

**Business Affairs Officers Committee**  
**Meeting Minutes**  
**Wednesday, November 2, 2016**

**Members Present:** Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Mary Beth Buchan, Linda Carter, Shelley Clifton, Warren Doucet, Elizabeth Elder, Joan Ferguson, Andrew Kaufman, Sausha Kellogg, Joe Kieleszewski, Celeste Lezuch, Stuart May, Shelia Primas, Sharon Progar, Sue Robell, Lakshmi Sabapathy, Lisa Shrader, Arthurine Turner, Karen Vest, Janie Williams-White

**Guests:** Hillary Ratner, Darren Hubbard, Allison Martin, Jim Barbret

**I. Call To Order**

- a. The meeting was called to order at 1:32 pm
- b. The meeting minutes from October 5th 2016 were approved.

**II. Announcements**

**a. Appointments/Promotions/Retirements/changes to membership**

- Diana Goode has been appointed AVP, Budget & Planning. Diana has been serving as the Interim AVP, where she has had the opportunity to start the transition to an all-funds budget for the university, begin the implementation to a new budget model, and engage cross organizational stakeholders in a collaborative manner to discuss their current budgeting policies and procedures.

**b. Children in the Workplace Policy – Feedback**

- Reminder regarding Lisa Shrader’s message to BAO’s circulated on November 1<sup>st</sup> with a draft of “Children in the Workplace Policy” – she is seeking feedback from the BAO group by November 8<sup>th</sup>.

**III. New Business**

**a. HLC Accreditation Update**

- Hillary Ratner provided an overview of the 2017 Higher Learning Commission Regional Accreditation at Wayne State University.
- Higher Learning Commission (HLC) is the federally recognized accrediting agency for all Michigan Universities. This accreditation reflects the quality of a Wayne State education validating the hard work of students, faculty and all those who contribute the University’s success. The focus is on the students.
- Wayne State has been continuously accredited by HLC for more than a century. In March 2017 we will undergo the next round of evaluation. This 10-year reaffirmation of

accreditation has four parts: Quality Initiative, Assurance Argument, Federal Compliance Filing, and Peer Review.

- WSU selected the “Undergraduate Academic Advising Initiative as its Quality Initiative. The Assurance Argument is the University’s official case for reaffirmation with evidentiary support. The HLC team is actively working on the drafts and portfolio of evidence. The Federal Compliance filing is a comprehensive version reporting of Title IV, Title IX and other USDOE regulations. Documents are being updated for current year activities.
- Peer review by a 7 member team appointed by the HLC will begin February 2017 culminating in a comprehensive evaluation visit on-campus March 6-7, 2017.
- Peer reviewers assign each of the five (5) Criterion Core components a rating for merit – Met/Met with concerns/Not Met.
- The Rating for the overall Criterion is determined by the rating for its weakest Core Component. The institution meets the Criterion only if all Core Components are met.
- A Meeting with the BOG, President, Provost, and other officers as well as public forums with various stakeholders will occur in March, before the assurance document is due to be completed on March 6<sup>th</sup>.
- How can we help? We can spread the work and talk to our units and respond to surveys when public comment is requested. Steering committee will be reaching out to individuals. Campus and community will be directed to a website for comments.

**b. Banner Effectiveness Project**

- Daren Hubbard and Allison Martin presented the Banner Effectiveness Project update.
- Banner was implemented 20 years ago. This project will look at the current functionality compared to the XE version and document needs and existing gaps.
- This project will involve Business Process Reengineering to optimize decision tools.
- Focus on HR/Finance/Student/Financial Aid modules.
- The project team is working with a consultant – Strata Information Group (SIG).
- Users will be surveyed to collect data. Workshops will be formed to discuss survey results, with SIG facilitating. The first workshop will be held at the end of January.

**c. Time Reporting Changes**

- Jim Barbret discussed the new time reporting standards with the upcoming FLSA changes affecting a number of employees moving from exempt to non-exempt status.
- All nonexempt employees will need to have an approved web-timesheet in order to receive a pay-check/direct deposit. Approvers are to be aware of this requirement and ensure all timesheets are submitted and approved in time.

- Late timesheets will still be accepted and paid that same week if submitted immediately after the deadline, provided there are no other issues. Payroll office is preparing to deal with an increase in late timesheets. However, certain divisions still using paper timesheets instead of WTE as a routine will need to make necessary arrangements to review their existing approval queues and start using the WTE.
- Fiscal Operations is working to determine appropriate mechanism for sign-in/out option. WTE feature is not currently turned on because of the issues with the way tardiness is handled that does not follow the collective bargaining agreements.

**d. Budget and Enrollment update**

- Diana Goode will present a budget update at the December 7<sup>th</sup> BAO meeting.
- A copy of the book *Responsibility Center Management* was provided to all BAOs. Anyone who has not received a copy may contact the Budget Office to have one sent to them.

**IV. Round table Discussion**

**a. BAO SWOT Analysis**

- After review of the options identified in the SWOT analysis, the group discussed a suggestion that the membership form 4 or 5 large Teams or Sub-groups to handle the various issues affecting the BAO responsibilities
- The suggested sub-groups are: 1.Information Systems 2.Professional Development 3. Business Processes and Financial Controls 4.Budget and Financial Planning
- The membership agreed that the BAO group should prioritize Professional Development.
- There was no consensus on the rest of the sub-groups. However, the members expressed interest in reaching out to Bill Decatur for further advice on this matter.

**b. BAO Professional Development**

- An option to meet periodically outside of the monthly BAO group meeting to review chapters of the RCM book was suggested.
- The membership agreed to find a time and place to meet and discuss the first chapter of the book prior to the next meeting date

**V. Adjourn:** Meeting was adjourned at 3:22 pm