Business Affairs Officers Committee
Meeting Minutes
Wednesday, September 7, 2016

Members Present: Rachel Beatty, Janine Williams-White, Linda Carter, Joan Ferguson, Jeff Bolton, Shelley Clifton, Kimberly Rize, Donna Wells, Celeste Lezuch, Arthurine Turner, Elizabeth Elder, Andrew Kaufman, Mary Beth Buchan, Warren Doucet, Sharon Progar, Sausha Kellogg.

Guests: Bill Decatur, Ken Doherty, Dennis Orr, Marlene Johnson, Desi Maddens, Chelsea Henson, Brad Dunn

I. **Call To Order**
   a. The meeting was called to order at 1:34 pm
   b. The meeting minutes from August 3rd 2016 were approved.

II. **New Business**

   a. **FBO Q & A**

   - Bill Decatur thanked the BAO group for an excellent retreat in August and discussed the next steps. Jackie will be sending out the minutes and he would like to continue discussion and a set up action items related to the ideas that came out of the retreat.

   - Celeste Lezuch and Diana Goode are working on the university-wide budget to actual analysis to present to Provost Whitfield, Michael Wright, and Bill. In the future this analysis will be done on a regular basis. It was noted that there is no consistent format for reports prepared by the S/C/D.

   b. **Wayne Buy Approval Queues (Presentation sent via email on 9/8/16)**

   - Ken Doherty presented an update to the previously discussed Financial Document and Transaction Approvals Policy. The purpose of the policy is to establish rules regarding the approval of financial documents and delegation of approval authority. These rules in no way change, circumvent, or replace the University Policy.

   - This approval queue policy, upon final approval by President's Cabinet, establishes defined rules. If a S/C/D wants to adopt more restrictive regulations than outlined in this policy, it will be up to the S/C/D to enforce its internal controls.

   - Procurement will be contacting units to designate their approval queues, in accordance with these established rules once approved. All approval queues will be reviewed by Procurement.

   - Ken also mentioned that both the BOG and President's Cabinet are closely monitoring the number of bid waivers. University policy is anything $25K or over is awarded via a competitive bid process. A bid waiver is required to award without bidding but there must be a business reason other than convenience.

- BAO's were asked to review the tracked changes document (sent via email 9/8/16) and contact Ken Doherty by Friday, September 16th with feedback.

c. **Security (Presentation attached)**

- Marlene Johnson and Desi Maddens discussed various aspects of security including having BAO's consider having a backup person to delegate authority, either permanently or temporarily, for certain situations. To do this, email Security@lists.wayne.edu

- When employees transfer within the same SCD and Department, the BAO will be notified to verify security access. When they transfer to different SCD, the BAO and the employee will be notified of security access changes.

- Marlene asked if there was ever a need to display the full SS number. It was agreed that BAO's do not need this.

- The BAO Access form has been changed so please destroy all old forms and only use new forms available on wayne.edu. Eventually the Access form will be an on-line form.

- Deprovisioning: it was brought up that once an employee is terminated, their email access is terminated UNLESS they are also a student. A student will continue to have email access. If an employee is terminated for cause, contact security to terminate access immediately. Otherwise access will terminate based on timing of termination and may take up to a 9 day wait.

- Instructions were included on how to access the Security Access Report (attached) It was brought up that it would be helpful if the profiles and Security Class on the Security Access report had descriptions.

d. **Off Boarding**

- Chelsea Henson, along with Brad Dunn, gave the BAO's an overview of the new Phase II of the Off Boarding process. The purpose of the off boarding process is to help mitigate risk related to overpayments, recovery of physical and intellectual property and give the ex-employee a positive last experience at WSU. Phase II has made the entire process paperless and on-line. An email was sent out to the Supervisors on Sept 9, 2016 on behalf of HR. Here is the link to the tutorial: **WSU Off-Boarding Video Tutorial**

- Off boarding process has three roles: HR, BAO, and Supervisor. BAO's can now complete the supervisor's role if necessary. There is also an area for comments.

- A successful Off Boarding is one fully complete within 40 days of separation of the employee. There is now a dashboard that provides metrics available to the BAO and HR to track the process.

III.   Adjourn: Meeting was adjourned at 3:01pm