

Vice President Bill Decatur initiated a discussion on budget development that more closely matches the actual spending rather than moving salary savings or other funds later into the fiscal year to cover operations. Also if a policy is needed to make this happen.

- Loading the budget allocation in a single account code presents reporting issues – Accounts 721-General Expense and 7AA-Other Expenses should not be used.
- Need to develop real budgets that reflect the projected operating expenses
- Questions were raised about how budgets are handled when positions are vacant for various reasons and routinely moving salary savings to cover operational expenses may distort the actual picture
- BAO's were requested to complete a spreadsheet showing budget load matching operational expenses as an exercise using the current quarterly report format based on previous year spending.
- Reports will be sent out by Friday May 12th to be returned with the budget allocation by account category in a week in time for the budget meeting with the President
- Diana Goode announced that there is a vacancy in Budget Planning Council due to Antonio Yancey taking on other responsibilities and asked BAOs to respond if interested in participating

➤ VP FBO and BAO Partnership

Lisa Shrader

25 minutes

Lisa Shrader presented on the natural partnership that exists between the FBO and BAOs encouraging discussion on why this partnership exists, what the VP can provide and what the BAO's can do

- Shared the current VP FBO organization chart showing the reporting relationship of the BAO to the VP
- This relationship was established to create and foster a partnership between the central FBO offices and decentralized BAOs and encourage collaboration.
- The VP office believes that this relationship can provide:
 - Additional leadership to the BAO group while fostering an environment of engagement & excellence.
 - Counsel in areas of best practices, policy/procedure implementation and clarification and support within the S/C/D; coordination of FBO resources for BAO initiatives or needs; prioritization of BAO needs within FBO units; improved and enhanced communications with FBO units (Budget, FisOps and HR)
 - Training and development opportunities including internal training material development, a professional development program and training alignment with University strategic initiatives.
- The VP office asks the BAOs to:
 - Actively participate in this relationship with a commitment to excellence; actively work on the BAO group charge.
 - Strengthen budget to actual financial reporting through timely, standardized financial projection reports; sub certification of quarterly and annual financial activity; development of reporting through collaboration and active work with the FBO units (budget and finance).
- This vision has been shared with FBO senior staff and will be shared with President's cabinet and the Council of Deans in the near future.
- Two additional discussions for June/July 2017 meetings were proposed by Lisa: a) a look back at the BAO group charge and b) a dust off of the October 2016 BAO Retreat

SWOT results (specifically, the weaknesses identified) and consideration of how to move forward

- Following the presentation, feedback was encouraged:
 - Concern was expressed re: the VP's level of commitment and involvement in this proposed partnership – he presented at this meeting and then left. . .
 - Suggestion to membership that the BAOs go it on their own
 - Concern over the structure of the Admin Conference meeting agendas and purpose – too focused on FBO information only – BAOs didn't feel welcomed or included or that the meeting was necessarily relevant to them.
 - No feedback/update has been provided to the BAOs as to what was learned from the Banner conference
 - Specific “pain points” /issues were identified including:
 - Lack of FP&M staffing and the ability to set up labs in time for new faculty in the fall
 - Long waits to receive responses to new index requests
 - Lack of communication, specifically, Payroll's move to HR and funding to cover the additional pays for PTF
 - Lisa to follow-up on/refer these issues

Round Table Discussion

15 minutes

- Rachel Beatty asked the BAO Group if they would support a policy change that would allow a manager to email TravelWayne Admin to request an approver change for an employee, as long as the BAO was CC'd on the email. No objections were raised from the BAO Group members, however, there was a suggestion that the Banner supervisor could possibly be used to feed TravelWayne and establish the Travel Request approver.
- Refreshments & Social Time Employee Recognition - BAO Honorees

Several BAOs were honored during this year's Employee Recognition Program on April 25th. The BAO group congratulated and recognized these colleagues for their contribution and service:

Karen Vest, Government & Community Affairs – 15 years

Stuart May, Honors College – 25 years

Sausha Kellogg, Marketing/CFPCA – 10 years

Kathleen Blumberg, Pharmacy & Health Sciences – 10 years

Christine Green, President's Office – 20 years

Natasha Weathers, Medicine – 15 years

Adjourn - Meeting adjourned at 2:58pm