OVPR & ED
ADMINISTRATIVE SUPPORT STAFF MEETING

WEDNESDAY, NOVEMBER 5, 2014
1:00 P.M. – 2:30 P.M.
UCC-IP-1117
Inaugural State of Research Address, November 10

The event is open to all University of Iowa faculty, staff, and students. To register, please visit: https://uiowa.qualtrics.com/SE/?SID=SV_0B3psQZq5AaQ3TD.
BUSINESS BRIEFS

- **Quarterly SHPE Training Due December 31st**
  - Heads up due to upcoming holidays. Wendy Evans will send out reminders and monitor for the org.

- **Revised UI Records Management Policy**
  - Operations Manual - Chapter 17: Records Management
    - [http://www.uiowa.edu/~our/opmanual/v/17.htm](http://www.uiowa.edu/~our/opmanual/v/17.htm)
  
    More information to come but the “official department” will be 5 years, 10 years, or permanent.

- **Updates from Quarterly Budget Officers Meeting**
  - Deloitte Tier Project Update
  - Regents Funding Model
  - Internal Audit Findings
DELOITTE – EFFICIENCY REVIEW

- IT01 – Leverage Pooled IT Support
- IT02 – Consolidate End-User Support
- IT03 – Applications Portfolio Management
- IT04 – Virtual Desktop and Print Green Initiative
- FN01 – Shared Services
- HR01 – HR Rep specialization
- SP01 – Purchasing Strategic Sourcing
## Regents Funding Model

### Performance Based Funding

- **Resident Enrollment**: 60%  $287.9M
- **Student Progress**: 5%  23.9
- **Degree Production**: 10%  47.9
- **Access**: 10%  47.9
- **Sponsored Research**: 5%  23.9
- **Grad & Prof Students**: 5%  23.9
- **Customized Metrics**: 5%  23.9

**TOTAL**: 100%  $479.3M
REGENTS FUNDING MODEL

- $46M reduction in appropriation
- Reduction capped at $13M per year
- ISU/UNI will share ~ 50/50
Sponsored Research Metric:
+ Benchmark is “Research Expenditures” as reported in University’s Financial Statements
+ Financial Report Research Expense =
  - Function Code 20 – Externally Sponsored Research
  - Function Code 21 – University Sponsored Research

Make sure University Sponsored Research assigned to Function Code 21
Will require establishing new Who Keys
+ e.g.: salary cap accounts; cost share accounts
On December 26, 2013, the Council on Financial Assistance Reform (COFAR) released new guidance which we will refer to here as Uniform Guidance.

The overall objectives of the guidance are to reduce administrative burden while improving oversight and accountability.

The Division of Sponsored Programs has developed Developing Proposal Budget Under the New Uniform Guidance to assist you with this.

With the exception of NSF (see draft Proposal and Award Policies and Procedures Guide), we may not see agency implementation plans until December.
INTERNAL AUDIT FINDINGS

- Business Planning & Practices
- Compliance and Internal Controls
- Human Resources
- Information Technology (IT)
- Inventory and Capitalized Equipment
Employee travel approved prior to departure date
Delegation of Authority
Policy Management (outdated policies)
Disaster Recovery Plans
Rekeying and Safe Combination updates
Fire Safe Storage Areas
Grant Management
COMPLIANCE & INTERNAL CONTROLS

- Segregation of the Procurement Process
- Cash Handling Procedures
- Inappropriate Pcard Approval
- Project Costing Methodology-Billing Rates
- Timely TDR reconciliation
- Missed Billing and Charge Lag
- Workflow Paths
- Review of Departmental Incentive Programs
HUMAN RESOURCES

- Human Resources Termination
  - Timely Restriction of User Access and Physical Access
- Orientation and Termination Checklists
- Staff Training – Various Areas
- Outdated Rewards & Recognition Policy
- Absence Approval and Documentation
INFORMATION TECHNOLOGY

- Noncompliant Password Protocols
- Active Directory Security
- Documentation and IT Cross-training
- Centralized Workstation Management
- Windows XP End of Life
- Vulnerability Scanning
- Identity Finder Scanning
- Data Backup
- Antivirus Software
- Generic Active Directory Accounts
Merchandise not properly accounted for
Documentation of inventory
IT Inventory
Inventory Process
Inaccurate Inventory
Expired Inventory
All Units in OVPR & ED surpassed 70% participation. Thank you to the Survey Ambassadors, HR Unit Reps, and Supervisors who encouraged staff to participate!

Survey Ambassadors 2014:

- Sarah Tallman
- Heather Schnoebelen
- Zev Sunleaf
- Donna Palmer
- Kathy Klump
- Brittany Murdock
- Andrea Domsic
- Sarah Banks
- Sue Burlingame
- Darin Van Holland
- Wendy Evans
- Cheryl Reardon
- Pat Kosier
- Pat Blake
- John Miller

GREAT WORK!
The OVPRED Leave Committee will convene this month to review current practices and establish and best practices for our Orgs/Units.

Committee Members:

Wendy Evans
Cheryl Reardon
Sarah Tallman
Donna Palmer
Julie Palmer
Sarah Banks
Nathan Stucky - FSDS
When a College/ORG initiates a Transfer form, at step 2 of the process the initiator will now be asked to review the Transfer Form Guidelines to determine which Reason for Transfer should be used.
November, 2014 – Holidays scheduled for the 27th and 28th
  + Monthly payroll cutoff will be 5:00 pm on Thursday – November 20, 2014.
  + Biweekly payroll cutoff for the December 2, 2014 payroll (biweekly time period November 9th through November 22nd) will be 5:00 pm on Tuesday, November 25th. Biweekly time records are due on Monday, November 24th by 5:00 pm.

December, 2014 – Holidays scheduled for the 25th and 26th
  + Monthly payroll cutoff will be 5:00 pm on Tuesday – December 23, 2014.
  + Biweekly payroll cutoff for the December 30, 2014 payroll (biweekly time period December 7th through December 20th) will be 5:00 pm on Tuesday, December 23rd. Biweekly time records are due on Monday, December 22nd by 5:00 pm.

Please try to take whatever steps you can to ensure that all your faculty, staff and students get paid correctly and on time over the holiday season.
Inclement Weather Policy:
UI Ops Manual weather policy
(http://www.uiowa.edu/~our/opmanual/ii/22.htm)
UI page section on Winter Weather Info (http://emergency.uiowa.edu/)
Article XI, Section 6 of the AFSCME contract, “Severe Weather/Emergency Closings”
ANNUAL GOALS AND PERFORMANCE REVIEWS

- New P & S staff should enter goals into My UI Careers.
- Supervisors should be doing mid-year meetings by December 1st.
- Best practice – log progress in My UI Careers.
- For planning purpose, performance reviews Jan-March 2015.
UPDATES TO MY UI CAREER

- Presentation - Teresa Kulper