

# Business Forum

Thursday, February 4, 2016  
2:00 PM – 4:00 PM

HRTC 141-145



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# Business Forum – New Format

- Pass Sign-In Sheet
- Old Format: Primarily focused on *Business Matters* content
- New Format: Highlight the progress of collaborative Partner Groups
- There will still be a “Key Announcements” section for time sensitive updates



# Business Forum Agenda

**Business Forum – New Format:** Julie Allison

## **Partner Groups (1 Hour & 20 Minutes)**

- Facilities: Kelly Broughton, Luanne Bowman & Steve Wood
- Procure to Pay: Diane Cahill & Laura Nowicki
- Post Awards & Grants: Michael Finney
- Chart of Accounts: Julie Allison

## **Key Announcements (40 Minutes)**

- OAB2 & The Benefits Advisory Council: Krista Antle
- PCI Compliance: Sherry Downs
- Closing Statements: Julie Allison



# Partner Group Facilities

## Co-Chairs

**Steve Wood:** Executive Director, Facilities Management

**Kelly Broughton:** Assistant Dean for Research & Education Services, University Libraries

**Luanne Bowman:** Chief Financial & Administrative Office, Russ College of Engineering



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# Facilities Partner Group Agenda

- Charge
- Representation
- Accomplishments
- Items in Progress
- Future Items



# Facilities Partner Group Charge

The Facilities Partner Group is charged with developing solutions to improve processes and communications between planning units and the University's Facilities Management.

The Partner Group will gather, review, and assist in the prioritization of issues related to custodial, grounds, and building maintenance and operations.



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# Facilities Partner Group Representation

## Representatives

<b>Steve Mack</b>	Facilities Management
<b>Jay North</b>	Facilities Management
<b>Dan Harper</b>	College of Fine Arts
<b>John Gilliom</b>	College of Arts and Sciences
<b>Dean Dupler</b>	Heritage College of Osteopathic Medicine
<b>Jason Farmer</b>	Intercollegiate Athletic
<b>Robin Krivesti</b>	University Libraries
<b>Mark Ferguson</b>	Campus Recreation
<b>Dustin Kilgour</b>	Student Affairs
<b>Kevin Witham</b>	Undergraduate Admissions
<b>Beth Lydic</b>	Patton College of Education

## Co-Chairs

<b>Steve Wood</b>	Facilities Management
<b>Kelly Broughton</b>	University Libraries
<b>Luanne Bowman</b>	Russ College of Engineering



# Facilities Partner Group - Accomplishments

- The group started meeting monthly in November
- Initial Meeting established “baseline” of recent Facilities Management initiatives
  - Budget Growth
    - 2ea maintenance positions and \$200K in FY 2016
  - Custodial services developments
    - 4 new managers (2<sup>nd</sup>/3<sup>rd</sup> Shift)
    - Implementing new service model





# Facilities Partner Group - Accomplishments

- Facilities Management Initiatives Baseline Continued
  - Work Order Prioritization (Internal)
  - Implemented Automated Customer Satisfaction Survey (October 19<sup>th</sup>)
  - Initiative to improve communications through “Tech comments” on Work Orders

## *Key Discussion Point*

**How can Facilities better communicate with the campus community?**



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# Facilities Partner Group - Accomplishments

- Discussed interaction of Partner Group with Academic Support Improvement Committee (ASIC)
  - ASIC Committee performs internal surveys of perceptions and reviews and provides feedback on unit strategic plans and unit-provided benchmarking
  - Partner Groups addressing details between Responsibility Centers (RCs), allow for feedback and assist with more practical problem-solving



# In Progress – Service Level Agreements

## **Group members identified desire to have service level agreement(s) for:**

- Communication improvements – address failures in providing information to customer; resolution of issues
- Baseline service vs. billable service over multiple venues/locations
- Future allocated costs issues (knowing what will be covered); improvement of understanding of the use of allocated costs
- Mechanism for information sharing outside of direct customer
- Communication and responsibilities for shared or public-like spaces
- Collaborative agreement on prioritization of work
- Clarity of processes and communications; establish reliability and baseline expectations
- Foundation of accountability
- Clarification to preclude friction (e.g. not a baseline service; can't do it ourselves; can't hire someone to do it)

**At January meeting, members tasked to obtain service level agreements within their functional area from peer institutions**



# Facilities Partner Group -Future Tasks

- Building Manager program, or similar, to improve
  - Communications
  - Transparency in budgeting and resource allocations
- Next meetings will focus on understanding various budget perspectives and draft SLAs.



# Questions?

Luann Bowman, CFAO, Russ College

740.593.1421 • [bowmanl3@ohio.edu](mailto:bowmanl3@ohio.edu)

Kelly Broughton, Assistant Dean, University Libraries

740.593.2709 • [brought@ohio.edu](mailto:brought@ohio.edu)

Steve Wood, Executive Director of Facilities Management

740.593.2726 • [woods1@ohio.edu](mailto:woods1@ohio.edu)



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# Partner Group Procure to Pay

## Co-Chairs

**Diane Cahill:** Director of Operations, Global Affairs & International Studies

**Laura Nowicki:** Director of Procurement Services



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# P2P Partner Group - Partners

- Laura Nowicki, P2P – Co-chair
- Diane Cahill, OGAIS – Co-chair
- Diana McGrew, P2P
- Tim Knavel, Intercollegiate Athletics
- Cindy Smith, Scripps
- Wayne Chiasson, Physics and Astronomy
- Gwen Whitehead, Lancaster
- Kelly Gorscak, College of Medicine
- Erin Robb, Auxiliaries
- Beth Tragert, Health Science and Professions



# Procurement Policy Update

## Current Procure to Pay Services Procurement Policies

- 55.031 - Purchasing - Radioactive Materials, Narcotics, Hazardous Materials, Animals, and Tax-Free Alcohol
- 55.003 - Purchasing Authority: Vendor Selection, Personal Purchases, Land and Building Acquisition, Conflict-of-Interest
- 55.060 - Purchasing - Blanket Purchase Orders
- 55.007 - Purchasing - Competitive Bidding
- 55.012 - Purchasing - Direct Payment
- 55.040 - Purchasing - Receipt of Items: Notifications, Damages, Shortages, Returns





# Procurement Policy Update Cont.

## New Content:

- The proposed policy will unify seven individual policies into one unified Procurement Policy.
- The proposed policy will support Ohio University's Strategic Alignment Initiative.
- The proposed policy will reinforce Ohio University's commitment to following all applicable laws, regulations, and grant terms and conditions.
- The proposed policy will remove process with the creation of separate, yet linked, process documentation.



# Procurement Manual – In Progress

- Purpose
  - Bridge the gap between policy and training materials
  - Explain the who, what, where, when and why
- All Sections include:
  - Process flow diagram
  - Roles, responsibilities, and lead times
  - Glossary



# Procurement Manual – Headers

- **Procurement:** BCB, PCard, Travel
- **Contracts:** what is it and why do we need it, compliance, different types of contracts (IC, EZ, etc.), restricted funds, student orgs and more
- **Insurance requirements:** comprehensive grid, planning an event on campus, forms and more
- **Accounts payable:** invoices, DPs, payments, recurring payments, travel advances and more



# Procurement Manual – Web based

- Menu Driven – Table of Contents
- Each document linked to website
- Each document has additional links to training documents
- [Web Based Procurement Manual](#)

## **Procedure Manual**

### **Procurement**

[RFP Guide](#) - Procure to Pay RFP Process Customer Guide

[Purchase Orders](#)

[Strategic Sourcing](#)

[Requisitions](#)

### **Suppliers**

New Supplier Add...Coming Soon!

### **Ebiz**

BCB

Pcard

### **Contracts**

Honorarium

### **Accounts Payable**

Direct Payments

### **Insurance**



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# Purchasing Grid – In Progress

In the process of being updated for ease of use

Expenditure	Circumstances/Examples	Natural Account	Commodity Code	How To Buy
Aircraft Hangar Fees	Payments for aircraft rental space	642000	63 Airplane	Requisition to Purchase Order

Form Type	Type of Contract Needed	Insurance Risk Level	How to Pay
BCB Requisition	Service Agreement	Level 1	Invoice with PO # to Accounts.Payable@ohio.edu

University Funding Source	Foundation Funding Source	Policy/Guidance	Comments/Documentation
X	X		Subject to bid limits: \$25,000 for goods & \$50,000 for services



# PCard Policy Updates

## Current PCard Policy

- [55.074: Purchasing Card](#)

## New Content:

- **The proposed policy will establish responsibilities by role**
  - Cardholder
  - Supervisor/Approver
  - CFAO of Planning Unit
- The proposed policy will define PCard violations with associated repercussions in process documentation
- The proposed policy will support Ohio University's Strategic Alignment Initiative.
- The proposed policy will reinforce Ohio University's commitment to following all applicable laws, regulations, and grant terms and conditions.
- The proposed policy will remove process with the creation of separate, yet linked, process documentation.



# Questions?

- Your feedback and suggestions will help us focus our energies in the right places
- Contact any of the P2P Partner Group members if you have feedback or suggestions



# Partner Group Post Award & Grants

## Co-Chairs

**Michael Finney:** Associate Director of Operations, Voinovich School

**Cindy Perry:** Director of Grants Accounting



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# Charge & Representation

**Charge:** Discuss issues that impact the application, implementation and accounting for external awards

## Committee Members

Thea Arocho - ORSP

Ann Paulins - Education

Kelly Coates - HCOM

Chip Rice - Education

Keith Leffler - ORSP

Linda Shapiro - HCOM

Shawn Ostermann - Engineering

Beth Tragert - HSP

Connie Pollard - Arts & Sciences

Mo Valentine - ORSP

## Co-Chairs

Michael Finney

Voinovich

Cindy Perry

Grants Accounting



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# Discussion Topics

- Changes to Uniform Guidance (UG)
  - Procurement
  - Direct Charging Administration and Clerical
  - Sub-recipient Monitoring
- LEO Subcontractor Module
- Pre and Post Audit of Transactions
- Training for Campus
- F&A Allocation Changes
- F&A Rate Agreement
- Transition of Group III Employees
- Review of Research Positions with UHR
- Chart of Accounts
- Grants Module



# Uniform Guidance: Micro-purchases

Procurement Standards in §§200.317-200.326, non-Federal entities may continue to comply with the procurement standards in previous OMB guidance (superseded by this part as described in §200.104) for two additional fiscal years after this part goes into effect. If a non-Federal entity chooses to use the previous procurement standards for an additional two fiscal years before adopting the procurement standards in this part, the non-Federal entity must document this decision in their internal procurement policies. The standards require the purchase of supplies or services using simplified acquisition procedures referred to as a micro-purchase which is currently at \$3,000. Counsel on Governmental Relations (COGR) is seeking to have this increased to \$10,000 or for Institutions of Higher Education (IHEs) to have the same opportunity as States to be exempt.

- a) Implementation of the new standard has been delayed until July 1, 2017
- b) Departments are encouraged to gather three quotes when purchasing items costing \$3,000 or more



# Uniform Guidance Direct Charging Administrative & Clerical Staff

Direct charging of administrative and clerical salaries in §200.413c requires the non-Federal entity to comply with four requirements. Office of Research and Sponsored Programs (ORSP) reviewing process to know when it is appropriate and would benefit the University.

1. Administrative or clerical services are integral to a project or activity
  2. Individuals involved can be specifically identified with the project or activity
  3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency
  4. The costs are not also recovered as indirect costs.
- 
- a) If Administrative and/or Clerical staff are to be paid with restricted funds then Principal Investigators will need to work with ORSP staff during the proposal development process to verify that the four requirements are addressed.
  - b) If grants are awarded that include Administrative and/or Clerical staff, work effort specific to the grant award will need to be tracked and documented with Grants Accounting.



# UG Sub-recipient Monitoring

- Sub-recipient (sub) monitoring in §200.331, requires an assessment of risk, as well as the monitoring and management of subs has been clarified and redefined.
- ORSP is working with Grants Accounting to develop processes to facilitate the additional monitoring of subcontractors.



# LEO Subcontractor Module

ORSP is enhancing LEO to help monitor and do risk assessments for UG requirements for subcontractors. Building processes into the LEO electronic transmittal form which should be available in early 2016.

- a) Principal Investigators (PI's) will need to request more information from subcontractors during the proposal development process
- b) The goal is to allow subcontractors to upload requested information directly into LEO



# Pre & Post Audit of Transactions

- Discussed the process that Grants Accounting has been following since October 2014 for the pre and post audit of transactions.
- Grants Accounting has been meeting with the Controller's Office and Internal Audit quarterly to review this process to ensure audit thresholds are acceptable.
- See the Common Audit Issues section in *Business Matters* for a listing of current issues.



# Other Topics Discussed

## Training for Campus

- [Reviewer checklist](#) was presented.
- Grants Accounting is willing to meet with planning units and conduct a brown bag lunch training.

## F&A Allocation Changes

- The Budget Office presented information showing how F&A is processed on a monthly basis through RI distribution, 82% distribution to Campus and 18% for VPR.
- The 18% is used by the VPR to fund investments and startups.
- The corresponding funding amount was removed from the VPR's RCM Allocated Cost Pool.

## F&A Rate Agreement

- New rates established effective 7/1/15.
- The research rate is now at 50.5% up from 48.5%.
- Starting 7/1/17 the research rate will be at 51% until next F&A rate is negotiated using FY 2018 costs.
- The other F&A rates did not change.
- For the closeout of fixed price agreements that have the full research rate and ended after 6/30/15 Grants Accounting will use the 50.5% IDC rate to close out the remaining balance.





# Other Topics Discussed

## Transition of Group III Employees

- UHR presented information on how Group III administrative employees transitioned to part time employees effective 7/1/15.
- Most of the transitioned employees became part time employees but those that were full time transitioned to regular full time employees as either administrative non-exempt (hourly) employees or administrative exempt employees.

## Review of Research Positions with UHR

- Continuing topic as Colleges have positions reviewed for Research versus Administrative category by UHR.

## Chart of Accounts

- Chart of Accounts for General Ledger and Grants Module discussed.
- Referred group to October and November *Business Matters* for details on Chart of Accounts.
- Provided account segments for Grants Module: Project – Task – Award – Expenditure – Organization

## Grants Module

- Upcoming discussions on Grants module implementation.
- Consultant is onsite preparing documentation on the conversion from the Projects module to the Grants module.



# Questions?

Contact:

Cindy Perry: [perryc@ohio.edu](mailto:perryc@ohio.edu)

Michael Finney: [finney@ohio.edu](mailto:finney@ohio.edu)



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# Partner Group Chart of Accounts

## Co-Chairs

**Rosanna Howard:** Director of Operations & Budget, Regional Campus

**Julie Allison:** Assistant Vice President, Finance



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# COA Partner Group Representation

- Rosanna Howard – Regionals
- Becky Maccombs – Engineering
- April Ritchie – Arts & Sciences
- Diane Cahill – International Studies
- John Day – Provost
- Tina Payne – Finance & Administration
  
- Support Staff: Julia Snyder & Julie Allison



# Agenda Topics

- Activity Segment: November 2015
- Account Definition: November 2015 – February 2016
  - Salaries
  - Benefits
  - Travel
  - Supplies
  - All categories will be reviewed
- Mapping & Demos: February - March 2016
- Training & Communications: February – March 2016



# Activity Segment

- Three digit numeric segment (000-999)
- Each planning unit/department chooses how to use the segment, including what values mean for their groups
- No centralized control or usage of the segment
- The same value can be used by different units/depts with different meanings (e.g. value 321 may be used by two groups but have different meanings)
- There will be a simple web application where units/depts can set up what the values will mean for their groups
- Units/depts can decide to use only a certain range of values. Rules can be put into place to allow only those values for that unit/dept



# Activity Segment

## Step 1: Select Planning Unit

### Activity Segment Set Up



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#### Select Planning Unit

[Planning Unit A](#)

[Planning Unit B](#)

[Planning Unit C](#)

[Planning Unit D](#)

[Planning Unit E](#)

[Planning Unit F](#)



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# Activity Segment

Step 2: Set range of values for a planning unit

## Activity Segment Set Up



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Planning Unit D

### Activity Segment Range

Lowest Value	001
Highest Value	999

[Set Value Descriptions](#)

[Save](#)



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# Activity Segment

## Step 3: Set up descriptions for range of values

### Activity Segment Set Up



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Planning Unit D

#### Activity Segment Descriptions

001	Activity Description A
002	Activity Description B
003	Activity Description C
004	Activity Description D
005	Activity Description E
006	
007	
008	
009	
010	Activity Description F
011	Activity Description G
012	
...	
989	
990	
991	Activity Description H
992	Activity Description I
993	Activity Description J
994	
995	
996	
997	
998	
999	

[Save](#)



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# Activity Segment

## COA Partner Group Recommendation

- Activity segment values can be defined by each planning unit
- Tool will allow each planning unit to describe each activity segment for their purposes
- Activity segment value and description will be available in reports
- No central control – completely up to planning units discretion how to use/if used



# Account Segment

- Used to classify revenue and expenses
- Working with COA Partner Group to review expenses
- Will review each category with Partner Group and present to RC Technical for final vetting
- Current structure of NA Codes will change – need to restructure for more logical groupings and need further detail in some areas (i.e. salaries/wages and miscellaneous)
- Categories
  - Salaries & Wages – January
  - Benefits – January
  - Travel – January
  - Will continue working sessions until all areas reviewed



# Salary Accounts

- Initial Review Complete
- Finalize on Friday, February 12
- We will work through any changes as part of the mapping exercise with each department to ensure no information is lost if it is important for tracking purposes
- Determine which changes will be incorporated into Budget packets for FY 2017



# Benefit Accounts

- Reviewed by HR & Benefits – first step
- Review and discuss with COA PG – February 5
- Communicate with departments during the mapping exercise
- Changes are minimal and will be incorporated into Budget packets for FY 2017



# Travel Accounts

- Prelim review with COA PG & P2P - January 15
- Review and discuss with COA PG for Finalization – Friday, February 5
- Communicate with departments during the mapping exercise
- Changes will go into effect with new COA to allow for training/change management



# COA Timeline

- Finalize (to date) Segment Values and Begin Prototyping in System – early February 2016
- Planning Unit Mapping – early February
  - COA Partner Group - representative sample
    - Arts & Sciences – entire academic unit
    - Heritage College of Medicine – heavy grants, internal awards, and multiple locations
    - Engineering – research centers



# Questions or Feedback?

COA Project Manager is:

Julia Snyder

Email: [COA@ohio.edu](mailto:COA@ohio.edu)



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# Key Announcements

## The Benefits Advisory Council & OAB2

**Krista Antle**, Assistant Director - Benefits



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# Benefits Advisory Council Update

- The Benefits Advisory Council has not made any new formal recommendations at this point
- Formal recommendations should be completed by February 15, 2016.
- PPO plan design changes and premium changes announced last year are still scheduled to be implemented



# Benefits Advisory Committee Update

- PPO Plan Changes scheduled for FY17

	FY16	FY17
<b>Deductible</b>	\$400 / \$800	\$450 / \$900
<b>Co-Insurance Max</b>	\$1500 / \$3000	\$1750 / \$ 3500
<b>Co-Insurance %</b>	85%	80%
<b>Office Visit Copay</b>	\$25	no change
<b>Rx Retail Copay</b>	\$20/\$30/\$40	no change
<b>Rx Mail Copay</b>	\$25/\$35/\$45	no change
<b>Single Premium %</b>	15%	15%
<b>Single+1 Premium %</b>	16%	17%
<b>Family Premium %</b>	17%	19%



# Benefits Advisory Council Update

- Current discussions include the following:
  - Dental Plan: Increasing annual maximum paid per covered person
  - Vision Plan: Separating vision plan from PPO plan. Offer increased benefits and options.
  - Short Term Disability: Provide voluntary short term disability plan that would pay 60% of weekly earnings after 14 days of absence and continue until eligible for long term disability.



# Oracle Advance Benefits (OAB) Phase 2

- Planning to utilize OAB for annual Open Enrollment process
  - Access via My Personal Information
  - Tentative dates: April 4 – 22
  - Planning Open Forums: instructional (computer lab) and informational (across campus/Adobe Connect)
- OAB Phase 2 includes implementation of self-service for qualifying life events
  - Tentative go-live by August 15



# Questions?

University Human Resources

740.593.1636

[Benefits@ohio.edu](mailto:Benefits@ohio.edu)



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# Key Announcements

## PCI Compliance

**Sherry Downs**  
Bursar, Bursar's Office



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# Agenda

- PCI-DSS – What is it?
- OHIO's Credit Card Environment
- PCI Compliance Project



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# PCI-DSS

- Payment Card Industry Data Security Standards
  - Established by Credit Card Associations and card brands (i.e. VISA, MasterCard, Discover, American Express)
  - Administered by PCI Security Standards Council
- Set of standards and requirements to discourage theft of cardholder data
- Compliance is mandatory for any merchant that accepts any type of credit or debit card as a means of payment
- Ohio University is dedicated to becoming and maintaining PCI compliance for all departments on campus



# OHIO's Credit Card Environment

- 4 Risk levels based on # annual transactions
  - OHIO is a Level 3 – 20,000 to 1 million transactions annually
    - Annual SAQ
    - Quarterly network scans
    - Attestation of Compliance Form
- Over 60 merchants across all campuses
- Variety of systems, equipment, procedures across merchants
- Compliance obligations vary by business type (e.g. online payment gateway, face-to-face brick-and-mortar, etc.)



# PCI Compliance Project

- Contracted with McGladrey
  - Review/develop business process documentation, policies, procedures
  - Determine merchant level for each location
  - Assist each merchant with completion of self assessment questionnaire
  - Determine which areas need network security scans performed
  - Identify security gaps at each merchant location and prepare a plan to resolve those gaps
  - Compile PCI compliance certifications for third party vendors where applicable
  - Complete a university-wide PCI DSS compliance summary report which outlines the status of our data security environment, documentation, policies, gaps, and plans to resolve any identified gaps/issues



# PCI Engagement

- Project kickoff Feb 16-18, 2016
- All SAQs, scans, documentation completed for all merchants by June 30, 2016
- Services available for subsequent years



# Questions?

Office of the Bursar - Sherry Downs or Carole Gilkey

OIT Security Office - Ed Carter

Internal Audit - Jeff Davis



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Please complete the Business Forum Survey to share your feedback and suggestions to improve future Business Forums. The survey will be sent via email on February 5.

# Next Business Forum

Tuesday, May 3, 2016  
10:00 AM - 12:00 PM  
Baker Center



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