

**Business Affairs Officers Committee**  
**Minutes**  
**May 2, 2012**

Present: C. Barduca, R. Beatty, K. Blumberg, C. Brahm, M. Buchan, L. Carter, D. Cooper, E. Elders, J. Ferguson, R. Gordon, S. Frump, R. Harris, A. Kaufman, J. Kieleszewski, R. Kisner, C. Lezuch, L. Klain, S. May, J. Nechal, S. Primas, S. Progar, K. Rize, L. Sabapathy, L. Shrader, C. Siladi, A. Turner, K. Vest, D. Wells, A. Yancey

Guests: R. Kohrman, J. Barbret

I. Call to Order – C. Lezuch

Meeting was called to order at 1:32 pm.

The minutes of the April 4, 2012 will be approved at June meeting.

**II. NEW Business (changed order of agenda)**

B. Moving Expenses – J. Barbret

An updated 1.3.1.2 Moving Expenses in the APPM was discussed. There were several points that Jim mentioned. One important point is that travel activities are and will still be governed by the travel policy. The moving expense policy now incorporates usage of Corrigan Moving Systems, an agent for United Van Lines. The new hire has the option of not using Corrigan Moving Systems. In those cases the new hire will be reimbursed for approved expenses. Normally, these moving expenses are clearly written in the letter of offer and how much of the move will be paid within university policies. Kathleen Blumberg mentioned that is included as a line item in the new hire start-up package. Valerie in purchasing has completed a letter regarding Corrigan that can be included when sending the letter of offer. The group will be email this.

Jim also mentioned that waiting for a department to reimburse a new hire may become a taxable versus un-taxable issue. Please send comments to Jim by the end of May 12 so this policy can be released in June. His goal is to have this policy released with 60 days.

C. Banner Summit Updates – A. Turner and L. Klain

Arthurine presentation started with SunGard Higher Education changing their name to Ellucian based on a recent buyout of SunGard Higher Education. Banner updates include:

- Finance – The available balance form included all postings but a new form now provides transactions in process (FGITINP)
- Baseline check selection – future date for invoices
- Effort reporting – addition of approval queues
- Added gridlines in web-time entry and usage of cut-off date
- Usage EPAF proxy name
- Added audit check on name or address changes
- FLAC – allows the university to use the student side to integrate management of faculty workload assignment and faculty compensation.
- Information on summit can be found at <http://www.edu/world.org/Commons>

Arthurine attended the Graduate Admission Application presentation given by Robert Thompson of C&IT and Kathy Lueckeman, Director of Graduate Admissions. She recommended that this presentation would be beneficial to the group. Therefore, a recommendation was made to have this presentation done at the June BAO meeting.

#### F. Discussion Items

The consensus of the group is that the BMAC Subcommittees (Finance, Budget, and Human Resources) are defunct. The subcommittees have not been met and probably have no plans on continuing. The members of the Finance BMAC subcommittee want to resurrect the Finance Manual that was close to completion but never shared with other members. The group did agree that there needs to be better communication between central units and this group. One recommendation of improving communications or information sharing was to have brown bag sessions.

#### A. Budget Updates – R. Kahrman, L. Carter and C. Lezuch

Rob discussed the enrollment challenges confronting the university in FY 2013 including recent Satisfactory Academic Progress (SAP) requirements. If a student does not meet the minimum SAP requirements, they could lose their eligibility for financial aid. Also, in addition the federal government has changed the criteria on receiving Pell grants by capping the number of terms. Letters were sent out to students regarding this.

There are enrollment challenges for Law School and Education. Applications are down in both areas. Budget Hearings with S/C/D should be completed with the first week of June. A 3% budget reduction will be requested for all S/C/D but not all schools or colleges will be cut uniformly.

The account code rollup for general expenses was presented to the group. The Huron Consultant recommendation was to provide budgets in roll up expense category such as equipment, supplies, travel and moving expenses, etc. instead of one budget account code.

Other:

There was a handout provided to the group: WayneBuy Training Guidelines was provided by M. Gleason. It included an outline of all training opportunities based on an employee's role within the S/C/D.

### **Good and Welfare**

The meeting was adjourned at 3:40 P.M.