Business Affairs Officer Committee

Meeting Highlights
October 5, 2022
1:30 – 3:00 PM

Present: Rita Gordon, Sabrina Williams, Cheryl McPherson, Angela Strickland, Arthurine Turner, Sharon Almeranti, Lucy Snyder, Lakshmi Sabapathy, Helen Smith, Shelley Clifton, Linda Carter, Diane Marion, Antonio Yancey, Adeeb Mozip, Rita Gordon, Robert Davenport, Stuart May, Sausha Kellogg, Latoya Rice, Natasha Weathers, Susanne Robell, Warrant Doucet, Latoya Rice, Marlene Erno, Gail Ryan, Eulonda Whitmore, Carolyn Hafner, Jowana Moore, Ken Doherty, Anthony Injic, Nicholas Pilot, Rachel Beatty, Sharon Progar, Sheila Primas, Tamaka Butler, Tian Jin

Guests: Dennis Orr, Carly Cirilli, Pearlanne Pollard

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Minutes

BAO group approved the September 7, 2022, BAO Committee meeting minutes.

The next BAO Committee meeting will be held on Wednesday, November 2, 2022. The November meeting will be in person in UGL.

Announcements

1. Emails regarding FY23 Budget loads and roster reconciliation have gone out.; if you don't have them, you can get them from your budget analyst.
2. Daily Screeners are still required by everyone coming to campus.
3. Student, Faculty and Staff must have their Flu vaccine updated by October 15.

Discussion and Questions by BAOs

o **SPA certification**. Reviews are due. There are training documents on the SPA website. COVID held up certification for those on suspense. The review period opened on September 18.
o **Subject Matter Experts**. Looking for individuals to share their expertise in various subject matters related to BAO job duties i.e., endowment review, advance excel training.

New Business

Institutional Research & Data Analytics Overview
- Carly Cirilli, Senior Director

Early this year Institute Research was merged with Business Institutional and Data Analytics Group. Carly now reports to the provost's office. The purpose was to get all folks on data together into one team. This helps avoid confusion on where to go for specific data requests as users and data requestors.

A PowerPoint was shared covering a) strategic focus areas, b) 2022 team goals, c) organizational leadership, d) staff organization

Resource: datagovernance.wayne.edu/resources
Dashboards: irda.waye.edu/dashboards

For the most part, they support any school or college. However, it depends because some schools have their own analysts.

New Travel Wayne Interface
- Dennis Orr, Associate Director, Accounts Payable

The interface of Concur has some navigational changes. It went live on October 3 for all users.

A PowerPoint was shared on a) why/when, b) what has not changed, c) what has changed, and c) resources.

Hotel savings: procurement.wayne.edu/online/wsu-hotels2

How do you add a secondary approver when the person is not listed as a manager?
Reach out to Dennis, and he will add the person as an expense report approver.

Human Resources Updates
- Carolyn Hafner, Associate Vice President & CHRO

ATS Update
The implementation date is at the end of October. Currently, posting jobs is in the current online hiring system and in the new ATS system.

Why the change? The system we have now is 20 years old. And is no longer supported by Advent.

Compliance issue. There are 15,000 vacancies in the system because they were never purged. Therefore, Talent Managers need accurate, current postings. Since

HR doesn't want to convert over 15,000 dispositioned vacancies, HR will need current vacancies only and what ones were filled; BAOs need to help them know what to purge and keep and remove applicants in the system who are 'under review' but really are not. To assist in this process, BAOs will receive a list of the applicants for their particular unit with instructions.

You will have a week to submit the list back to HR due to the deadline at the end of October for the rollout of ATS.

Customized Hiring Training will be provided October 12 - 28, 2022, from 11 AM to 12 PM. The training will be provided by Bill Bing and Michelle Snell.

<u>Hiring request delays</u>. You will need to provide the budget and academic need for this position. For hiring requests not yet approved, follow up with Carolyn Hafner.

Non-Rep Bonuses

A one-time bonus for non-represented employees which will be matched by the University into the employees 403(b). Human Resources is working on automating the process for the increases. Formal communication will come out for timing and deadline. HR is working to get them paid as quickly as possible and anticipate that they will be paid in the no-deduct pay #25 in December which will be December 7.

Managers should emphasize goal setting and feedback throughout the year to help their employees grow and advance.