

Business Affairs Officers Committee
Meeting Minutes
Wednesday, October 5, 2016

Members Present: Rachel Beatty, Kathleen Blumberg, Jeff Bolton, Linda Carter, Joan Ferguson, Shelley Clifton, Kimberly Elms, Liz Godwin, Stuart May, Shelia Primas, Kimberly Rize, Sue Robell, Donna Wells, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Andrew Kaufman, Mary Beth Buchan, Warren Doucet, Sharon Progar, Sausha Kellogg, Lakshmi Sabapathy, Lisa Shrader, Bobby Smith, Angela Strickland, Lara Trocchio, Karen Vest, Natasha Weathers, Diana Goode

Guests: Bill Decatur, Carolyn Hafner, Jacquelyn Wilson, Alicia Pendleton

I. Call To Order

- a. The meeting was called to order at 1:32 pm
- b. The meeting minutes from September 7th 2016 were approved.

II. Announcements

a. Future topics of interest

- An option to hold a round table discussion as the last agenda item at the end of the meeting was announced based on general interest among members. Future topics of interest may be provided to the co-chairs who would then find SMEs to begin the discussion on the subject providing an opportunity for all BAOs to bring up any questions or issues candidly for the benefit of the group. This discussion will be among the BAO members only after all the guests have departed. It was suggested that the last 10-15 minutes of each meeting be protected on the agenda.

b. Travel Wayne Committee for policy/process enhancements

Ken Doherty is looking for volunteers to join a TravelWayne committee. There is no formal project charter at this point, but Ken has provided the following description:

- It's a complete review of the TravelWayne Policies and of the TravelWayne system. The request came from the Academic Senate, and it will be somewhat exploratory as we find out whether there are credible ideas on how to improve what we currently do. This is expected to take 3 or 4 meetings of an hour or hour and a half, Disbursements /Procurement will then filter the ideas that are shared into credible policy changes or action items.
- Warren has already informed Ken about joining the committee. At this point, representation from the academic side is expected.
- A request was made to ask Ken to provide a project charter to the BAO Group.

c. Changes to membership

- Kimberly Rize is leaving the School of Business in two weeks to join the University of Michigan. The group wishes her well and thanks her for her service to the University.

III. New Business

a. BAO Retreat Update

- Bill Decatur thanked the BAO group for an excellent retreat in August and shared the SWOT analysis.
- Discussion followed on how to restate the goals and start on action plans.
- Need to prioritize goals, get buy-in from others by working with BAOs and other cross functional teams and build on the work currently being done to score some quick wins by going after low-hanging fruit.
- One option would be to break the BAOs into groups of five and assign each group one of the major goals.
- BAO involvement in the formation/revision of University policies and procedures should be increased.
- Information Systems – Daren Hubbard is working with the Strata Information Group (SIG) on Banner gap analysis and to assess the ERP systems. Instead of working on old processes in Banner, the group favored working on Banner XE as a new implementation.
- Jim Barbret has a team to work on a new chart of accounts.
- BAOs will be represented on the New Budget planning committee, working on an all-funds budget model and reviewing best practices. Need to create task forces on revenue allocation, cost allocation, incentives, and strategic plan.
- Need to identify other non-Banner IT issues.
- Professional Education – HR – Training and Development to do professional development geared towards NEW BAOs as well as on-going BAO development.
- BAOs expressed concern that engaging a committee to work on issues is futile unless higher level support exists with authority to keep the process alive.

b. FLSA Update

- A schedule of BAO training sessions and a session outline was provided to prepare for the FLSA revision. The President's Cabinet approved all of the recommendations proposed.
- There are 692 employees below the new \$47,476 annual salary threshold. After considering the teaching exemption, Academic and Administrative Exemptions the number is 568.
- Post docs will be moved above the threshold with funding from the President for the life of the grant

- Effective 11/19, all non-exempt employees will be required to submit a timesheet in web-time entry, and have it approved by their manager, in order to receive a pay check.
- Revised list of positions by 10/26 will be reviewed again after P&A Mass salary process

c. Annual Risk Assessments, Audit findings and Audit Plan for 2016-17

- Carolyn Hafner provided an overview of the annual risk assessments and noted that this year electronic signatures were included as an issue.
- Fraud continues to be an area of concern
 - Time sheet falsification is a primary issue
 - False/altered documents up from previous years – not clear why yet
- The findings from special investigations indicates that a majority of the findings were related to non-compliance with policies/procedures
 - Pro Card and Travel are problem areas
 - Lack of Management oversight is a major cause
- Audit plan for the year 2016-17 was shared to ensure this information is shared with all levels at the unit to prepare for the audit. There will be a new focus on operational excellence and business processes.

d. Budget and Enrollment update

- Diana Goode will provide the Budget and Enrollment update at the next meeting due to time constraints
- 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. Adjourn: Meeting was adjourned at 3:13 pm