

**Business Affairs Officers Committee**  
**Meeting Minutes**  
**Wednesday, December 7, 2016**

**Members Present:** Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Mary Beth Buchan, Linda Carter, Shelley Clifton, Warren Doucet, Elizabeth Elder, Joan Ferguson, Elizabeth Godwin, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Celeste Lezuch, Stuart May, Sharon Progar, Sue Robell, Lakshmi Sabapathy, Lisa Shrader, Bobby Smith, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Natasha Weathers, Donna Wells, Janie Williams-White, Antonio Yancey

**Guests:** Jacquelyn Wilson, Alicia Pendleton, Diana Goode, Sharon Tse

**I. Call To Order**

- a. The meeting was called to order at 1:35 pm
- b. The meeting minutes from November 2nd 2016 were approved with one correction: Page 2 last bullet point under a. HLC Accreditation Update "Spread the word" instead of "work"

**II. Announcements**

**a. Appointments/Promotions/Retirements/changes to membership**

- See BAO positional updates by Diana Goode below

**III. New Business**

**a. FLSA Update**

- Jacquelyn Wilson and Alicia Pendleton discussed recent updates on FLSA. United States District Court for the Eastern District of Texas issued a preliminary injunction to block changes to the Fair Labor Standards Act (FLSA) that were intended to take effect December 1.
- As a result of the injunction, Wayne State is suspending implementation of all actions to comply with the December 1 FLSA overtime rules until the injunction is resolved. Salary increases to meet the revised threshold that were to be effective November 21st will be put on hold, and exempt employees who were to be transitioned to non-exempt status will not be converted until the legal challenge is resolved or further guidance from the courts is received.
- There are 692 employees below the new \$47,476 annual salary threshold.
- 83 Post docs were to be moved above the threshold with funding from the President for the life of the grant. This increase is now suspended. Postdoc salaries across the country are being discussed at various forums. NIH still continuing to supplement a small number.

- Effective 11/19, all non-exempt employees will be required to submit a timesheet in web-time entry, and have it approved by their manager, in order to receive a pay check. All but 28 of the employees went back to exempt status.
- HR has begun employee notifications. Campus wide email is to be sent early December.

**b. BAO Positional Update – Diana Goode**

- Diana Goode talked about the BAO position changes following her appointment as AVP, Budget & Planning. Kimberly Elms' position has been eliminated due to organizational changes.
- School of Business has appointed Brandon Wulf as their new BAO. Brandon comes from Central Michigan with 11+ years' experience in higher education, including experience implementing RCM Budgeting.
- Lisa Shrader will be taking on the role of Senior Director of Business Affairs at FBO. Lisa's position at the President's Office will be posted shortly.

**c. BAO SWOT Discussion**

**BAO Purdue update**

- Lisa Shrader, Diana Goode and Sharon Tse talked about their visit to Purdue University to study their structure and business management process.
  - They have a very extensive professional development program organized under the VP of Finance.
  - "First-Year Experience" to fill Business Manager vacancies.
  - Cross-training and movement across SCDs is encouraged
  - Their business management structure has a cluster of schools/colleges lead by a Director. Each cluster is organized by schools/college of similar size and similarity in operations and the cluster manager position assigned in 2-3 year rotation.
  - Direct reporting line to the VP Finance, dotted-line relationship with Deans/Division VPs.
  - Business Management Specialist positions in central staff to fill vacancies and serve on committees.
- BAOs questioned the reason why this University was chosen to study the structure. Diana indicated that while comparing Universities that had the RCM model, Purdue was chosen based on their long history with this structure and the proximity. This is only to review their professional development model and not necessarily for us to follow their organizational structure.

- New dotted-line relationship to central budget/finance for WSU BAOs was partly driven by concerns expressed by Plante Moran over the lack of any defined reporting relationship between the functions.
- There was talk about the BAO survey that was done a few years ago to review and reassess what the group wanted to focus on.

**d. Budget Update**

**RCM Steering Committee**

- Diana Goode talked about the RCM Steering Committee that has been formed. CFO Bill Decatur, Provost Whitfield, Diana, Celeste, 2-3 Deans are expected to be on this committee. Deans have been asked to nominate 2 – 5 people. Seven task forces to be formed.

**Budget Planning Council**

- BAO members Celeste Lezuch, Antonio Yancey and Jeff Bolton presented an update on the Budget Planning Council. Three or four meetings have been held so far. A detail document with the Charge for the committee, duties, and responsibilities was distributed – see attached.

**IV. Round table Discussion**

- V. Adjourn:** Meeting was adjourned at 2:56 pm