**BUSINESS AFFAIRS OFFICERS COMMITTEE**
**September 6, 2017**
**1:30 – 3:00 p.m.**
**4339 Faculty Administration Building**

***MEETING MINUTES***

**Attendees**

- Rachel Beatty, Kathleen Blumberg, Mary Beth Buchan, Linda Carter, Shelley Clifton, Warren Doucet, Elizabeth Elder, Elizabeth Godwin, Christine Green, Sausha Kellogg, Joe Kieleszewski, Celeste Lezuch, Stuart May, Adeeb Mozip, Sharon Progar, Sue Robell, Lakshmi Sabapathy, Lisa Shrader, Bobby Smith, Angela Strickland, Lara Trocchio, Arthurine Turner, Donna Wells, Janie Williams-White, Brandon Wulf

| | | |
|---|---|---|
| **Call to Order** | Warren Doucet<br>Lakshmi Sabapathy | 5 minutes |

- Updates to Previous Meeting Minutes – members were requested to review minutes distributed previously and communicate any revisions/corrections

- Announcements

  There were no announcements

**New Business**

| | | |
|---|---|---|
| BAO – FBO Partnership | Bill Decatur<br>Lisa Shrader<br>Lakshmi Sabapathy<br>Warren Doucet | 50 minutes |

Bill Decatur communicated the significance placed on the concerns and complaints expressed by the BAO group and that several measures have been taken to address those concerns.

- Discussed with Senior Staff at the FBO division and a high priority is placed on working to correct these issues as work progresses on several related projects such as the Banner IX, new chart of accounts, tools for reporting & analysis.
- Many of the BAOs are engaged in these projects and business process re-engineering is expected to result from many of these initiatives
- HR module reimplementation process will include talent management using Banner preferred solutions
- In Finance, SIG report is used as a basis for launching continuous quality improvement across the division. A fiscal operations survey was used to identify problems.
- Facilities Planning and Management is commencing continuous quality improvement initiative. An outside firm has been retained for an external assessment. The firm is expected to provide the findings, recommendations and assist with implementation after

the thorough assessment is completed. A focus group meeting has been completed and a customer satisfaction survey is forthcoming. Feedback from the survey will be used for initiating improvements.

Discussion on the FBO – BAO partnership continued with Lisa Shrader' s presentation on shared goals for the partnership – see hand outs

- The shared view of the partnership was presented to the President's Cabinet and the Council of Deans.
- A small group has been put together to look at financial controls. Front-end controls to proactively improve efficiency as well as robust reporting to provide back-end monitoring, manual as well as system control will be reviewed and assessed.
- BAO retreat is being planned with Dawn Aziz and the Organizational effectiveness & Continuous Improvement (OE&CI) group and BAO committee co-chairs will continue to be involved in the planning along with Lisa Shrader.
- The expected outcome of retreat #1 - working together on mutual goals, identifying metrics, incorporating academic/research-grant focus, how to track progress
- The Second retreat will look at status update of the items listed from the prior SWOT analysis and handling possible quick fixes
-

➢ OE & CI – Team into & Services Offered — Dawn Aziz & team — 15 minutes

Dawn Aziz introduced the group that became part of the FBO division a few months ago and provided a quick overview of what they do. – See hand out for details

- Employee/Leadership/Team development to help build skills including curriculum customization when needed.
- Customized interventions and support for team leaders to bring in positive changes
- Project management support or resource recommendation based on the scope of the project. Dawn is the project manager for the RCM budget project
- Business Technology Solutions (BTS) several 6 sigma certified professional to assist with projects
- Tonya Thomas handles the accelerate administration and is involved in Banner training and new budget model training project
- Finance 101, a foundational training product of the RCM Training, Policy and Skills Enhancement taskforce is in progress. A draft of the product will be shared with the BAO group at the next meeting. This product is a self-paced experiential training in Finance & Budgeting at WSU.

.

➢ Chart of Accounts Task Force Update — Tamaka Butler, Marlene Erno — 15 minutes

Marlene Erno and Tamaka Butler provided chart of Account Work streams update

- Fiscal Year end change to June 30 is contemplated for 2019. If approved, FY 2020 will begin July 1, 2019.
- Others members of this task force are: Celeste Lezuch, Kathleen Blumberg, Brandon Wulf and Sue Robell
- Identifying Banner feeders to assess the impact. HR reimplementation project will be affected.
- Working on FOAPAL elements and reevaluating the reliance on index
- Several members felt that although index is generally sought as it may be easy to remember/recall in many cases, it undermines the organization which actually defines the structure
- Financial/budgetary review may be an opportunity for looking at the HR chat and finance chart
- Members discussed the preference for use of activity codes. This would be a department defined function with each S/C/D is assigned a subset of codes.

Members asked whether the group could do anything in the meantime to help with this project – close account or review for cleanup activity. The group is requested to provide feedback to Marlene Erno or Tamaka Butler with questions or suggestions.

**Round Table Discussion**

- Due to time constraints, the announcement of BAO co-chairs for FY18 will be sent out as an email.
- Shelley Clifton representing academic units and Angela Strickland representing non-academic units will co-chair the BAO Committee October 2017 through September 2018

**Adjourn** - Meeting adjourned at 3:06pm