

Wayne State University Business Affairs Group

Mission & Organization October 2009

MISSION: The Business Affairs Group (Group) exists as a mechanism to facilitate and enhance peer communications and to provide mentoring opportunities to all Business Affairs officers. The Group also works in collaboration with the University administration on new and existing business practices and business affairs issues including but not limited to budget, finance, human resources, technology and sponsored program administration.

MEMBERSHIP: The group membership is comprised of the Business Affairs officer from each school, college and division (SCD).

MEMBERSHIP CHARGE: The scope of responsibilities includes, but is not limited to, the following areas:

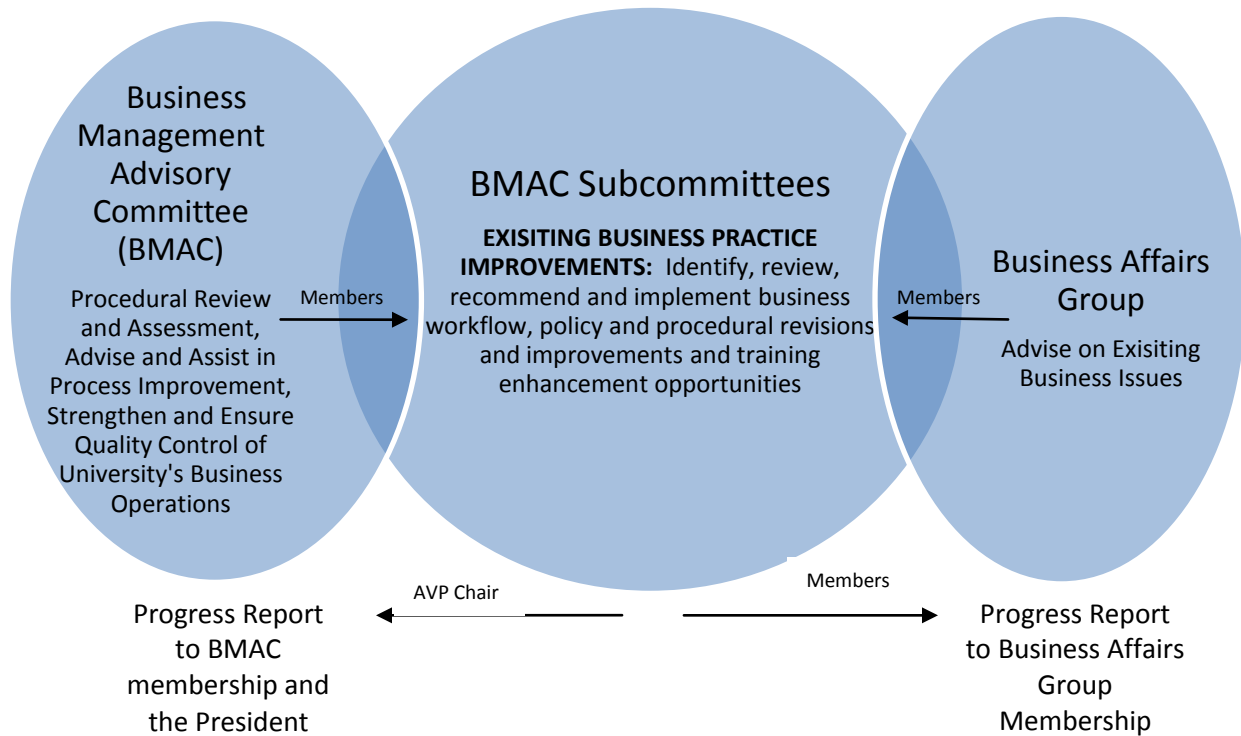
- **COMMUNICATION:** Facilitate effective peer communication and dissemination of information among Business Affairs officers and departmental personnel.
- **MENTORING:** Mentor and counsel new Business Affairs officers.
- **TRAINING:** Provide on-going review and assessment of current University training offerings related to the Business Affairs responsibilities. Identify training needs as they arise and recommend and assist in the development and delivery of new programs.
- **EXISTING BUSINESS PRACTICE IMPROVEMENT:** Collaborate with University administration to identify, review, recommend and implement business workflow, policy and procedural revisions and improvements and training enhancement opportunities
- **NEW DEVELOPMENTS:** Collaborate with University administration to establish new business processes and procedures, internal and access controls and transaction reporting and training related to systems development, testing and implementation.

ORGANIZATION: The group is organized under the following structure:

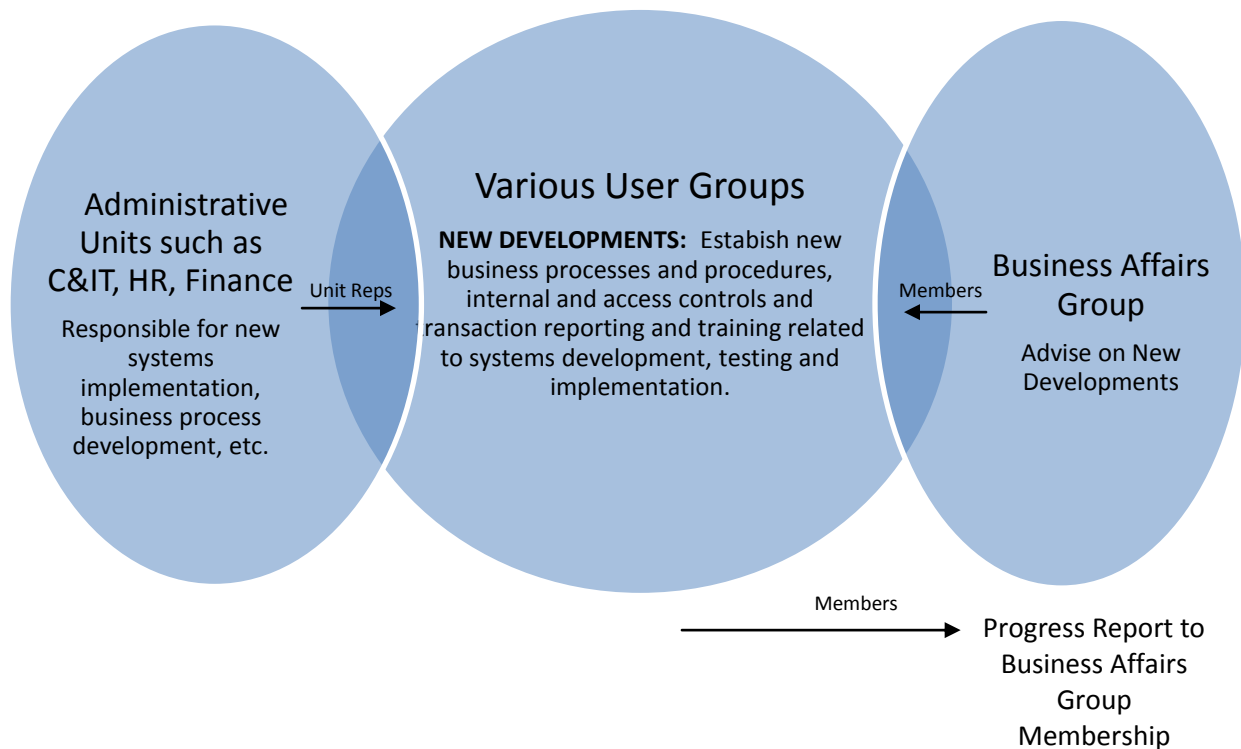
The leadership of the group is provided by an Academic Co-Chair & Non-Academic Co-chair who are nominated and elected by the membership each fiscal year. These individuals are responsible for setting the agenda, soliciting areas of information interest and need for purposes of discussion and presentation, conducting the group's meetings and disseminating information among the group.

The membership of the group serve as a resource on the Business Management Advisory Committee (BMAC) subcommittees representing the core areas of responsibilities of the Business Affairs position including but not limited to human resources, financial and budgetary management. These subcommittees work collaboratively with the AVP of each core area and

other core departmental personnel to improve existing business practices. Members serving on BMAC subcommittees provide monthly progress reports.



The membership of the group also serve as a resource on various new development related user groups such as the HR User Group, Banner Implementation Group, Cognos Reporting Group, etc. serving in an advisory capacity in systems, policy, procedural and training development. Members serving on user groups provide monthly progress reports.



OPERATIONS:

- The group will meet monthly on the first Wednesday of the month or on a mutually agreeable date.
- Minutes will be taken to record the actions at each meeting.
- Informational updates and/or presentations from units will be scheduled (i.e. Fiscal Operations, Human Resources, Budget and C&IT) as needed. The presentations will provide details on new initiatives, processes and procedures pertaining to the Business Affairs officers' responsibilities.
- The members will work on new initiatives with various committees, task forces and project teams as established by the University Administration. Monthly progress updates will be provided by designated members serving on these groups to inform the membership of the focus, priority and progress to date and provide the membership an opportunity for feedback and input on the work taking place.
- A list of issues requiring action or follow-up will be developed, maintained, updated and distributed which will clearly identify the issue, the action(s) to be taken and the individual responsible for the action.