

BUSINESS AFFAIRS MEETING MINUTES
Feb 7, 2018
1:30pm – 3:00pm
4339 Faculty Administration Building

Call to Order

Meeting called to order at 1:32 pm
There were no updates to the meeting minutes

No announcements

Banner HR Update

Lila Assante-Appiah gave an update on the progress of HR Banner. Lila shared that the HR Banner group are working on streamlining exorbitant codes, improving dashboards, simplifying codes and decreasing long script within the HR processing system.

Lila discussed inefficiencies within the ePAf processing system and stated that we should expect a survey in March that would allow feedback from those involved in the ePAf process. The team is examining the entire ePAf process for updates and new efficiencies.

There is a lack of standardization, position control and process integration within the hiring process. The current state has excessive processes and redundant shadow systems. We need systems that support segregation of duties and financial controls.

Labor Management

Lila also discussed that Labor Management is now under the auspices of Human Relations. We now have a new interim Director of Labor Relations, Rebecca Ferguson. Of recent, there were three labor contracts in negotiation during this transition of Labor Relations directorship. Those contracts have all been ratified. Future plans are to negotiate labor contracts for shorter periods.

Lila shared demographical data of the Labor unions (number of employees that are unionized). Currently AFSCME, P&A, and SA account for the unions with the largest membership across campus. Lila asked that the BAO group share with her feedback on what is working and not working in relation the WSU labor unions.

Purchasing/Change Order Request

Ken Doherty and members of his leadership team discussed “change order request”, and asked the BAO group if they thought that working on improving this process would be an item to move forward- the consensus of the group was to move forward with improving this process.

Jeneen Conley-Berry discussed improving P-card reports- so that BAO group would proactively know P-card expenses versus having to wait until the P-card expense approval deadline. Jeneen and Ken discussed that you must receive prior approval to use a P-Card for an agency account expense.

Ken stated that they want us to know that the purchasing department are open to making process improvements and they welcome ideas and suggestions.

Banner Chart of Accounts Update

Marlene Erno and Tamaka Butler gave an update on the progress of the Banner chart of accounts. Work has begun on cleaning up account codes and branching out to stakeholders. They are working on trying to eliminating/decreasing HR org codes.

Tamaka asked that the BAO’s work on cleaning up old internal accounts.

Inventory/Asset Control

Denise Nault shared that it is time again to perform our asset inventory. Denise and Tamaka asked that folk take the time to be accurate with their asset inventory. Denise will disseminate information in March, with a due date of May 23, 2018.

FBO/BAO Partnership

Lisa Shrader summarized feedback she received from the BAO group in terms of prioritizing items for our working group activities. The March working group meeting will address BAO training needs (BAO responsibilities).

Adjournment

The meeting adjourned at 2:55pm