

Arts & Sciences Managers' Meeting Minutes

September 12, 2012

Dean's Office: Ryan Greenway, Jan Pittman, Becky Williams, Laura Yurco, Collette Wilshire, Sabrina Flowers

Speaker

Ryan Greenway

Demonstration of Non-Personnel Funding Request System

Ryan began the meeting with a brief demo on navigating the system and inputting requests. Reminded everyone of Oct. 12 deadline. Please ignore the deadline in help guide attached w/email he sent because he did not update the document with the deadline for the current year. It is recommended that you use Firefox instead of Internet Explorer for this system. In navigating to the system on the college intranet, a suggestion was raised regarding renaming the section "Applications and Calendars" to be more inclusive of the "reports" that are under that hyperlink. Ryan mentioned future enhancements to the website including news feeds and quick links for the chairs. He also mentioned that the managers' minutes were now posted on the website.

Questions were raised regarding the appropriate kind of non-personnel requests to make. Are there any guidelines or preferences? Ryan added the following comments:

- Science departments will be extended an invitation to make requests this year.
- Units making multiple requests need to prioritize them.
- Requests involving estimates from Facilities Services need to be made immediately to that office.
- Expenditures for non-personnel needs made in the last fiscal year cannot be reimbursed in this fiscal year.
- UPDATE: You should only enter requests for items that you cannot fund with your current budgets.

Concern was raised about the state of classroom furniture in some buildings. Voice concerns to the Classroom Hotline first to see if they can fund the new work. Additionally, if you have any renovations that need to be completed for health/safety or infrastructure, please contact Facilities Services before adding those items to your request list.

Office furniture should not be purchased from Staples. As far as office chairs, there is a "chair room" at AOB where state-contract chairs can be "tested."

Once the Dean's Office has closed the non-personnel funding system, requests will be reviewed by the appropriate SAD as well as other staff, i.e., Andy Lang would review IT requests. Anticipate funding news by mid-November.

Announcements

Finance

Commitments Transfer	The Dean's Office is waiting on the Provost Office to transfer funds to us. They are still working on ARP.
Professorship Reinvest	Any funds not used for professorships this year due to vacancies or differences in funding amounts should be reinvested.
ARP	You can now communicate increases to your faculty regarding their raise amounts.
EPAWeb Actions Post ARP	These actions must wait until ARP has posted.
New Finance Person	Sabrina Flowers, our newest Budget Analyst for Fine Arts and Humanities units, was introduced. Welcome, Sabrina.
Instructional Budget	A funding memo stating that the 1.5% reversion will be returned to the units should be out soon.
 <u>Human Resources</u>	
Overload Form	Use the form at Academic Personnel. The form at the EPA Non-Faculty page is not the most recent version.
CAS Hiring Form	Continue to use this form for all EPA Non-Faculty and SPA hires.
Postdoc Stipend Increases	The Dean's Office reviews and approves these increases so please submit these to your HR consultant using the salary recommendation excel spreadsheet prior to submitting in EPAWeb.
Faculty Reviews	You may now solicit letters of recommendation for faculty reviews through Infoporte. Contact Becky Williams if you have questions regarding how to use this new function.
HR Transition	We are working to schedule town hall meetings for chairs and managers to discuss this plan in the next month. There are no layoffs planned at this time.
Position Authorizations	Post in PeopleAdmin, not EPA Recruitment Web.
Chair's Letters	Infoporte programmers are working on an option to allow the chair's letters to be hidden from the "fyi" users in Infoporte. We hope to have this capability with the next rollout in mid-October.

Next Meetings:

Oct. 10 CAS Accounting Services Staff Meeting

Nov. 14 CAS Managers' Meeting

Location: Toy Lounge, Dey Hall