

Business Affairs Officers Committee
Meeting Minutes
Wednesday, June 1, 2016

Members Present: Lakshmi Sabapathy, Rachel Beatty, Linda Carter, Joan Ferguson, Lara Trocchio, Jeff Bolton, Sue Robell, Natasha Weathers, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Sausha Kellogg, Mary Beth Buchan, Warren Doucet, Sharon Progar, Lisa Shrader, Bobby Smith, Elizabeth Godwin, Kathleen Blumberg, Diana Goode, Andrew Kaufman, Stuart May, and Sheila Primas

Guests: Lila Asante-Appiah, Ken Doherty, Rob Kohrman, Jeneen Conley-Berry, Bob Kuhn, Jake Trescott

I. Call To Order

- a. The meeting was called to order at 1:30 p.m.
- b. The minutes from the meeting held on May 4 and April 6, 2016 were approved.

II. New Business

a. Overpayment Task Force – Lila Asante-Appiah

- A committee has been formed to get an understanding of salary overpayments to address concerns documented by Internal Audit in 2015 with Lila as chair.
- Survey to come out June 6th, closing June 18th to gather information only and get perspective on the current state of affairs regarding payroll verification and roster reconciliation. This survey can be forwarded down to those in the units who are responsible for payroll verification if need be.
- A suggestion is to have units utilize available COGNOS reports such as pay period detail reports and Roster Reconciliations to assist in preventing overpayments
- BAO's requested more information such as which employee groups seem to have the biggest problem and are there any demographics to help tackle the problem directly with the largest areas of overpayment

b. Budget – Rob Kohrman

- Rob gave a presentation that he had brought to the Council of Deans on May 31, 2016 illustrating enrollment figures and budget cuts.
- Schools/Colleges saw a cut on average of .71% for FY17 budgets. These cuts were based on metrics as well as recommendation of President Wilson and the Provost. Council of Deans requested increased discretion of President/Provost.
- Some schools saw changes to their FY17 budget cuts. Budget Office requested that the schools who had changes to complete the changes by Friday, June 3rd. Send copies of budget adjustments to Linda Carter via email and copy your budget representative.
- Division budget cuts for FY17 stayed the same at 1%
- Rob announced this meeting was his last as WSU Budget AVP and was going to be devoting 100% of his time on his new assignment is Med School.

c. Xerox Managed Print – Ken Doherty, Bob Kuhn & Jake Trescott (Xerox)

- Jake Trescott replaced Kendrick Largent as WSU point of contact for Xerox

- Currently we are in Phase II of the Managed Print implementation. All early adopters have been converted to Managed Print and are now being issued PO's. Please verify the PO that was sent out by Bob Kuhn (email dated 5/18/16) for accuracy.
- Service Level Agreements are going well with Xerox often responding within agreed upon time frame.
- Xerox will create a portal for individuals who oversee print service environment at WSU which should be up and running by July. The portal will allow users to submit a service ticket, track the status of their service request and order supplies (i.e., staples). Users will access the portal from eProcurement website.
- Bob gave us a rule of thumb for replacement of copiers and printers of 3 years.

d. Procard Updates – Jeneen Conley-Berry

- Procurement is creating a KPI to capture Procard data such as timely approvals, usage, and compliance which will be communicated to the units
- As BAO's one of our duties is to communicate any non-compliance issues to Procurement suggestions were made to improve the system notification regarding violations and the non-compliance letter.
- Procurement has developed a PDF writable form for gift certificate certification/approval

e. Banner Gap Analysis – Celeste Lezuch

- The Banner Gap Analysis group was going to attend a pre-bid meeting on June 6th to discuss enhancements. The intent is NOT to replace Banner at this time.

f. Summer Faculty Assignments – Artie Turner

- Schools/colleges were asked to verify that their spring/summer assignments were processed.

g. Graduate Student Assignments – Lakshmi Sabapathy

- Lakshmi requested that all graduate assistant assignments be processed as soon as possible in order to get the tuition payments and increases processed timely.

III. Meeting Adjourned