



FAST (Finance & Administration Support Team)

April 18, 2007, 2:30p.m. – 4:00p.m.
Student Union 312

I. Introduction/Update

Lisa Zickefoose, FAST Coordinator, Chemistry Dept Budget/Fiscal Admin Sr.

II. Purchasing Overview

Andy Roth, Associate Director of Purchasing

- a) Introduction of Purchasing Staff
- b) New Purchasing Agent, Luba Cramer, to start on April 30th
Denise Cool, Associate Director of Purchasing
- c) See handout for details www.uakron.edu/busfin/fast

III. Strategic Position Review Committee Overview

Dr. Beth Stroble, Senior Vice President, Provost, & Chief Operating Officer

- a) Committee members: Dr. Beth Stroble, Dr. F. John Case, and Candace Campbell Jackson
- b) History: In 2000, there was no formal budget process for getting positions reviewed. Dr. Stroble and previous CFO Roy Ray developed a centralized review due to budget constraints. The SPRC is an improved progression of that review process, in which a unified coherent process of strategically reviewing positions, both academic and administrative, was developed
- c) Requests are now reviewed centrally, the process is designed to create cost savings, diversify revenue, manage expenditures, increase grant activities, and create opportunities to invest in new initiatives
- d) Departments now analyze vacant positions prior to submitting to committee for approval
 - 1) Departments should contact HR with concerns related to classification of vacant positions, changes in job titles, etc.
- e) SPRC Committee requests your feedback, what could they do better? Send feedback to Dr. Case's email: jcase@uakron.edu
 - 1) Items discussed: Form improvements (possible automation), committee meeting frequency (increase it – still takes too long to make a hire)

IV. Announcements/Updates

Nathan Mortimer, Internal Auditor

- a) Functions of the Internal Auditor

- 1) Audit university's compliance with federal, state, and university rules and regulations, such as the travel policies
- 2) Educate and inform campus of federal, state, and university rules and regulations
- 3) Help campus to comply with rules and regulations
- b) Travel – Do's and Don'ts
 - 1) Travel expense form should include ALL expenses related to the trip, including items that were paid for using the Procurement card or that were prepaid, so that all expenses associated with the cost of that trip can be tracked
 - 2) Request itemized receipts; this demonstrates a sense of accountability to existing and potential donors
- c) Conflict of Interest Forms
 - 1) Deadline to return form to supervisor is April 30, 2007
 - 2) Forms can be found online at: www.uakron.edu/research/orssp/forms.php
 - 3) New employees need to complete the conflict of interest form
 - 4) If a change of status occurs, a new form must be completed
 - 5) Questions on conflicts of interest can be directed to the Office of General Counsel

Sid Foster, Senior Assistant Vice President of Employee & Labor Relations

- a) The Office of Employee and Labor Relations (OELR) was formed in December 2005 with three individuals: the senior assistant vice president, assistant vice president, and a senior administrative assistant
- b) Four unions are represented at The University of Akron, the:
 - i. American Association of University Professors (AAUP),
 - ii. International Alliance of Theatrical Stage Employees (IATSE),
 - iii. Communications Workers of America (CWA), and
 - iv. Fraternal Order of Police (FOP).
- c) OELR provides leadership and support for collective bargaining, administers and supports the implementation of negotiated contracts, administers the grievance process, interprets labor agreements, and provides professional development for supervisors
- d) Agreements can be found online at: <http://www.uakron.edu/busfin/elr/>
- e) Office advises Administration regarding labor concerns
- f) Union members should address concerns through their union representative

Dr. F. John Case, Vice President for Finance & Administration/CFO

- a) Student Employment Task Forces –
 - a. One task force exploring how we can get more students employed on campus
 - b. Another task forces exploring issue with getting students their first pay checks in a timely manner. This project is a component of the president's Operational Excellence initiative
- b) Travel Task Force – has reached recommendations phase, has revised travel policy, and is determining guidelines for Business Meals and Related Entertainment Expenses. We hope to publicize this information soon.

- c) Parking Task Force – working on analyzing report and priorities. 3
Categories: Who parks, Where do they park, and Cost of parking. Hope to have recommendations to present to the President by June 30th. More information is available online at:
<http://www.uakron.edu/aux/parking/index.php>
- d) Benefits Task Force – analyzing feedback from constituencies, drafting Request for Proposal. Current contract expires in December 2007
- e) Student Fee Structure Task Force – The task force’s recommendation has been handed off to small group to make modifications based on comments from campus. State Legislature is reviewing increasing the State Share of Instruction (SSI) with no tuition increase.

V. Q & A

Q: Can the Conflict of Interest form be submitted electronically?

A: This is currently a recommendation, working to see if this will be feasible.

Q: Can the Student Employment Form/Process be improved? Can additional lines for speedtypes be added to the form?

A: There is a Student Employment Task Force analyzing the payment of student employees. The project to automate the process has been presented to the IT Application Oversight Committee for prioritization. The Committee will take this into consideration when reviewing the project. This will also be discussed with the chairperson of the Student Employment Task Force.