

Business Affairs Officers Committee

Minutes

October 3, 2012

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

Guests: J. Barbret, R. Kohrman

I. Brown Bag Luncheon – Questions and Concerns - HR Consolidation (sent via email)

II. Call to Order – J. Ferguson
Meeting was called to order at 1:32 pm.

III. NEW Business

A. Space Survey – J. Barbret

- Jim presented a PowerPoint called Space Survey Primer. It covered who should complete the space survey and who should be involved. There will be two sessions in the near future with the 1st one covering the concepts and 2nd one doing hands on training starting November.
- The kickoff on the space survey will be December 3 and the completion date will be January 22, 2013.

B. TravelWayne – J. Barbret

- The problem is that individuals have to keep their profiles up-to-date. Jim mentioned that travel expense needs to be approved in 6 calendar days or it goes to the next level to approve. Need to delegate if on vacation.
- Very target training for chairs to approve travel. Training has now been targeted to encompass all seven of the different life cycles of traveling. There needs to be a job aid developed on closing open travel.
- Units should be utilizing the monthly mileage report within TravelWayne. There would be one expense report for the monthly mileage. The monthly mileage report needs to be attached.
- The automation of adding and deleting people in TravelWayne has not been moved to production. This is still being done manually and has cause time delays in getting new employees in TravelWayne.
- Old indexes are still available for usage and they appear in the drop down listing. These old indexes should be removed by the end of October.
- A question was asked on who should approve travel when another organization is providing the funding for travel. Owner of the funds has to approve the travel. However, systematically, the approval is based on individual.

- According to Jim, we need to modify certain behaviors. Such as notification of changes to flight from coach to upgrades where the fare goes up.
- C. Financial Reporting – R. Kohrman
- Rob presented a summary report on the results from Huron Consultant as to the university financial reporting.
 - Some issues presented by Huron Consultant but not limited to were varying level of sophistication and financial acumen, no common suite of reports to facilitate financial management and variance analysis, non-existence governance structure to overall financial reporting, inconsistent use of the chart of accounts, minimal or limited data integrity, and more transparency to the budgeting/planning process.
 - Some recommendations presented by Huron Consultant but not limited to were to establish standards and common reports to support monitoring and analysis, modify chart of accounts, evaluate the values of a new financial reporting system such as Hyperion, develop training and communication program, and establish a more structure approach to budgeting, planning and financial reporting with standard processes, polices and expectations.
 - Implementation of Huron Consultants recommendation can take anywhere from 18 to 24 months.
 - Rob mentioned that there needs to be better communication between SC and OPBA. OPBA will be meeting with the Deans beginning January 2013 and will have a budget template developed to talk with the Deans with.

The meeting was adjourned at 3:30 P.M.