

Business Affairs Officers Committee
Meeting Minutes
Wednesday, February 1, 2017

Members Present: Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Mary Beth Buchan, Shelley Clifton, Warren Doucet, Elizabeth Elder, Joan Ferguson, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Stuart May, Shelia Primas, Sue Robell, Lakshmi Sabapathy, Lisa Shrader, Bobby Smith, Angela Strickland, Arthurine Turner, Donna Wells, Janie Williams-White

Guests: Jim Barbret, Tamaka Butler, Denise Nault

I. Call To Order

- a. The meeting was called to order at 1:37 pm
- b. As decided by the group at the previous meeting on January 4th, we will no longer go through the formal motions to approve previous meeting minutes. Members were requested to inform the co-chairs any corrections/revisions to previous meeting minutes circulated with the current meeting agenda. No changes were communicated, therefore the prior meeting minutes are approved as submitted.

II. Announcements

a. Appointments/Promotions/Retirements/changes to membership

Lisa Shrader introduced Christine Green, who is replacing her as Deputy Chief of Staff for the President's Office. Christine comes to this position from the Institute of Gerontology after serving at the University for about 30 years.

III. New Business

a. Banner XE Project

- Jim Barbret presented the project timeline draft that spans January 2017 through December 2018 highlighting some of the issues covered by the project.
- This project will involve reimplementation of the entire Banner suite, having everyone involved in the project. Many from Jim's team as well as other units on campus will be attending the Ellucian Live Conference in March to pick up tips for the implementation.
- By March 2017, the team will identify shortcomings and initiate a discussion on the chart of accounts. The project will work on use of codes and expanding the use of codes.
- This will be a comprehensive project that will encompass various system/policy changes including Banner Security Access configuration issues, proposed change in pay schedules, policy related to exempt/non-exempt time reporting, part-time pay schedule changes etc. This will not be just another Banner migration project.
- This project will also take into account changes related to the number of pays for exempt employees being reduced to either 24 or even 12 pays and the proposed change in Fiscal Year to July through June instead of the current October through September.

- New chart of accounts with new budget methodology is expected to be ready by July 2018. FY18 will be in the current chart of accounts and FY19 is expected to be in the new chart of accounts.
- XE configuration will start with the Finance module and build upon the feedback from the Banner improvement survey and workshops conducted by SIG (consultant). Finance workshops have been completed, HRMS is in progress, Student module and then the Financial Aid module will occur.
- Simplification will be the main focus of the project. While hourly pays will still happen as before, reducing the number of pay cycles will help reduce the amount of work involved in the payroll office to get the payroll processed avoiding glitches. Change in labor process is also expected to be simplified.

b. Space Survey

- Denise Nault and Tamaka Butler provided an overview of the upcoming space survey.
- University submits F&A Cost rate to DHS in March 2018. The base year for the proposal is FY 2017. The results of the space survey determine how most of the facility costs in the F&A cost proposal will be allocated to University functions such as instruction and organized research.
- Sometime in February-March: departments will be asked to review room lists and orgn assignments, and to provide surveyor and department approver.
- Units are requested to assign knowledgeable staff to complete the survey since knowledge of the space assignment in the unit as well as the purpose for which it is used is needed for accuracy of data reported.
- Training is planned in June-July time frame. This time training will have a slightly different format by grouping similar departments together.

c. Finance and Business Operations Update

- Lisa Shrader provided an update on the following:
 1. Banner Finance Assessment Workshop: Attendees were from Central accounting, sponsored program administration, Computing and Information Technology. Sue Robell, Kathleen Blumberg, Lara Trocchio and Celeste Lezuch also participated. First day was a walk-through of the survey results during which lack of training, reporting, chart of accounts were the common themes that were identified for improvement. Other special topics such as position control, COA Workflow, electronic IRB processing, Change in Labor, Journal voucher processing were discussed.
 2. Development of a BAO role access template: This is a topic for the BAO group to review in addition to mandatory training for BAOs.

3. Cognos training and other reporting opportunities: Cathy Whitaker had introduced the group to the Dashboard a few years ago. Several members used the Dashboard while other preferred the Cognos reports. Several members indicated that the dashboard did not reconcile with the Cognos reports. A 3 tab report by index has been developed recently with summary-detail-payroll info. Lisa is looking into this for sharing with others.
4. Development of Banner training and other BAO priorities for FY17: Working with General Accounting to develop training in coordination with the Banner XE implementation. BAO group's priorities will be considered in working towards this project.
5. Administrative Conference vs BAO group topics: Trying to make the Administrative Conference more of a unit level announcement perspective while the BAO group will be the detailed discussion forum in order to provide more time for the BAOs to work on their priorities and operational issues instead of repeating the same announcements at both the Administrative conference as well as the BAO Committee meetings. The next Administrative conference will occur on February 23rd and April 19th. More details will be discussed.
6. Development of the dotted-line reporting relationship: Lisa asked the group to think about what this dotted-line relationship would mean. There will be a survey to obtain feedback from the group. One of the reasons is the Dean/VP standing sub-certification for the financial statements. Other issues such as Liaison with accounting, Budget Office, Professional Development for the BAOs etc. The Purdue University example provided in the past meetings was an example in looking at the BAO mentorship only. We need to generate ideas on how we would want our dotted line relationship.

d. FY16 Year-end: Budget Carryforward & Tax

Jeff Bolton provided an update on the new carryforward policy and the budget pre-hearing meetings with the Provost

- The 1.5% tax has been eliminated and the 10% recapture has been eliminated as well.
- Breakdown of the Y/E balances will be provided to the S/C/Ds. Cost share and ICR balances will be carried forward at 100%. General fund balances will be carried forward with 1/3 remaining in the General Fund in the next fiscal year and 2/3 moved into designated funds. For FY18/19 new designated funds similar to ICR accounts will be established. S/Cs will need to submit a request to the Provost if additional funds are needed beyond the 1/3 year-end balance for any specific reason. Similarly, divisions will need to submit a request to the CFO.

IV. Adjourn: Meeting was adjourned at 2:58 pm