

BUSINESS AFFAIRS OFFICERS COMMITTEE
Meeting Minutes
June 6, 2018
1:30 – 3:00 p.m.
4339 Faculty Administration Building

Call to Order

Shelley Clifton

Meeting called to order at 1:30pm
Previous meeting minutes approved

There were no new announcements

New Business

Banner 9 Updates

Heather King

Heather stated that WSU discovered over sixty opportunities for improvement. To date over 400 people are trained in Banner 9. To date seven milestones are completed.

Projects List:

Human Resource = 27 projects

Finance = 9 projects

Registrar = 12 projects

Financial Aid = 10 projects

Student/Account Receivable = 6 projects

Chart of Account = 1 project

Banner 8 Expiration Date

Artie Turner

The expiration for Banner 8 is September 30, 2018, It's imperative that you and your staff are versed in using Banner 9.

Banner 9 Usage Reports/ How to report Banner 9 issues

Tom Duszynski

Tom demonstrated the report to run to determine who is actually using Banner 9. He also discussed how to read the report, it's capabilities, and the importance of making sure your staff members are using Banner 9 was addressed.

- Staff can get up to speed on Banner 9 via in-person and online training, FAQs, tips, reporting problems, etc. by visiting <https://newbanner.wayne.edu>
- Banner 9 usage reports in Cognos = <http://kb.wayne.edu/384307>
- Deep dive online training from Ellucian = <http://kb.wayne.edu/320192>
- Is there a way to identify who has attended the hands-on demos and/or the Canvas online training? The answer is YES! BAOs that want this info now can contact me. Additionally, I will see if we can change the setting so that the direct supervisor is notified when someone registers.
- For any followup questions, contact either Heather King (hking@wayne.edu, 7-) or me (tduszyn@wayne.edu, 7-5638). Thanks again!

New AVP Human Resources

Debra Williams

Debra Williams introduced herself to the group as new AVP of Human Resources. Debra discussed her background and HR experience. The idea of a centralized HR service was discussed and the fact that we were promised but never received centralized HR services. Debra stated that she planned to meet individually with each BAO to determine the biggest issues relating to their particular SCD/dept. The BAO group shared that stand-out issues for them were: ePAF's, HR staff retention, and new hire start dates. Debra listened to the feedback she received and shared the current state of HR.

Chart of Account Template

Tamaka Butler

Tamaka discussed the org code template and the fact that we have worked on it for about a year. She stated that less than 20% of the chart is changing- so it is a better idea and the plan is to re-structure the chart versus establish a new one.

Re-structure Template

Tony Miller/Celeste Lezuch

Tony shared that a new restructuring template would go out to everyone. Tony reviewed the restructuring template and shared who to contact with questions and concerns. Celeste demonstrated an example of how to use the template.

Meeting Adjourned-

3:00 pm