

# RAC Meeting Minutes

## May 12th 2011

### **Presentation from Pete Gilbert - V.P. for Planning & Accountability**

#### **Policy Oversight Workgroup**

##### **Aka POW:**

(See attached handouts)

This workgroup does not create policies; it is their goal to assist in the development, tracking and communication of policies. They assist in policy implementation and monitor regulations or USM directives that require new policies. POW is building a website to provide a single site for University of Maryland policies. This will narrow the search field by common terms and direct users to University policy initially, rather than USM or a particular school's policy.

- POW's website will contain common terms and definitions, explain the policy hierarchy and will serve as the official policy archive.

- When a new policy is created, POW will email the link to that policy on their website.

- For instances where policies vary by school, the website will display the University's policy with links to individual school policies.

- Pete would like feedback from the RAC. Please send comments and suggestions to him @ [pgilbert@umaryland.edu](mailto:pgilbert@umaryland.edu).

### **STAF SENATE update – Kenneth Fahnestock**

There were a record number of nominations for Staff Senate seats; 28 nominations for 9 open seats.

### **Update from Financial Services – Susan McKechnie**

- The discussion about the upfront payment of hotel charges on the PCard, on a T-Card (Credit Card for Travel Expenses) or via advances is not dead; however she feels it is not the appropriate time to push the agenda. Some concerns that have been discussed are having the personnel to oversee and manage the various methods. Susan will work on pulling more data and statistics to present to Kathy Byington, who has been made aware of this request from the RAC.

- The eTravel (electronic out of state travel request and reimbursement forms) pilot has been pushed from June to July. This will shorten the pilot period and but not delay the campus-wide launch which is scheduled for September.

- Exempt Timesheets are not always being submitted in a timely manner. There is a 60 day window for electronic submission then the timesheets must be manually created and

processed. If you would like to see your Departments Statistics on submissions, there is an on-line page in eUMB to see how many timesheets are outstanding. Payroll will be working with John Geiman who will start sending out notices to Associate Deans and VPs regarding departments who have delinquent timesheets; this is an item subject to audit.

-UMB will be audited under the State's A-133/Single Audit this year. There will be more detailed testing on selected federal awards.

-Marc Wasserman's office (Management Advisory Services) offers assistance to departments during audits.

-USM auditors are currently on campus. They are looking at Pro Card transactions along with other areas of concern.

-Please contact Marc Wasserman or Lynn McGinley if you are contacted by an auditor and don't know what it is about.

-F&A rates as well as Fringe Benefit rates are currently being negotiated.

### **Update from SPA – Dennis Paffrath**

-Dennis introduced Joan Kanner, the new Team-C Manager. Joan came to SPA from the School of Nursing.

-NGA's for NIH Non competing continuations have been arriving with a 1% cut.

-Recently there have been submissions coming into SPA that are very close to the deadline. SPA needs as much time as possible to properly review proposals. Please ask your faculty to submit proposals as early as possible.

Question from RAC- Could SPA produce a report showing the timeline for approvals on submitted proposals that were not submitted in a timely manner? These could then be passed out to faculty as a motivational tool.

Reply- Yes, if you would like such a report, email Dennis @ [dpaffrat@umaryland.edu](mailto:dpaffrat@umaryland.edu)

-SPA is now distributing NGA's by email when they are triaged.