

**Business Affairs Officers Committee**  
**Minutes**  
**June 6, 2012**

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, D. Cooper, E. Elders, J. Ferguson, S. Frump, R. Harris, A. Kaufman, S. Kellogg, J. Kieleszewski, R. Kisner, C. Lezuch, L. Klain, J. Nechal, S. Progar, K. Rize, L. Sabapathy, L. Shrader, C. Siladi, A. Turner, K. Vest, D. Wells, A. Yancey

Guests: K. Doherty, R. Thompson, K. Lueckerman, R. Kohrman

**I. Call to Order – C. Lezuch**

Meeting was called to order at 1:30 pm.

The minutes of the April 4, 2012 and May 2, 2012 were approved.

**II. New Business**

**A. Procurement – Ken Doherty**

**Bid Waiver Request Form**

The form is used for an exception to University Policy and to communicate about the approval/disapproval of the request. The justification should be related to funding. More information is needed to support a waiver. The intention is to standardize the information needed for review. In most cases #10 on the form will be answered with No. The form is used for items over \$25,000. Exceptions will be sent to the BOG for approval. The form will be introduced in the next Procurement Newsletter.

**Cylinder Gas Purchases**

A strategic source opportunity has been determined to narrow down the vendors for cylinder gas purchases. There has been a problem with communication regarding this purchasing process. There needs to be clearer communication regarding when tanks will be picked up. BAO's may need to notify people in their units about these changes. Purchasing can put together a memo to notify deans, chairs, etc. to make sure this information is distributed to the appropriate people.

**New Hire Moves**

The Purchasing website will have information available in a Word document about the new hire move process. An RFP will be going out for bid to choose a vendor for this service.

### P-Card Concerns

Office supplies will be reduced to \$200 on the P-Card to encourage people to use WayneBuy. June 25<sup>th</sup> is the estimated start date for WayneBuy. More purchasing options will be available with WayneBuy. Units will need to close out old PO's to help with the conversion to WayneBuy. Purchasing is working on a system to help with this process. They will start with the general fund. There is a form on the Purchasing website to close multiple PO's. Requisitions under \$2,000 will automatically be approved for people who hold ProCard. WayneBuy does not limit what can be purchased, where a ProCard limits the purchase amount.

There is some confusion with this new system regarding the email notifications for the approval queue. A job aid will be available to help set up a profile for email notifications. Purchasing will forward this information to the BAOC members. It will also be available on the Purchasing website.

Further clarification is needed about the SPA process going electronic.

### B. Graduate Admissions Application Presentation – Rob Thompson, Kathy Lueckerman

An overview of the project was given. This project was undertaken to automate recruitment. Grad Admissions wanted to shorten the application process and get students admitted sooner. Transparency was added to the process. This project won the Model of Efficiency award.

A demonstration was provided to the committee. The product provides clean information in Banner. Departments will not have to manually enter data into Banner. It also provides a report writing tool. You will not have to drill down into several levels of Banner. Information will show up in one location by using the reports, which is easier than using Banner to retrieve data.

### C. Budget Update – Celeste Lezuch (for Rob Kohrman)

Celeste mentioned that Trish Douglas requests that units clean up indexes and close indexes that are no longer active. Kathy Blumberg suggested that an electronic request form to close indexes be made available.

Celeste handed out a draft report on how the budget book will be structured. The Budget Office will annotate the estimated actuals through a specific time period. Units will be able to move budget between the account codes during the fiscal year. There will be a roll up report available for these new categories. The end of next week is the “drop dead” date to change the FY12 estimated actuals that was distributed by the Budget Office. Internal Credits were not included on this worksheet. Per Celeste, these will not change.

The status of the budget reductions for FY13 will be known by June 27<sup>th</sup>. Carryforwards and differential tuition will probably be posted in 721 or Other Expenses.

Faculty contracts need to be completed by July 6<sup>th</sup>.

#### D. Incentive Programs – Rob Kohrman

##### Spring/Summer Program.

The Budget Office currently loads 100% of the projected spring/summer incentives at the beginning of the fiscal year, and then adjusts the amount at the end of the fiscal year. This has proven to be a disadvantage to the colleges that do not meet their enrollment target since funds are removed at the end of the fiscal year. Rob Kohrman suggested that the Budget Office distribute 70% of the projected incentives at the beginning of the fiscal year, and then adjust the balance at the end of the fiscal year. He asked that the BAO's send their suggestions for the distribution of the spring/summer incentives to Celeste.

##### On Line Courses

Concern was expressed regarding the formula for the distribution of the On Line incentives, especially the need for an average 5% increase in SCH over three years to be eligible for the incentive program. Rob Kohrman mentioned that it may be possible to have a pool of money available to distribute based on the actual on line enrollment increases. Discussion continued regarding the incentive programs.

#### **III. Old Business**

None

#### **IV. Good and Welfare**

The meeting ended at 3:35 P.M.