

RAC Meeting Minutes

June 9th 2011

Presentation from EHS – Steve Deck, Assistant Director **See attached handouts**

-Additional Information not contained in the handouts:

The IBC (**Institutional Biosafety Committee**) meets on the first Friday of every month. The submission-approval cycle schedule can be found online at the IBC's webpage <http://www.ehs.umaryland.edu/Biosafety/ibc.cfm>.

-Angela Boxley and/or Steve Deck are your contacts for discussing regulations to follow when utilizing volunteers.

Update after the meeting: I spoke with Steve regarding high school volunteers and was informed that Jessica Bird jbird@som.umaryland.edu previously sent out this email, I felt this would be an appropriate place to share this information.

It is the School of Medicine's recommendation that, until a policy regarding minors in the labs has been finalized, those under 18 should not be working or volunteering in those areas. If there are specific situations/extenuating circumstances where a request needs to be made to permit minors in lab areas, please contact Jessica Bird in the Dean's Office with the specifics.

In those cases, please be aware that the following will be required:

- * Something in writing stating that the minor will not be working with infectious agents, radioactive material, or hazardous chemicals (e.g. carcinogens, reproductive hazards, highly toxic or reactive chemicals).

- * Something in writing stating who will be supervising the minor and stating that activities will be supervised at all times and the minor will never be left unsupervised in the lab area

- * A written educational plan/draft of the type of volunteer assignment the person will be doing and the purpose of that assignment (documenting it is part of a structured educational program with measured outcomes/expectations). If the person is being paid - a written draft of the nature of the work they will be paid for.

- * Information regarding what rooms/labs the person will be working/volunteering in while on campus.

- Take the Environmental Health and Safety (EHS) required training listed below. It can be taken online at <https://www.ehs2.umaryland.edu/myehs/>

- If they will not receive an employee ID, they will 1st need to obtain an affiliate ID to register for this training. Directions to get an affiliate ID for the training are at: <https://www.ehs2.umaryland.edu/myehs/register/popup.htm>

EHS required training modules:

Use of Hazardous Chemicals in the Laboratory

Bloodborne Pathogens

Hazardous Waste

Even those not working with infectious materials still need to take the bloodborne pathogen training.

Established/existing educational programs will still be allowed to continue, although there may be some age limits as we move ahead in finalizing a campus policy.

Question from RAC - Are volunteers required to provide proof of insurance as employees are if not covered by UMB offered insurance?

Answer – Steve will look into it.

Update after the meeting: Steve looked into it; please ask your HR Representative. Individual school policy may vary

Question from RAC - If an employee is injured on their lunch break and off campus, is that covered by Workers Compensation?

Answer – File a claim, it depends on the employees status and the circumstances surrounding the incident.

-EHS is responsible for procuring International Travel Insurance.

Update from SPA – Amanda Snyder

-Departments have improved on getting proposals in with adequate time to review. Please plan ahead for your summer submissions and keep in mind that SPA takes vacations too. Feel free to shoot them an email to let them know of your submission plans.

-RAC requested updated training on PMCID citations

Hand out provided for reference/additional information (thanks to Janet Simons and Cindy Geppi for the handout)

-Janet is willing to visit with faculty for training as needed

Note-You will not receive an error message if your publications are not linked to your eSNAP progress report. Please be sure to link your progress reports to your publications.

-We will have at least one more upgrade scheduled for Coeus before we upgrade to Kuali Coeus. Kuali Coeus implementation is still not finalized. Testing will be done to ensure that the functional capability is the same as current Coeus before decision to implement is made. When/If we upgrade it will be an entirely web based program.

-Some Coeus users have experienced submission errors due to Congressional Districts not being saved in proposals. Please watch out for this, and let your SPA Team know if you notice it in any of your proposals. They can have a correction made to the proposal "behind the scenes" before electronic submission to the sponsor.

-Coeus now has modules for uploading Institutional Commitment letters as well as Institutional Environment narratives for K award applications. There are also new page limit requirements. Please make a note of these items.

Note-If you are preparing a proposal in Coeus and using an address for a location that is classified as 'clinical space' a default viewer associated with that space will be added to your proposal, do not be alarmed.

Update from Financial Services – Susan McKechnie

-Dr. Perman sent out a letter on June 2nd regarding "Preparation for the Return of the Legislative Auditors" reminding everyone that we need to be following our policies and procedures. Susan will be working with Marc Wasserman's office to create an audit checklist or FAQ (frequently asked questions) for departments. Marc's office should be the initial point of contact when auditors come calling.

-One audit area of concern continues to be Study Participant payments. Her office will be revisiting the policy and putting together a task force to discuss and develop a revised policy. Please email Susan if you wish to participate, tentatively scheduled to commence in September.

Departments should be performing quarterly internal audits but are finding it hard to comply, hence the taskforce.

-There is funding in the FY12 budget slated for the HRMS upgrade. We are currently using version 8.3, this upgrade will take us to version 9.1.

-There is an Enterprise Risk Management (ERM) initiative in the President's Office. The Executive Committee is comprised of Pete Gilbert (President's Office), Jerry Carr (SOM) and Michelle Harner (SOL). Susan is the Subject Area Workgroup (SAW) Leader for Finance and Internal Controls which is one of 12 workgroups. Her workgroup consists of members from three schools and three central administration departments and they are trying to identify any potential financial risk that could result from the way we do business. If you are aware of any situation or process/procedure that might get us into trouble please contact to Susan via email or phone.

This does not include HR issues, as HR has their own workgroup. For additional information regarding this initiative, please see the website: <http://www.umaryland.edu/accountability/risk-management/structure/index.html>

Update from SPAC – Shari Swisher

- Team E will be recruiting a new manager soon.
- The Team B new hire is almost finalized.
- The deadline for returning the deliverables aging list was 6/17/11
- Check eUMB grants view to see if your grants are closed.