C. Brahm, M. Buchan, T. Butler, D. Cooper, E. Elders, K. Elms, J. Ferguson, R. Gordon, S. Frump, R. Kisner, C. Lezuch, R. Harrison in place of L. Klain, S. May, J. Nechal, S. Primas, S. Progar, L. Sabapathy, A. Strickland, A. Turner, A. Yancey

Guests: R. Kohrman, J. Barbret, T. Butler, K. Doherty, M. Gleason, B. Atkinson, A. Yelencich, J. Randall

I. Call to Order – J. Ferguson

Meeting was called to order at 2:31 pm.

II. NEW Business

A. FY 2013 General Fund Budget Changes – R. Kohrman

-Spring/Summer Program Funding has changed. In order to guard against the impact of spring/summer enrollment declines, schools and colleges will be distributed 70% of the estimated distribution with the balance being allocated during the year-end closing process and based on actual enrollment numbers. Also, the allocation to administrative units has been capped at 5%. It was recommended that Alan Jacobson present the spring/summer program funding process. He will be scheduled to do this at the August 1, 2012 BAO meeting.

-Online and Extension Center Funding will be deferred until FY 2014 where the distribution formula will be further evaluated by a soon to be formed group. The problem was that most of the schools and colleges could not meet the 5% three-year average increase in on-campus enrollment in order to be eligible for online and non-Macomb centers incentive allocation. Rob mentioned that the President would like to include transfer students as part of the incentive.

-Rob mentioned to the group that Student Services Fee (formerly called Omnibus Fee) is allocated first to C&IT and Provost. The Provost Office then does a one-time allocation to schools and colleges based on actual credit hours.

-Rob will talk with Rick Nork regarding any reduction in force due to FY 2013 General Fund budget.

-Rob briefly discussed some enrollment challenges the University has or will be facing.

B. Monthly Closing – T. Butler and J. Barbret

-Jim introduced Anna M. Yelencich, the new Associate Director for Payroll.

-Tamaka discussed the closing dates for monthly financials. They are looking at closing each period by the 7th of the following month except for year-end. This will enable users to run reports that are not changing constantly. The group was concerned about pro-card reallocation even though you can change them immediately. Also the distribution of endowment income process will change. Beginning with FY 2013 the calculation will be based on the prior quarter balance.

-FY 2012 year-end key dates and deadline has been delayed because of WayneBuy. It should be out the middle of this month.

C. TravelWayne – Bryan Atkinson

-A discussion revolved around who can be the travel approver and expense approver. Travel approvers should be the traveler's direct report or the direct report can delegate this. For instance, a Dean can sub delegate the responsibility of being a travel approver to the Associate Dean. The Cabinet was unanimous that all travel needs approval. A report will be provided to show delinquency in approving the travel. According to Bryan this is growing pains of learning a new system. A person "needs authority" to approve expense report. For instance, School of Medicine is so large that Larry Klain can't approve all expense reports. Larry will be able to delegate the approval of travel expense via a form that will identify all the alternates.

-Limits are based on the annual planned expenditures and number of trips per year. It is to the employee advantage to have a travel card since they can take advantage of all the features. Depending on the person, every box on the application form needs to be filled out. You can use your own credit card in the travel profile if you need to travel right away since there is a three to four week delay in processing travel cards.

- There is no longer an AAA travel ghost card except for students, guests and group (team) travel. Guests, students and group travel will be implemented in Phase II.

-Bryan discussed two areas that will need help – faculty training since they probably will not attend the training sessions and approvers. There is a travel request approver training video available.

-You should take advantage of the help desk – 577-TRIP and hit option 2. Conlin Travel will help you with your profile or do online booking.

-A new tool will become available so you can add new employees. Also, within three to four weeks, department reports will be provided. For instance, it will display tickets issue but no expense report. A job aid should be added when you get new travel card.

D. WayneBuy – K. Doherty, M. Gleason and J. Randall

-Approval queues are pointing to Level 4 organization for Direct Payment Request (DPRs). For standard requisitions - catalog showcase vendors - are using the existing Banner queues for WayneBuy. Joe Coleman in Finance and Business Operations IT area is responsible for maintaining the queues and will be providing a maintenance form.

-There was a brief discussion on how many emails are being generated due to the processing of DPRs through WayneBuy. According to Ken, there is a way to manage email settings that will stop the flow of emails.

-Commodity codes used in WayneBuy are more user friendly – under 60 classifications. Commodity codes are now a pre-defined consolidated list based on leverage of spending. There is no commodity code for freight and shipping because the buyer should use the same commodity code for item purchased. Since the DPR process is modeled after the requisition process, it is recommended that the buyer use default shipping addressed. This is a system limitation that can't be fixed. DPR's require a commodity code (note – they needed a code when they were processed as an Special Payment Authorization – SPA).

-Ken will look into why the entertaining and banquet catering form is not working.

-Catalog PC purchases that are under \$2000 will go directly to vendor.

-Change order requests are much easier to process in WayneBuy than in Banner.

The meeting was adjourned at 4:00 P.M.