

## RAC Meeting Minutes April 12, 2012

Neil Gallico chaired the meeting.

### **SPAC Update:**

The next Quarterly SPA/SPAC Meeting is scheduled for Thursday, May 3<sup>rd</sup>, from 3:00 to 4:30pm in the HSF II auditorium.

Enterprise Risk Management has reviewed 70 risks and identified four (4) priorities:

- (1) Faculty time sheets and leave (Kevin Curley).
- (2) Accounting policies and training (Susan McKechnie)
- (3) Business and funding planning (Maurie Gray)
- (4) Management and timely review of ProCard transactions (Marc Wasserman)

Legislative audit is wrapping up and areas of concern will be written as discussion notes to which responses will be developed. A formal public report will be published on the Office of Legislative Audits (OLA) website.

USM Internal Auditors are finalizing documents and procedures. Payments to study participants is an area of concern. Cash and gift cards for study participants must be accounted for at all times.

OLA Follow-Up: New procedures regarding equipment tagging will be distributed shortly.

### **ORD Update:**

As of May 1, 2012 all Material Transfer Agreements and Confidentiality Agreements must be submitted via UMBiz through the myUMB portal.

### **HR Presentation:**

Marjorie Powell, Associate Vice President of Human Resources, spoke on various HR issues:

- HR is working to increase communications through information sessions, HR announcements, and Lunch & Learn. HR is also considering early evening sessions and webcasts.
- A workgroup is developing ways to strengthen the "Work/Life" wellness and fitness program.
- HR Partners should address department and division level needs, provide updates on pressing issues that affect HR such as new policies, procedures or risk issues, professional development needs, and consistency in business practices. Changes in guidelines should be communicated by HR Partners or campus leadership.
- HR will be working with managers and supervisors to prepare for the PDP season. HR Partners need to share communications and information with the appropriate individuals at the department and divisional levels.

- Employee Transfers, Reclassification vs. Reevaluation.
  - Reevaluation: A manager may re-evaluate an employee into a different job scope which meets the expectations of the current job but requires more responsibility or absorbs/eliminates a job and increases the “scope of work”. A re-evaluation of this nature does not need to be posted.
  - Reclassification: A re-design of a job that is vacant or about to be vacant must be posted. A posted position may be a unit specific posting in that only people within a department may apply for a job due to unique qualities.
  
- Efforts are being made to develop job families and career ladders to create a more conducive “promote from within” environment.

A discussion was held regarding background checks. Conditional/contingent offers can be provided pending a final background check. A request was made for a template or form letter for conditional appointments. Juliet Dickerson can provide a paragraph for conditional/contingent appointments.

Ms. Powell reminded the RAC, “It’s a marathon, not a sprint”.

Mr. Gallico closed the meeting at 1:00 p.m.

Respectfully submitted by Cathleen R. Boyle-Smith  
May 8, 2012.