

# Wayne State University

## Business Affairs Officers Committee

### CHARTER

#### **MISSION:**

The Business Affairs Officers Committee is advisory to the University administration, including deans, vice presidents and directors, on issues pertaining to budget, finance, human resources, C&IT, etc. under the auspices of the Provost, Executive Vice President and the Vice President for Finance and Facilities Management.

#### **MEMBERSHIP:**

The Business Affairs Officers for each of the schools, colleges and divisions (SCD) are automatically members of the committee. The Business Affairs Officers of other business units, such as Housing, WDET, University Press, etc., will be designated members as agreed to by the committee. The chair/co-chairs is/are selected by the members annually at the beginning of each fiscal year.

#### **CHARGE:**

The scope of responsibilities includes, but is not limited to, the following areas:

1. Serve as a resource group for Banner and supporting systems enhancement projects including system development, testing and implementation. Work with the various project teams to establish the necessary business processes and procedures, internal and access controls, transaction reporting and training within the SCD.
2. Assist schools, colleges and divisions and other units of the University in the implementation of newly established administrative policies and procedures.
3. Identify needs and make recommendations for improvements or changes to University business processes. Work through subcommittees to develop changes, solutions or new processes.
4. Identify the need and make recommendations for new administrative policies and procedures and propose revisions to existing policies and procedures as appropriate.
5. Work with the Human Resources Organization and Employee Development department to develop and conduct a professional development program for the University administrative staff which provides adequate system training including processes and procedures.

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6. Work closely with the Business Managers Advisory Committee (BMAC) to develop a Business Affairs Officers procedures manual to ensure consistency in the procedures followed to fulfill job responsibilities and provide training for new Business Affairs Officers (BAO). Review, edit and update the manual, periodically, to reflect changes in procedures.
7. To strengthen the network among the Business Affairs Officers and provide support and counsel to new/other BAOs as needed.
8. Serve as a vehicle for communication of information regarding new initiatives, processes and procedures pertaining to BAO responsibilities

### OPERATIONS

1. The committee will meet monthly on the first Wednesday of the month or on a mutually agreeable date.
2. Minutes will be taken to record the actions or decisions at each meeting.
3. Agenda's and presentation materials will be mailed to members in advance of the meeting for review.
4. The agenda for each meeting will be reviewed and approved at the beginning of each meeting.
5. Updates/presentations from certain units will be scheduled (i.e. Fiscal Operations, Human Resources, Budget and C&IT) regularly as needed. The updates/presentations will provide **details** on new initiatives, processes and procedures pertaining to the BAO responsibilities.
6. The members will work on new initiatives with various committees, task forces and project teams as established by either the BAO or other areas of University Administration.
7. A list of follow-up items will be developed, maintained, updated and distributed which will clearly identify the issue, the action(s) to be taken and the individual or group responsible for the action.
8. Decisions by the BAO will be made by a majority of those present at a meeting.