

BUSINESS AFFAIRS OFFICERS COMMITTEE
March 1, 2017
1:30 – 3:00 p.m.
Community Room 3rd Floor David Adamany UG Library

MEETING MINUTES

Attendees

- Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Mary Beth Buchan, Linda Carter, Warren Doucet, Elizabeth Elder, Joan Ferguson, Elizabeth Godwin, Christine Green, Sausha Kellogg, Joe Kieleszewski, Celeste Lezuch, Stuart May, Adeeb Mozip, Shelia Primas, Sharon Progar, Sue Robell, Lisa Shrader, Angela Strickland, Lara Trocchio, Arthurine Turner, Karen Vest, Natasha Weathers, Janie Williams-White, Brandon Wulf

Call to Order

Warren Doucet	5 minutes
Lakshmi Sabapathy	

- Updates to Previous Meeting Minutes
- Announcements
 - Adeeb Mozip was announced as the new Director of Business Affairs for the Law School. Previously he has worked as Manager of Financial Affairs and Budget Analyst for the WSU Library System and as Accountant for WSU Sponsored Programs.

New Business

- | | | |
|--|---------------|------------|
| ➤ Current/future BAO committee assignments | Warren Doucet | 25 minutes |
| | Lisa Shrader | |
- Review and update BAO roster with current committee assignments
 - Roster with committee assignments was briefly reviewed
 - Overpayment Task Force should be added with Kathy Blumberg, Angela Strickland, and Celeste Lezuch as members.
 - Feedback from the Ellucian conference and information regarding our EAB relationship were requested for a future meeting.
 - Lisa Shrader shared that she would be meeting with BAOs in March to discuss the dotted-line relationship to the VP Finance Office and will present feedback at the April BAO meeting.
 - Brief updates on committee progress
 - No updates presented this meeting

➤ Budget Office Update

Diana Goode, Jeff Bolton 45 minutes

- Review preliminary template for FY18 budget
 - Diana Goode and Jeff Bolton discussed the upcoming budget hearings and the required presentation template.
 - Budget hearing calendars were previously distributed to BAOs
 - Presentation template will be distributed by the end of the week
 - Presentations will be 40 minutes with 15 minutes for Q&A
 - Enrollment data has been consolidated into one slide for Schools/Colleges
 - New slides and associated schedules to show how your SCDs would use a budget increase of 1%, 2%, ... 5% or what you would cut in the event of budget reductions of 1%, 2%, ... 5%.
 - New slide to identify structural deficits
- Discuss meetings in late April with Deans/VPs regarding six-month budget vs actuals
 - Budget Office is working on creating budget vs actual reports
 - Budget Office used to meet quarterly with Schools and Colleges. Now proposing to do a review of six-month actual vs budget in April-May.
 - Divisions will now be included in these reviews
 - Discussion will include six-month budget vs actual and balance-of-year projection.
 - Opportunity for SCDs to discuss new initiatives.
 - Question was raised whether meetings should be with Dean and Provost vs Budget Office.
- Other FBO Items
 - Trying to push deadline for permanent budget entries to later in the year (beyond April).
 - FY18 budget calendar to be distributed soon.
 - Hyperion training for budget load to be offered in April.
 - Roster reconciliation training to be offered next week.
 - FBO to send out a survey for feedback on how they are doing.
 - Final decision on budget reductions/increases will be communicated in early May.

Round Table Discussion

15 minutes

- No round table items were discussed

Adjourn - Meeting adjourned at 3:01