

# OVPR Administrative Support Staff Meeting

February 13, 2012

9:30 – 11:00

S401 PBB

# Procurement Card Presentation

By Debbie Zumbach, Director, UI Purchasing

# Audit Findings

## **Business Planning & Practices**

- Documented Business Continuation & Disaster Recovery Plans
- Charge Capture – Billing
- Price Setting Methodology - Goods or Services

## **Human Resources Termination Verification**

- Overdue Performance Appraisals
- Procurement Oversight – Rewards & Recognition Policy
- Staff Training – Various Areas

# Audit Findings Continued

## Compliance & Internal Controls

- Monthly Account Reconciliations – Statements
- Segregation of Duties
  - Revenue Collection Procedure – Segregation of duties
- Timely Reconciliations – Various types
- Travel Vouchers – Approved by Supervisor
- Delegation of Signature Authority
- Cash Handling Procedures
- Oversight of Procurement Cards

## Information Technology (IT)

- Password and Security Scans
- System Access Controls
- Server Vulnerability Scans
- Social Security Number Remediation from Computers

# Audit Findings Continued

## Inventory & Capitalized Equipment

- Capital Equipment Tracking
- Equipment Disposal – Not removed from
- Inventory & Supply Management – Periodic Inventory
- Noncompliant Equipment Sales – Not using University Surplus

# Sexual Harassment Training

- As part of the UI Sexual Harassment Policy, it is required that faculty and staff, who hold at least a 50% appointment, take a sexual harassment prevention training course **every three years**.
- There are two avenues available for staff/faculty to renew their training:
  - On-line training through the Global Compliance “Preventing Harassment on Campus” module, accessible through Self Service
  - Campus training seminars hosted by UI Learning and Development, register through Self Service
- VPR is coordinating the refresher training. Emails will be sent to staff to remind them of this mandatory training as their 3-year window approaches.

# Posting AFSCME Seniority Lists to Bulletin Boards

- Please post the seniority list or lists that apply to your employees to the appropriate bulletin board(s) in your area in the next few days.
- To clarify, if you only have Clerical merit staff in your area then you only need to post the Clerical seniority list to the bulletin board.
- We recommend printing the documents front and back because they are quite large.
- The lists are available on the ELR website at: [http://www.uiowa.edu/hr/relations/bargaining/afscme/afscme\\_seniority.html](http://www.uiowa.edu/hr/relations/bargaining/afscme/afscme_seniority.html)

# Coordinate of Legislative Requests

- The U of Iowa's Office of Governmental Relations is responsible for timely and accurate responses to requests for information and bill analysis from legislators, the Office of the Governor and other governmental officials.
- The Office of Governmental Relations is also responsible for coordinating all University-related contacts with state and federal officials.

## Protocols:

1. Should you have reason to discuss legislative or administrative issues with public officials or staff at the state or federal level, please inform the Office of Governmental Relations.
2. Keith Saunders, State Relations Officer (319-240-0007) - state relations and Peter Matthes - Federal Relations Director (335-0553). Centralized coordination of legislative contacts and responses helps to assure consistency, accuracy and completeness of UI communications with our public officials and will enable us to represent the University and the Regents' enterprise as effectively as possible.
3. For information and bill analysis, each inquiry is logged in, sent out to appropriate University offices for comment, responded to and logged out using a central tracking system.



# Staff Council

## Election Process

- New election process is now organized by the new job functions established by Compensation/Classification.
- Staff Council will now have 'Organization Representation'
- Handouts

## Shared Governance Council ???

# FY 12 – Performance Management Principles for Success

- Develop measurable & attainable goals for/with each employee based on KAR's
- Quality conversations & feedback with your employees
- Employees engaged in the process through self-evaluation, etc.
- Revisit the goals periodically throughout the upcoming year - progress & feedback
- Begin to introduce the language in the new rating system
  - Distinguished Performance, Effective/Commendable, Developing Performance, Improvement Needed
- Documentation – no required form/template at this time, but the written evaluations must include the measurable goals for each employee.
- The reviews should be completed before the salary budget process begins
- Employee & supervisor must sign the review document. Copy goes to each & one for the personnel file.
- Performance review dates must be recorded in the HRIS system by June 15<sup>th</sup>.

# FY 13 – Performance Management

- July 1, 2012 to March 31, 2013
- Each employee will need to have a rating in the system
- Pay increases will be based on performance and salary in relations to the zone.
- Introduction of competencies and universal competencies (skills to do the job)
- Uniform template for performance reviews
- Goals to measure performance

# NEW Jobs View Tool in Self Service

- **Your own view (employee view)** : Go to Self Service > Personal Tab > My ePersonnel File (under the General section). *Link is found on your job title in the first screen.*
- **Supervisor view:** Go to Self Service > Administration tab > ePersonnel File (Supervisors). *Link is found on your employee's job title.*
- **HR view:** Go to Self Service > Administration tab > Job Classification Review (under the HR Inquiry section). *This will take you directly to the search option in the tool.*

# liveWELL

- liveWELL 2011 Results – see handouts