

Business Affairs Officers Committee  
Minutes  
November 7, 2012

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

Guests: B. Atkinson, K. Doherty, G. Egnatowski, R. Kohrman, A. Pendleton, P. Sundberg

I. Call to Order – C. Lezuch

Meeting was called to order at 1:31pm

II. New Business

a. Financial Reporting – R. Kohrman

- In Dec/Jan, the budget office will begin having quarterly meetings with the deans and BAOs of the academic units (meetings with admin units will begin mid-year) to review fiscal year projections and enrollment trends
- The first meeting will be to discuss FY12 results vs predictions
- Starting in January, there will be a standardized template for s/c/d to use for projections of all funds
- Roster reconciliations will now be done three times per year
- Discussion re: development reports. Sharon Progar reported that Development is in the process of obtaining a new system, "Advance," to report on gifts; it will go live sometime next year
- Final entries for summer school and differential tuition are done
- No decision has been made re: carryforward requests due to the fund balance being down ~\$4 million

b. Temporary Agency – K. Doherty, A. Pendleton

- Draft "temporary agency consolidation" memo handed out (see attached)
- There will be no more than four temporary agencies (Kelly Services expected to be the fourth)
- The university has uniform, pre-established rates with each agency
- Units need to prepare a blanket req in WayneBuy; continue as you do with the agency re: timesheet reporting and approving
- Temporary agency employees are separate from temporary employees; although, both are held to the 1,000 hour per year rule
- Temporary agency employees are separate from personal service contract employees
- Temporary agency employees are separate from companies a unit contracts with to provide a certain service (eg: proctoring)
- If a s/c/d currently has an employee from a temporary agency not on the new exclusive provider list, the unit may finish out with the employee/agency

c. HR Consolidation – A. Pendleton, P. Sundberg

- HR has begun talks with the unions re: the upcoming HR reorganization; they have also met with President Gilmour, Deputy President Vroom, the Council of Deans, and Rick Nork
  - Common theme amongst the parties met with: budget implication and logistics of roll out
  - S/C/D FY13 budgets will not be impacted by the reorganization
  - Angst had been expressed re: posting non-management roles; HR will perform a matching process rather than post these positions
  - Director level positions should be posted internally within the next two weeks
  - Once the director level positions are filled, these people will go out to the s/c/d to validate if the personnel ID'd as having HR functions are 100% or not
  - Jim Farrell will begin as the HR AVP in early December; he has 19 years of HR experience with the State of Michigan and is coming to us from KPMG
  - The supervisor information has been uploaded into Banner
  - The supervisor name is now a required field in EPAF
  - If a person's supervisor changes, an EPAF must be done
- d. TravelWayne – B. Atkinson, G. Egnatowski
- Concur now has a higher education team to address our concerns
  - Bryan's team will send out a list of all current TravelWayne profiles so the BAOs can review to know who does(not) have a profile; for future, TravelWayne checking with Concur to see if this is/can be a standard report BAOs can run

### III. Old Business

#### a. HR reorganization

- BAOs to send Celeste and Kimberly list of HR tasks done in their unit no later than Wednesday, November 14
- Celeste and Kimberly will compile the lists into one categorized list to present to P. Sundberg, J. Farrell and A. Pendleton to determine which tasks will be done by the reorganized HR
- The list will include those tasks which appear on the HR portion of the BAO website <http://wayne.edu/bao>
- BAO special meeting to discuss list and other HR reorganization concerns will be held in 119 Cohn at 10:00am on Friday, November 16<sup>th</sup>

The meeting was adjourned at 3:12pm