

RAC Meeting  
January 9, 2009  
Minutes by Scriner Stev Mande

### **Overture**

Meeting was chaired by Karen Sack as Vanessa was out of the country soaking it up.

Karen, as you know, spells her last name with a **K** on the end of it. Several times I've omitted the **K**, so she gave me a stern little warning to include the **K** as she feels lost without it. Incomplete, like the doors open and the cold air is rushing outside. She also gave me her business card to tape on my monitor in order to remember the special **K** that forms the bookends of **Karen SacK**. Well, she'll need to give me another card as I furloughed her card through my rented dryer. The card came out like confetti which I think was Karen's way of telling us Happy New Year.

Karen also let us know Happy New Year by passing out the US News Best Job guide. Some of the best jobs include clergy and politician and even rac scribe which is of course why so many, like Bob, want to be me.

Speaking of which, during the Feb and March meetings, I may be using furlough hours during RAC meeting time. Bob then would have to take minutes, assuming he's not using furlough hours or golfing.

Ah yes, there was a meeting.

### **I. Compensation- Research Position Job Descriptions.**

We began with Patty Ilowite and Pam Palmer reporting from Compensation. They assigned a payroll task. I begged and begged Carol Johnson from IHV to attend this meeting as she is our Payroll Diva, but her Diva duties keep her from things that involve me.

HR is re-evaluating research job descriptions pay levels C through E in order to make the more relevant to the actual job.

New job positions are not included. Job specific descriptions are not included. However, Pam and Patty welcome feedback if a research position you use a lot needs updated and is not included here.

Patty and Pam presented a timetable with their methods, which come in three phases.

Phase 1- Gather Feedback from Depts and outside institutions, like JHU. (Does JHU gather UMB data?)

Your job is to complete a form with feedback from your dept. You will be emailed this form. Compensation would like to know if you do or do not have changes to your positions.

(Karen Sack forwarded the hand outs to the group right after the meeting.)

Example of what may change:

Minqual for statistician was Masters in Statistics, period. Such a rigid minqual limited the search. So this will be updated to more openly define this particular midqual.

If a minqual is too rigid, the job description is not indicative of the type of job the person would be doing.

Due: Please email back by Jan 30<sup>th</sup>. Make sure you save the form in their file format nomenclature. This will allow them to track the forms.

## **II ORD- Dennis Paffrath**

Reviewed Billing Account setup changes that became effective January 1<sup>st</sup>.

1. Jan 21<sup>st</sup> is a repeat of the December 15<sup>th</sup> meeting that went over these changes in detail.
2. Preaward request form- you must use this. It's on ORD's website.

Preaward requests leave ORD within 24hours of receipt. From there, they head to Sheila in Restricted Funds who usually processes them in a 3-4 day turn around.

3. ORD will no longer ask (i.e. wait for) department approval on chartstring setup. This step is now eliminated in order to get the project id to you faster. Caution: Review the chartstring setup before you begin to use the chartstring, as changing a chartstring is next to impossible.

4. Non-competitive NIH continuation – no longer have to route the paper copy. This brought tears of joy. A new award, however, still has to be routed.

### **5 .Budgets-**

- In Prop Dev in COEUS- if you set up budget as lump sum direct and indirect, ORD will not as for a budget.
- If you enter a detailed budget, that will go onto the chartstring.
- If a budget comes back awarded with a cut to the budget that's greater than 10%. You'll see budget as lumped direct and indirect and you will have to route a budget modification in order to have the budget to reflect properly.

6. Starting next Tues (1/13) – a mechanism will go into place at ORD in order to provide better communication. You and the PI will get an email from ORD for everything that relates to your award.

7. COEUS Training – you're welcome to come to a COEUS training again. If you wish to attend, do not register on the site because the site registration is for new people only. Call Maggie Smith at CITS and she will add you to the class roster.

- Updated COEUS Job Aids are online – all have been updated since Nov 15<sup>th</sup>.
- Manuals are always updated before an update is released in COEUS.
- 3 Courses: aggregate, budget narrative- there really isn't a refresher course- you will be taking the same course again should you want additional training.

7. Subcontractor from on Peer edge will remain on the ORD website until all Federal Agencies accept the Adobe Forms.  
The adobe forms are online at ORD.

### **III. Restricted Funds- Larry Miller.**

1. Billing Specialist position has been filled internally by Tammy Bloss which leads to another restricted funds opening.
2. Procedural changes to policy- if a policy changes, Larry said that the change will now be announced on the portal as a good means to keep us updated about said change.

### **IV. Effort- My good friend Pat. ☺**

1. Post Reviews Outstanding.
  - Pat is back and would like us to please look into the Post Review section as several people have effort forms in post review.
  - Lynne will add the post review not done to her tracking sheet
  - To find this, in the effort module, run the comprehensive status report for your area. (It's under Reports. It's really easy. You click on it and go from there. Tim Burns loves to run this report. Multiple times.)
2. Lots of undone Sept forms. Please, catch up. Keep Pat happy. She deserves happiness.
3. *Do not use the cost sharing column.* If pat called you before the holidays, she still waiting for you to complete a direct retro to fix this.. Please do it. Make her day.
4. Effort training- a refresher- Pat will set up a brown bag lunch for a question/answer refresher training. Pat's trainings are fun (really) so- go. In fact, go and take Pat a dessert.

### **V. Sue Hobbs-**

- Administrators, a wag of the finger! You cannot submit a proposal. The PI has to! If you do, Sue will send it back to you.
- New Associate Dean of Research is coming Jan 26. He will be 50% Associate Dean of Research and 50% Director of the Stem Cell Center.
- His research space will be in HSF II.

**VI. Up and Coming Funstuff:**

Stacie Mendoza at ORD gave us a handout of upcoming events. These include:

- Jan 22- NIH Regulation of Conflict of Interest
- Mar 2-3 Grant Writing for New/ Junior Faculty
- Star Trek – May 8, 2009
- K Award Workshop coming April 22
- Lab Management Workshop Jun 2-3
- Terminator- Salvation- This summer
- Wolverine Prequel- Summer 2009
- End of Fiscal Year- June 30<sup>th</sup>.
- Scribe NYE Party: June 30<sup>th</sup> after work.

Meeting adjourned. Cindy Geppi provided us with the lunch, so thank you Cindy!