



FAST (Finance & Administration Support Team)

May 21, 2008, 10:00a.m.–11:30p.m.
Student Union, Room 312

Highlights

I. Introduction

Jessica Carmean, FAST Coordinator & Manager of Strategic Initiatives for Finance & Admin.

- The FAST coordinators asked that everyone sign in and wear a name tag to facilitate networking and ensure that everyone is receiving FAST updates via the listserv.
- FAST will not meet during the months of July and August . The end of the fiscal year will be celebrated at the June FAST meeting with snacks.

II. UA Employee Ethics

Celeste Cook, Associate VP & Associate General Counsel

- Celeste distributed five handouts to provide an overview of the State of Ohio and University of Akron ethics (laws that regulate the actions of public employees). Her intent was to inform the group on policies at a macro level while also distributing useful contact information. Public employees tend to be under greater scrutiny than private employees. Faculties with no supervisory duties are regulated only by UA Policies.
- These handouts included the following, all of which are linked to the FAST website:
 - Office of General Counsel web content
 - University Rules
 - Rule 3359-11-17 The conflict of interest, conflict of commitment, scholarly misconduct, and ethical conduct – policies and procedures
 - Disclosure of outside activity form and disclosures
 - Research Services and Sponsored Programs letter addressing annual conflict of interest and conflict of commitment disclosures
- Three Governing Bodies
 - The University of Akron rules, which mirrors Ohio law
 - The State of Ohio Laws
 - Civil 102
 - Criminal 29-21
 - The State of Ohio Ethics Commission, which issues opinions: All questions should be submitted through the Office of the General Counsel. They provide facts concerning a situation to the Ohio Ethics Commission and ask them to issue a formal opinion. Informal opinions can be sought via a letter / memo. The Ohio Ethics Commission may also investigate complaints.
- Focus was placed on conflicts of interest as an employee and with regards to university contracts and nepotism. Additional policies and procedures were discussed regarding conflict of interest, conflict of commitment, scholarly misconduct, and ethics.

- Conflict with public contracts – no public contract can be given to a vendor unless competitively bid, equally treated, and at an arm’s length with full disclosure. Employees can not enter into contracts that benefit themselves, their family or business partners/associates. These contracts must uphold the mission of the university.
 - No employee shall solicit or accept anything of value from a vendor nor should they promise return for such gifts. Something of value includes tickets for a loge at an Indian’s Game or for Walt Disney World, Cedar Point, or a golf outing. Something that may be okay includes tickets for an Aero’s game.
 - Maintain a “squeaky clean” image.
- University Contract - No employee can enter into a contract on behalf of the university without written consent from the president.
- Nepotism – This includes the hiring, firing, management and overall employee decisions of an employee’s family members. No UA employee can use their position to gain employment for a family member (spouse, child, parents, siblings or grandchildren).
- Question and Answer
 - Q. Brain Davis:
 - What about the fruit and chocolates I receive during the holidays that I place out for the department?
 - A. Celeste Cook:
 - You should call your vendors in Oct./Nov. to let them know that gifts jeopardize ethical policies and that sending a card is acceptable and preferred over .
 - If you are a public employee, do not receive anything extra for the job you already receive compensation for.
 - Private firms often do not distinguish their public from private customers.
 - Accepting gifts may lead to a criminal sentence
 - When in doubt just ask.

III. The many facets of student employment

Cynthia Mako-Robinson, Interim Co-Director, Center for Career Management

- Presented the differences and common misunderstandings associated with student employees

1. Student Assistants
 - Are paid through work study or departmental budget
2. Student Interns
 - Internships are an educational strategy to integrate classroom learning with work experiences
 - Typically a student working within their degree college
 - Usually done in one semester
 - Can be paid, but the general definition of an internship suggests unpaid
 - Can receive 3 to 12 credits
 - Students can work up to 40 hours
3. Student Coops
 - An educational strategy to integrate classroom learning with work experiences
 - Facilitated through Career Management Services, not the department
 - Typically a student with sophomore or junior status
 - Can be done multiple semesters, usually up to 3 semesters
 - Can be paid
 - Can receive credit; even if the student does not receive credit, the coop is graded
 - Must work between 20 to 30 hours
4. Graduate Assistants

- Best to contact Karen Caldwell for additional information.
- Discussed the commonalities, benefits and action steps to employing students on campus.
- Cynthia will provide the employee handbook for distribution to the listserv
- Salary information is available via the Center for Career Management website, via the following url: <http://www.uakron.edu/ccm/employers.php>
- Note: students are capable of more than we give them credit for. Progressively introducing new and higher levels of responsibilities will enable them to grow and develop into professionals
 - Employing students supports the mission of UA.

IV. Updates

F. John Case, VP, Finance and Administration/CFO

1. Introduction of new FAST Coordinators

- Dr. Case introduced Misty Franklin, from the Law College, and Amber Hutchison, from Treasury and Financial Planning, as the new FAST coordinators. Misty is replacing Darcie Flynt and Amber is replacing Brian Davis.

2. May Board of Trustees meeting – updates

A. Budget

- The budget for FY09 has been approved by the Board. It was a tough year for the university due to the large number of commitments, cost increases with contracts and benefits, in addition to inflation.
 - i. Working to finalize line items and distribute \$750,000 in academic investment dollars
 - ii. There are \$14M in open positions. Some of the related salary/benefits dollars will be used for faculty and academic investment.
 - iii. There were \$12M in one-time requests. These requests are being reviewed to determine if some of them can be funded via technology fees and carryover.
 - iv. 3.5% salary pool, hoping to take effect July 1; if not increases will be paid retroactively

B. Parking Recommendations

- \$1.8 million needed for expanded shuttle operations, which will begin in the fall
 - i. A parking and transportation fee will be assessed to students. Employees may be assessed increased parking fees in the future to also compensate for their potential use of the shuttle system.