

RAC Meeting Minutes

April 14th 2011

Announcements:

Please continue to send items you would like discussed at future meetings or presenters you would like to hear from to Vanessa @ vforeman@som.umaryland.edu

- Pete Gilbert is already slated to present at future RAC meeting.
- Angela Boxley/EHS will be presenting at our June meeting

Vanessa will be meeting with Dennis Paffrath and Shari Swisher to discuss the New Award Process. Please email Vanessa with any questions or concerns you would like her to address at the meeting.

The RAC SPA/SPAC subcommittees will reconvene as a joint effort, more information to follow in the future.

Moving forward lets all remember to keep the RAC initiatives focused on campus policy and not individual departmental agendas.

STAF SENATE Update – Kenneth Fahnestock

The Staff Senate election process is underway. Ken was asked to elaborate on the duties of the Staff Senate.

- They are an advisory group to senior leadership on campus
- There is an Executive Committee of 5 members that meet every other month with Dr. Perman and Human Resources
- There are other extended committees when needed
- They are involved in Community Outreach

See attached handout for the 2011 End of Legislative Session Report

Update from Financial Services – Susan McKechnie

Using the PCard for Hotel Charges, Discussion Follow-Up:

Susan continues to look into the possibility of using a UMB credit card for hotel charges. Susan has been working with Vice President Kathy Byington on this issue; Kathy requested data and statistics to review. Updates will follow at future RAC meetings.

The eTravel form pilot is tentatively scheduled for June 6th, with a campus wide implementation date tentatively scheduled for September.

- Question from RAC – Is there any way to retrieve a current travel form once it has been submitted?
Answer- No

Note: UMB will not reimburse for elective 'evacuation insurance' that is now being offered on a lot of foreign travel. This protection is already covered under UMB policy.

Update from SPA – Dennis Paffrath

-Team C's new manager Joan Canner will begin May 2nd.

-The most recent Coeus upgrade was successful and there have been no complaints so far. If you experience any issues please email your Team Manager.

- Ken Fahnestock mentioned having an issue opening pdf's, it was discussed that this is most likely an Adobe issue.

-The 2nd SPA/SPAC quarterly meeting was held 4/28/11. The links to the handouts are listed below.

<http://www.fincsvc.umaryland.edu/rf/images/SPA-SPAC-QUARTERLY-UPDATE-MEETING-042811.pdf>

<http://www.fincsvc.umaryland.edu/rf/images/SPA-UPDATES-25-Apr-3.pdf>

ORD is under the assumption that everything is moving forward smoothly with the New Award Procedures, if you are having any issues Dennis asks that you please let him know or notify your team manager.

- Ken Fahnestock mentioned that a pre award spending request for a non competing subcontract renewal he submitted was rejected.

Dennis stated that only NIH subcontracts will be 'pre-awarded'

Update from SPAC – Shari Swisher

An automated 'Dunning Letter' will now be sent for anyone with an outstanding invoice. Multiple outstanding invoices will be combined in one letter.

- Pat Parkent - Departments aren't necessarily aware of the automated process and might like to intervene in an effort to resolve the issue prior to the letter being sent.

Shari – Once an invoice is 90-120 past due, SPAC contacts the department or they are supposed to. After 150 days past due the account is turned over to state collections. SPAC is attempting to reach out to offenders directly for resolution.

- Question from Bill Hoffman – Should we still continue to remind SPAC to invoice?

Shari – Yes

- Question from Ken Fahnestock – Where are we with the account clean-up process?
Shari – SPAC is focusing on revenues. There have been new additions to the clean-up team. They hope to get a list of items that need addressing out to the departments by early May.

Other Items mentioned by RAC

The NIH released information about all budgets being cut by a minimum of 1%

July 1st will bring the restoration of UMB salaries with no furloughs planned for FY12.

There is talk of a \$750 bonus in FY12 for all employees.

It is rumored that there will be no Merit increase issued through 2014.