

Business Affairs Officers Committee
Meeting Minutes
Wed, March 2, 2016

Members Present:

Sign In Sheet – unavailable.

Guests: Jim Barbret, Ken Doherty, Denise Nault, Tim Michael

I. Call To Order

- a. Agenda Approval – Agenda was approved without changes
- b. Minutes from Previous Meeting – Minutes approved.

II. New Business

a. WayneBuy Approval Queues – Jim Barbret & Ken Doherty

- Jim Barbret mentioned that he and Ken have decided to take a “step back” from the previous policy regarding approval queues and start anew. The initial policy change first suggested by Internal Audit has not been implemented.
- There have been some changes to approval queues and some items require BAO’s to approve twice but Ken said that might have come from C&IT, not his office.
- Keep using old policy and old forms when adding new people to WayneBuy approval queues. We will be informed if there are any changes.

b. Procurement Policy Updates – Ken Doherty

- Update to APPM 2.1 but no policy change, just references WayneBuy and Procurement name change to Procurement and Strategic Sourcing. If Uniform Guidelines change due to OMB recommendations, Kimberly Elms will circulate the changes.
- Procard – only change is that employees who live and work outside US or Canada are ineligible for the Procard. This does not affect any current card holders.
- Procurement is starting a KPI related to certain trackable items such as new vendor set up time.
- It was suggested that the IRB process be automated.

c. Policy Reviews – Kimberly Elms

- Currently a committee is looking at University policy starting with policies deemed high risk. Medium risk policies will be reviewed this summer, low risk fall.
- Non-Rep Manual will be reviewed. The NonRep Non Exempt (e-class NN) policy has not changed but Banner programming has changed to reflect the current policy involving AP days and illness accrual. This was communicated to the units involved but has not been communicated to all BAO’s. Kimberly Elms said in the future she will be communicating to all BAO’s any policy changes.

- Some suggestions were made, specifically if HR could look at Illness earnings codes for Preventative Medical Procedures.
- Liz Elder requested some definitions of earnings codes for WebTime Entry. Sharon Progar agreed to share the definitions used in Development.

d. Capital Asset Inventory – Denise Nault (Power point included)

- Capital Asset Inventory is a biennial federally mandated regulation. The week of March 21st current inventory lists, along with instructions will be sent to BAO's. If you receive something in error, such as incorrect org numbers, please email Denise as soon as possible.
- Inventory is for tagged items – account code 711, movable, have a life span greater than two years, and an initial cost \$5,000 or greater.
- All forms must be submitted together electronically by May 13th. No paper forms will be accepted.

e. Housing Master Plan – Tim Michael

- Presentation (attached) discussing student housing and a 10 year master plan.
- DeRoy apartment building has been leaking for years and is cost prohibitive to repair and update. This will be demolished in the future, after completion of new student housing.
- Chatsworth Apartments will undergo an extensive renovation
- Plan to have three (3) new buildings – Thompson House (conversion), Anthony Wayne North & Anthony Wayne South.
- Two possibilities regarding funding – Private Equity Partner or WSU Funded

III. Meeting adjourned at 3:02 pm.