

BUSINESS AFFAIRS OFFICERS COMMITTEE

June 7, 2017

1:30 – 3:00 p.m.

Community Room, 3rd Floor DAUGL

MEETING MINUTES

Attendees

- Rachel Beatty, Kathleen Blumberg, Mary Beth Buchan, Linda Carter, Shelley Clifton, Warren Doucet, Elizabeth Elder, Elizabeth Godwin, Christine Green, Celeste Lezuch, Stuart May, Adeeb Mozip, Shelia Primas, Sharon Progar, Lakshmi Sabapathy, Lisa Shrader, Angela Strickland, Lara Trocchio, Arthurine Turner, Janie Williams-White, Brandon Wulf

Call to Order

Warren Doucet
Lakshmi Sabapathy

5 minutes

- Updates to Previous Meeting Minutes – there were no updates
- Announcements - none

New Business

- Business Intelligence Reporting Portal & Cognos Update
- David Brisbois
Cathy Whitaker

30 minutes

David Brisbois introduced the Business Intelligence Reporting team and provided an overview of the efforts to update the Business Intelligence Reporting Portal and enhancements to various reporting systems:

- Data Dictionary Learning effort is in progress to enhance business reports
- Procard management system to be revised
- Moving to Cognos 11 in the next 6 months – offers the capability to create dashboards and send reports to mobile phones
- Cognos will be more user friendly and less structured
- Report stats to be made available
- Cognos education and training Portal to be available soon
- Access through Academica/Business Intelligence Reporting Portal
- Cognos Utilization, Top 10 reports and other useful and informative stats will be available

Cathy Whitaker introduced the enhanced functionality used in developing bursting budget reports for faculty in Engineering.

- Provides non-sponsored project info – ICR, R& D accounts etc.,
- Bursting and event studio functionalities
- Summary report FMS006D, detail report FMS005 and Labor report LBR005A were used to generate the report
- Created an app to enter indexes and who to email the report for each index. This information goes into a table in ODS

- It takes 30 minutes to distribute about 300 emails to the various PI and the BAO
- Other bursting reports such as SET and time sheet are in process

➤ Payroll Overpayment Task Force

Kathleen Blumberg
Celeste Lezuch

15 minutes

Payroll overpayment task force members Kathleen Blumberg and Celeste Lezuch appealed to the BAOs to provide feedback on various issues the task force has been working on:

- Payroll Verification
- I-9 Processing issues
- Unrecorded Leave time
- Over time/Over Payments

Payroll verification process and Roster Reconciliation process flow maps were distributed for further review and response.

Round Table Discussion

30 minutes

➤ BAO Charter and BAO Group charge

- Lisa Shrader continued the discussion from previous meeting on building the FBO-BAO partnership
- Review of the BAO charter and BAO group charge
- Following up on concerns raised at the prior BAO meeting, VP Bill Decatur met with FBO Leadership team
- Re-affirmed that he would be at the BAO group meeting whenever needed
- Working on resolution to some of the concerns raised.

Adjourn - Meeting adjourned at 3:10pm