

RAC Meeting Minutes October 13, 2011

Presentation from Carol McKissick, Administrative Program Director of BIORESKO and Vice Chair of the Staff Senate

Carol urges RAC members to become involved in the UM/UMCP Merger Study and make their concerns known.

Carol provided RAC members with nifty 2012 Calendars :) THANKS CAROL!!

Potential Database for Capital and Non Capital Equipment:

Carol is asking RAC members for feedback on the potential development of a database for scientific reagents and equipment currently in use across campus. This is an effort to assist young faculty who cannot afford expensive items identify those labs that may be willing to share theirs. This could also potentially rescue labs/departments if their equipment is not working or waiting for maintenance by identifying another department that has that same piece of equipment. A Capital Equipment database already exists in People Soft which Carol would like to build upon. Non Capital Equipment databases are maintained independently by departments. Pulling this information into a central location would allow for greater collaboration and management. Bioresko would oversee this database and develop a mechanism for billing users to cover service contracts and consumables in the same way they currently do for various core facilities on campus. Please send all questions, concerns or contributing ideas to cmckissi@umaryland.edu

Travel eForm System - Presentation from Kevin Curley; Executive Director, Financial Systems

Travel eForms System is going live on October 24, 2011

All new Travel Requests and Travel Expense Reimbursements for employee, non-employees, affiliates and students will be completed in the system.

Travelers and Departmental Travel Administrators will be able to upload and attach all travel documentation to the Travel eForm.

Approvals will be completed online

Original receipts for employee travel reimbursements must be retained in the department.

Non employee travel reimbursements must forward all original receipts to FS-Travel to submission to Accounts Payable. No change from current system

Training for Travel efoms is available either online through eUMB Training via the campus portal (UPK) and/or in instructor led sessions. Instruction led sessions are only scheduled through early November. See CITS/eUMB training website for more details.

Questions raised; points to be noted:

Travel eForms users can hold dual roles , i.e. Travel Supervisors can also be Travel Approvers, Travel Administrators can be Travel Supervisors.

Louisa Peartree or (her backup) Ron Powell will be the Travel Supervisor for all SOM Department Chairs travel requests and travel expense reimbursements.

Debbie Tatum will be the final approver for FS Travel

Future System enhancements to RAVEN to improve grant reporting:

Salary encumbrances through the project period for all grants and contract - (target date Feb/March 2012)

Ability to download grant demographic data, such as PI, Project Period, Sponsor etc., at the time you download financial data from the Grant Standard, Grant Deliverable and Grant Summary tabs in RAVEN - (target date December 2011)

Update from SPA – Amanda Snyder

The SPA/SPAC Quarterly meeting will be held October 27th in HSF2 Auditorium from 3-4:30.

This is a link to the handouts provided at that meeting:

http://www.ord.umaryland.edu/ord_research/updatemeetings.html

SPA continues to urge departments to remind their faculty to get their proposals in as early as possible.

Update from SPAC – Shari Swisher, Lynn McGinley

The Deliverables Closeout Cleanup project deadline is October 14, 2011. Please make every effort to have this completed.

Update from Financial Services – Susan McKechnie

FS will begin spot checking/auditing departments on compliance with maintaining Capital Equipment inventory. This should not be a 'bi-annual' or even quarterly process for department. Departments need to be sure to add/remove equipment in real time and remember to complete a Move Form for every piece of equipment when it is relocated.

Follow up from last meeting: A Task Force was formed and met to discuss ways to improve the process of paying study participants. This directive is an ongoing process and further updates will be provided in the future.

Note: Auditors are still on campus. Remember to contact Marc Wasserman's office if you are contacted by outside auditors.

Update from Kenneth Fahnestock about UMB/UMCP merger

<http://www.usmd.edu/regents/UMCP-UMBMergerStudy/>

The Staff Senate conducted a survey of the Staff to see what their concerns were regarding the merge issue. The next meeting to discuss the UM/UMCP merger will be held on October 27th. The Staff Senate Chair will be given 3 minutes to direct the UMB Staff concerns to the Board of Regents. Please direct all questions, comments and concerns to the link above in the area at the bottom marked "Share your Thoughts".