MARTIN-GATTON CAFE
ADMINISTRATIVE USERS' GROUP

AGENDA ITEMS

1. **Guest Speakers** – **Update on project GATeWAY/Collaborative Grant Services**
    Find presentation slides on page 4.
    a. Julie Combs, Post-Award Assistant Director
    b. Rick Mullins, Hub 1, Post-Award Manager
    c. Ashley Cruickshank, Hub 1, Post-Award Team Lead
        i.   We were joined by a few of our colleagues from Collaborative Grant Services who provided us with an update and overview of the transition during project GATeWAY. Julie Combs, Rick Mullins and Ashley Cruickshank have been assigned to our college to oversee post-award support.
        ii. CGS Training Sign-Ups for PIs and business officers are available **here**.

2. **Budget & Finance**
    a. **Budget Process –** Jason
        i.   Jason discussed the upcoming FY25 budget process. We do not have information regarding the merit pool at this time. Information should be provided in April, and once FY25 salaries are finalized, our team will begin entering budgets into the Axiom system.
    b. **FAST Compliance –** Cristin
        i.   With the new year comes a new FAST compliance cycle. Participants are required to take 2 unique courses by June 30th.
        ii. There is a new FAST course available on grant close out that may be helpful to those who manage grants.
        iii. Reminder that when filling out SAP access requests, business officers should indicate FAST requirements. Criteria for mandatory FAST participation and compliance deadlines can be found on the FAST website **here**.

3. **Purchasing & Travel**
    a. **Postage rate increase –** Shelby
        i.   Postage rates have increased. 2024 prices can be found **here**.
    b. **Enterprise late fees –** Shelby
        i.   Shelby covered the issues with Enterprise long-term leases. Some departments have been seeing late fees on their Enterprise invoices. Often, departments submit invoices to Accounts Payable as soon as possible, and payments are still late. We have been in contact with Naomi Emmons, UK Deputy Procurement Director, who has stated that UK has made arrangements with Enterprise and late fees should not be paid. If you see late fees on your Enterprise invoice, please get in touch with Enterprise to have these fees waived. Reminder that per KRS 45.454, UK is only required to pay a penalty of 1% of any unpaid amount, for each month after thirty (30) working days following invoice receipt.
    c. **Mileage rate increase –** Shelby
        i.   The federal mileage rate increased at the beginning of 2024. More information can be found on the IRS website **here**. This rate is already loaded and should be the default in Concur. Any PRDs or SRMs for mileage reimbursement will need to be calculated based on the new rate.
    d. **FAST Travel guide –** Mary
        i.   The FAST Team has shared a new travel guide. The guide can be found **here** on the UFS website.
    e. **Cost comparisons and international travel –** Mary
        i.   Mary discussed situations where cost comparisons are required for travel. Cost comparisons may be secured through Concur Travel or through UK's AAA Corporate Travel Services or Avant Travel on the same day the actual ticket is purchased. If a cost comparison is not obtained the same day

as the ticket is purchased, a request for a historical cost comparison must be submitted to UK Travel Services for approval. More information can be found **here** on the UFS website.

ii. All international travel is required to be booked through Concur. If the international airline ticket is not booked through Concur, Accounts Payable will also request that a historical cost comparison be submitted along with a business procedures exception request.

4. **Sponsored Programs – Angela**

   a. **Meal expenses on grants**

      i. Angela discussed JVs for conference meals on grants. UK requires that workshop conference meals can only be paid on grants if the majority of participants are outside of UK. Please find the meal guidance **here**. The workshop/conference GL (530191, below) cannot be used for employee meals. If you have employees attending a workshop/conference with a meal provided and are charging it to a grant, GL 540347 (Meals and Refreshments, see below) is a potential alternative for these meals. This would need to be an approved budget revision through OSPA by using the budget revision form and going through the department's CGO. Employee meals may be included with this GL if support is provided to show the UK employees were attendees receiving the technical information and not "working" the event. GL information can be found at this link **here**.

540347	Meals and Refreshments	Meals and Refreshments	Meals and refreshments for university employee and student functions, other than official guests, recruitment, or travel, that are generally paid on discretionary accounts. Under Cost Accounting Standards this code is unallowable unless there is a special

530191	Workshop and Conference Payments	Workshop and Conference Payments	A conference is defined as a meetings, retreat, seminar, syposium, workshop or event. In terms of a sponsored project, the primary purpose must be to the dissemination of technical information to non-employees and is necessary and reasonable for successful performance under the award. Allowable conference costs may include rental of facilities, costs of meals and refreshments, local transportation and other items incidental to such conferences unless restricted by the terms and conditions of the Federal award. Payments to individuals, working lunches or employees meals are not allowable. Discretion and judgment must be exercised in ensuring that the conference costs are appropriate, necessary and managed in a manner to minimize costs to the Federal award.

   b. **Cost Share**

      i. Angela discussed non-reportable cost share. In the situation that the grant account isn't set up in time to process the retro, costs can be left on a state account and the department will need to send the grant FA an email. If the FA is looking for cost share costs, they would find these on the state cost center they were charged to. For questions, email the FA and copy Angela if needed. When contacting the FA, give them the grant number and percentage so when they do close out of the grant, they can look at the cost center for 3 months you weren't able to charge the grant. Find the cost share policy **here**.

   c. **EPIC Billing for Patient Services**

      i. The hospital is not able to charge the correct GL (536120 Patient Care & Support is charged) on some services provided for grants. Be sure to monitor your CAS Overrun Direct and Indirect accounts and if the patient services GL (536120) has been used, this will need to be JV'd to the appropriate GL. If the expense is not moved to the correct GL, it will charge the overrun account and will come from department funds rather than the grant.

5. **HR & Payroll – Presentation slides on page 19.**

   a. **Staff Performance Evaluations Update –** Le Anne

      i. Reminder that performance evaluations are due by March 1st.

   b. **Important dates –** Le Anne

      i. Earliest Payroll Retro Date

         • Payroll Earliest Retro date will reset **on 2/13** for BW, and the ERD date will change to **12/17/2023**

         • Payroll Earliest Retro date will reset **on 2/20** for MO, and the ERD date will change to **1/1/2024**

   c. **Work Life Events –** Le Anne

      i. View the calendar and sign up for events on the UK HR website **here.**

   d. **CSA Enrollment –** Le Anne

- i. More information on Community Supported Agriculture vouchers **here.**
- e. **HR Huddle Invite –** Le Anne
  - i. The next HR Huddle will be held **March 12th, 2024 at 10AM EST in N24B Ag North**. Zoom option available for off campus employees.
  - ii. Register **here**.
- f. **Student Job Fair – 2/28 –** Le Anne
  - i. The M-G CAFE HR team will be representing our college at the university student job fair, to be held **February 28th, 12-5pm in the Gatton Student Center Ballroom**. If you have any student job postings you would like to advertise, please contact our **HR Team**.
- g. **12-Month Faculty Vacation Rollover –** Le Anne
  - i. For FY24, all unused faculty vacation leave will be extended until September 30, 2024
- h. **Service Award Delivery –** Adam
  - i. The HR Team is currently working on services awards. We anticipate these will be available in March.
- i. **Employee Resource Festival Invite –** Adam
  - i. Register **here**
- j. **Staff Professional Development Fund Reminder –** Kayla
  - i. Reminder that our college has a staff professional development fund. Any regular staff at 75% FTE or greater are eligible to apply. These funds can be used for conferences, expos, meetings, as well as training certificates. The event or certificate must be related to your current job and your department must cover at least 50% of expenses. If used for a conference, applicants must be an attendee rather than a presenter. Find more information **here**.
- k. **Scovell Hall Renovations – Service Location Update** – Kayla
  - i. Main HR is moving out of Scovell in phases. STEPS will be moving to Southcreek Park. Other HR in-person services (benefits and I-9) will be moved to Mandrell hall in late Feb or early March.
- l. **Info on file reviews –** Kayla
  - i. Search coordinators are encouraged to attend the upcoming HR Huddle to learn more about personnel file reviews. Register **here**.

6. **Other**
- m. **2023 Business Center Year in Review –** Adam
  - i. Adam presented the Business Center's "2023 Year in Review" Newsletter. Adam led a committee of several business center team members who worked on this document which showcases our successes in 2023, as well as goals for 2024. The final newsletter can be found **here.**
- n. **Introduction of New Departmental Staff Members –** Susan
  - i. **Congratulations and welcome to our new M-G CAFE staff members!**
  - ii. Ellen Weisenhorn – PSS 11/5/23
  - iii. Cindy Stidham – transfer to KTRDC 1/8/24
  - iv. Faith Park – DHN 1/14/24
  - v. Stephanie Short – temp to fulltime Assoc Director for Extension office 1/14/24
  - vi. Jennifer Klinglesmith – CEDIK 1/28/24
- o. **Process for reporting snowy/icy conditions** – Cristin
  - i. UK HR has information on winter weather and a link to report icy/snowy conditions on campus. Find more info **here**.
- p. **Reminder to add full name to zoom –** Cristin
  - i. Reminder that if your full name does not appear on the Users' Group participants list, you will be marked as not in attendance for today's session. If you are not sure whether your full name was recorded, please contact Cristin to ensure your attendance is marked.
- q. **Relay meeting info to other staff in department –** Cristin
  - i. As always, be sure to share this information with other staff members in your department who may need it. If you have any topics you would like to see discussed at our next meeting, please contact me!

NEXT MEETING: Tuesday, May 14th @ 9:00am Eastern via Zoom

Research

Background and Overview

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Background and Overview | Scope and Background

Given recent growth in sponsored research over the last decade, UK asked Deloitte to conduct a comprehensive assessment of its research administration functions to improve operations and service to Investigators.

Deloitte's assessment included the following in-scope areas for research administration operations and functions at UK:

ORGANIZATIONAL STRUCTURE

Systematic assessment of the University's research administration / sponsored projects organizational structure

POSITIONS & RESPONSIBILITIES

Training, roles, responsibilities, and governance enabling accountability, workforce effectiveness, and change management

BUSINESS PROCESSES

Business Process Review of 20 sponsored project processes, policies, and practices across pre- and post-award functions

ELECTRONIC DATA MANAGEMENT

Assessment of current electronic system used to track proposal & award information to facilitate management of grants & contracts, & integrations with other systems

The goal of this assessment was to provide recommendations that enable to UK to:

1 Drive efficiencies and return on investment

2 Improve administrative operations

3 Improve overall service delivery

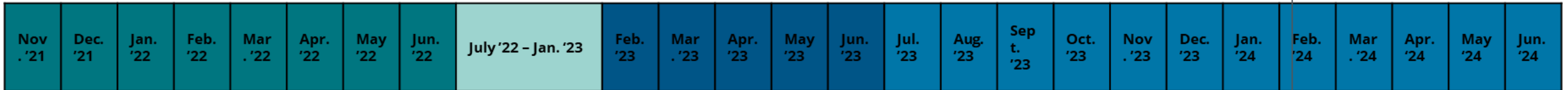**4** Foster trust and relationships with Investigators

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Background and Overview | Project GATeWAY Timeline

Following an eight-month assessment, Project GATeWAY began the implementation which includes specific phases including Design, Build and Test, Implement, and Optimize. The Project is currently in the Implement Phase.

PROJECT GATEWAY TIMELINE

Phase 1: Assessment   Phase 2: Implementation

| Assessment | Planning | Design | Build & Test | Implement | Optimize |

| Nov. '21 | Dec. '21 | Jan. '22 | Feb. '22 | Mar. '22 | Apr. '22 | May '22 | Jun. '22 | July '22 – Jan. '23 | Feb. '23 | Mar. '23 | Apr. '23 | May '23 | Jun. '23 | Jul. '23 | Aug. '23 | Sept. '23 | Oct. '23 | Nov. '23 | Dec. '23 | Jan. '24 | Feb. '24 | Mar. '24 | Apr. '24 | May '24 | Jun. '24 |

WE ARE HERE

Deloitte's assessment of research administration operations at UK included detailed quantitative and qualitative analyses to understand UK's current state and identify opportunities for future growth and efficiency.
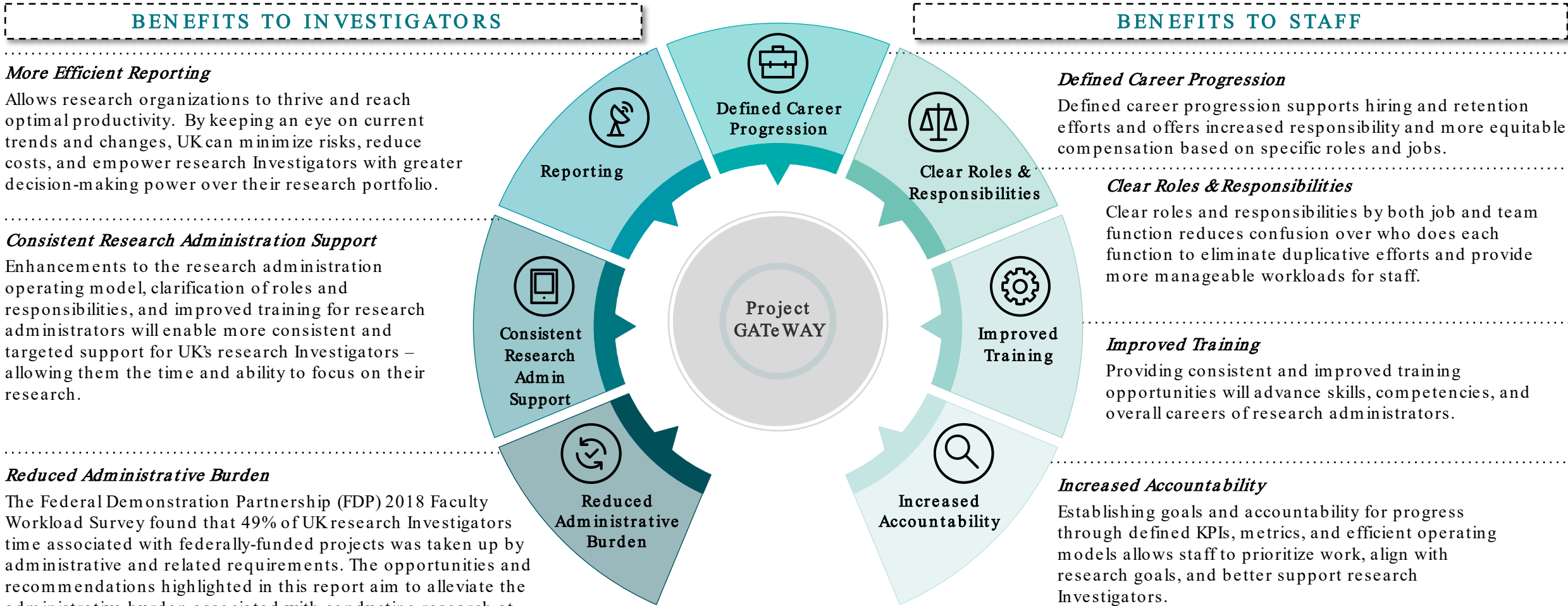
UK determined priorities to implement in the next phase of the project.

Deloitte and UK worked to determine the current state of operations, processes, and organizational structure, as well as needs for an efficient future state. Based on findings, a directional model was designed.

In the upcoming months, the conceptual model and future state processes will be operationalized and implemented. Policies and procedures and CGS governance will be established. CGS staff will engage in training to prepare for a successful transition to the future organization.

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Background and Overview | Benefits

Investing in the priority areas for UK's research administration detailed in this deliverable will enable the institution to advance and evolve in a fashion that appropriately supports its scientific teams today and in the future.

BENEFITS TO INVESTIGATORS

BENEFITS TO STAFF

More Efficient Reporting

Allows research organizations to thrive and reach optimal productivity. By keeping an eye on current trends and changes, UK can minimize risks, reduce costs, and empower research Investigators with greater decision-making power over their research portfolio.

Consistent Research Administration Support

Enhancements to the research administration operating model, clarification of roles and responsibilities, and improved training for research administrators will enable more consistent and targeted support for UK's research Investigators – allowing them the time and ability to focus on their research.

Reduced Administrative Burden

The Federal Demonstration Partnership (FDP) 2018 Faculty Workload Survey found that 49% of UK research Investigators time associated with federally-funded projects was taken up by administrative and related requirements. The opportunities and recommendations highlighted in this report aim to alleviate the administrative burden associated with conducting research at UK.

Defined Career Progression

Defined career progression supports hiring and retention efforts and offers increased responsibility and more equitable compensation based on specific roles and jobs.

Clear Roles & Responsibilities

Clear roles and responsibilities by both job and team function reduces confusion over who does each function to eliminate duplicative efforts and provide more manageable workloads for staff.

Improved Training

Providing consistent and improved training opportunities will advance skills, competencies, and overall careers of research administrators.

Increased Accountability

Establishing goals and accountability for progress through defined KPIs, metrics, and efficient operating models allows staff to prioritize work, align with research goals, and better support research Investigators.

5

Background and Overview | Project GATeWAY Service Catalog and RACI

The Service Catalog includes a RACI Matrix that provides detailed levels of roles and responsibilities across research vested parties.

Responsible	**A**ccountable	**C**onsulted	**I**nformed
Who is responsible for doing the actual work for the task.	*Who is accountable for the success of the task and is the decision-maker.*	*Who needs to be consulted for details and additional info on requirements (e.g., subject matter expert).*	*Who needs to be kept informed of major updates.*

Example(s)

Task	Responsible	Accountable	Consulted	Informed
Assist in the pre-proposal or LOI process for sponsors that require pre-application submission prior to full proposal	Collaboratives	PI	OSPA	College Staff
Develop budget and budget justification for proposal with guidance from the PI and collaborate with other administrators to obtain salary and other required costing information	Collaboratives	PI	OSPA College Staff	College Staff
Compile all required documents and ensure compliance with institutional and sponsor-specific policies	Collaboratives	PI	OSPA	College Staff

Central Office Reorganization | RFS, CGS, OSPA Reorganizations

Deloitte's assessment last year highlighted realignment of roles and responsibilities within the central research administration offices – OSPA and RFS – as one of the most critical opportunities for Project GATeWAY.

RFS

RFS implemented Deloitte's recommended organizational structure – specifically, **an award closeout team and a financial compliance function**

RFS also implemented a **new compensation structure** within the office, bringing the total compensation of staff on par with that of other research administration functions on campus.

CGS

The CGS organization was created in the Summer of 2023 with the **support and input** from: project sponsors, the steering committee, collaboratives working group, working group champions, and input from various other vested parties.

The inception of the CGS organization was driven by the collaborative vision of the future operational model, with the purpose of aligning seamlessly with RFS and OSPA.

OSPA

Following the assessment, OSPA took Deloitte's recommendations and **created a new organizational structure focused on specialized teams and career progression.**

The OSPA reorganization aimed to **align responsibilities with the activities being completed by adjacent offices** and functions in the target future state operating model, specifically focused on the work happening in CGS.

Progress

RFS	CGS	OSPA
100%	100%	85%

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Launch Plan

UK | Research

CGS Soft-Launch Plan | Staffing for Go-Live

DEFINING SOFT-LAUNCH AND GO-LIVE

LAUNCH

- Pre- and post-award staff will begin to learn new processes, test SOPs and training, and build cohesion as a unit.
- Post-award began new processes late-January. Pre-Award will continue to phase in changes as new proposals are initiated.

GO-LIVE

- Pre-award staff will have begun new processes and services **beginning January 29th for all new proposals**. All in-flight proposals will be conducted utilizing current state processes and tools.
- Post-award staff started new enhanced processes and services beginning late-January. The post-award staff will **reconcile using February financials.**

Vacancies:

The Project GATeWAY team including HR and the CGS Leadership team continues to assess applicants and conduct interviews to fill vacancies in leadership and staff positions. If there is a vacancy in phase 2 or 3 units, CGS is conducting the search prior to go-live for each phase.
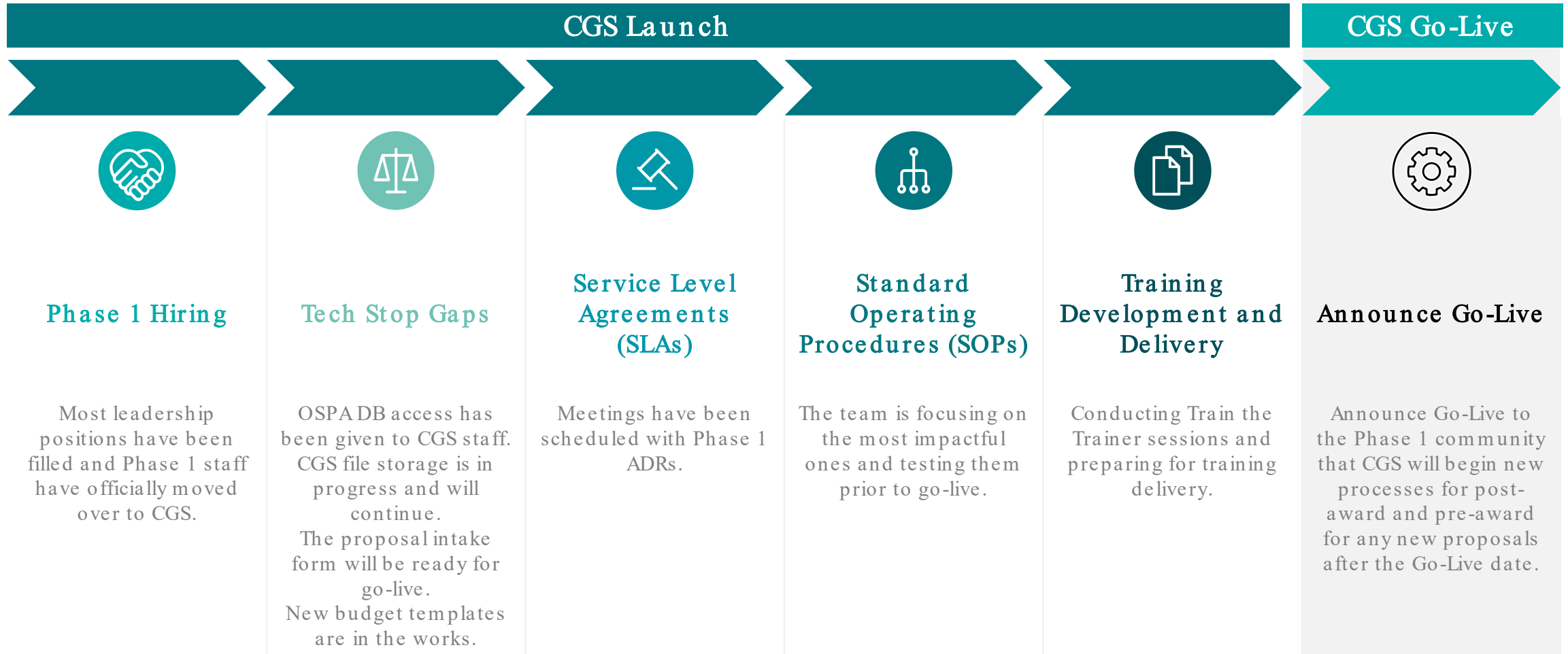
Portfolio Assignments:

CGS Leadership is actively working on CGS staff portfolio assignments as they transition into the new office. We do not expect any major shifts in the portfolio assignments for staff and that the majority of PIs will be working with the same staff.

Transitioning Employees

The Project GATeWAY team is moving up the timeline to transition employees to new positions in the HR system by the end of January 2024. The team will be communicating with college leadership on plans and the specific timeline.

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UK | Research

Launch Plan | Proposed Launch

For a launch of Collaborative Grants Services, the following priorities have been identified and are in the works by CGS and project team staff.

CGS Launch					CGS Go-Live
Phase 1 Hiring	**Tech Stop Gaps**	**Service Level Agreements (SLAs)**	**Standard Operating Procedures (SOPs)**	**Training Development and Delivery**	**Announce Go-Live**
Most leadership positions have been filled and Phase 1 staff have officially moved over to CGS.	OSPA DB access has been given to CGS staff. CGS file storage is in progress and will continue. The proposal intake form will be ready for go-live. New budget templates are in the works.	Meetings have been scheduled with Phase 1 ADRs.	The team is focusing on the most impactful ones and testing them prior to go-live.	Conducting Train the Trainer sessions and preparing for training delivery.	Announce Go-Live to the Phase 1 community that CGS will begin new processes for post-award and pre-award for any new proposals after the Go-Live date.

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Training

CGS Training | Delivery Schedule

Below is the proposed approach for communicating and delivering training and train the trainer for phase 1.

Vested parties	Delivery	Delivery POC
Investigator	• **90-minute session** • At least two offered for each go live • Record and post	Dr. Cassis, Susan, Unit Leadership
College/Department Business Officer/Department Administrator	• **1-hour session** • One offered for each go live • Record and post	Managers

CGS Service Level Agreement

CGS Service Level Agreement | Process

In order to inform supervisor and staffing need for CGS, the team tailored our benchmarking approach to UK the data on unit profiles, size / complexity, etc. collected through Project GATeWAY.

Step 1: Define Services & Metrics

The Project GATeWAY team worked with various UK vested parties and subject matter experts to **draft the services and key performance metrics** for the Collaboratives Grants Services. These were **voted and agreed upon by the Steering Committee.**

Step 2: Identify Staff

The Project GATeWAY team **met with each unit** that would be impacted by the new CGS to review the new services and discuss what staff will be moving into the new office. **The funding model was discussed in detail during each of these calls.**

Step 3: Draft and Sign SLA

The Project GATeWAY team drafted a **CGS Service Level Agreement (SLA)** and **incorporated feedback** from a variety of UK vested parties. As units go-live, they will meet with CGS leadership to **sign the new SLA.**

Deliver Services

Once CGS is live, they will begin to **deliver the services scoped in the SLA.** The SLA will be reviewed periodically for **edits and updates.**

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THANK YOU!

Your involvement is crucial to the project's success! Thank you for joining us on this journey.

Feedback, comments, or questions can be sent to the following address:

ukprojectgateway@uky.edu

Susan M. Stark, CRA

Executive Director

Julie Combs, CRA

Assistant Director, Post Award

Rick Mullins, CRA

Grant Manager, Post Award

M.G. CAFE
Business Center HR Team
AGBusinessCenter@uky.edu

HR TEAM TOPICS

STAFF PERFORMANCE EVALUATION UPDATE

- The M-G CAFE PE deadline is coming up on **March 1, 2024**
- Resources are available to both employees and supervisors on our site.
- We will continue to send weekly status reports.

Step 1
Self Evaluation
by Jan 12

Step 2
Supervisor
Evaluation
by Feb 2

Step 3
1:1 Meeting
by Feb 16

Step 4
Employee
Signature
by Feb 21

Step 5 Supervisor
Signature
by March 1
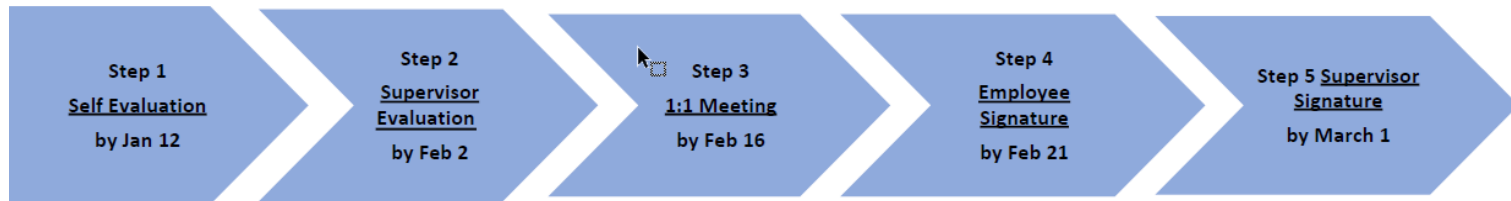
IMPORTANT DATES

Earliest Payroll Retro Date

- Payroll Earliest Retro date will reset **on 2/13** for BW, and the ERD date will change **to 12/17/2023**

- Payroll Earliest Retro date will reset **on 2/20** for MO, and the ERD date will change **to 1/1/2024**

We are trying to save you from having to process the dreaded **Z4 JV**

SAP Bi-weekly Payroll Schedule for Jan-June 2024
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

s MUST be ved in sation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Pay Confin Off C Proce Wedne
kly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
2/23	12/28/23	12/31/23	Tuesday NOON 01/02/24	12/17	12/30	1/5	1		
08/24	01/11/24	01/14/24	Tuesday NOON 01/16/24	12/31	1/13	1/19	2		
2/24	01/25/24	01/28/24	01/29/24	1/14	1/27	2/2	3		
05/24	02/08/24	02/11/24	02/12/24	1/28	2/10	2/16	4	12/17/23	
9/24	02/22/24	02/25/24	02/26/24	2/11	2/24	3/1	5		
24/24	03/07/24	03/10/24	03/11/24	2/25	3/9	3/15	6		
8/24	03/21/24	03/24/24	03/25/24	3/10	3/23	3/29	7		
01/24	04/04/24	04/07/24	04/08/24	3/24	4/6	4/12	8		
5/24	04/18/24	04/21/24	04/22/24	4/7	4/20	4/26	9		
29/24	05/02/24	05/05/24	05/06/24	4/21	5/4	5/10	10		
3/24	05/16/24	05/19/24	05/20/24	5/5	5/18	5/24	11	03/24/24	
24/24	05/30/24	06/02/24	06/03/24	5/19	6/1	6/7	12		
0/24	Wednesday 6/12/24	06/16/24	Monday NOON 6/17/24	6/2	6/15	6/21	13		

The HR/Payroll System will be available for changes all day Saturday and Sunday until 5:00pm.

SAP Monthly Payroll Schedule for Jan-June 2024
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

s MUST be ved in sation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered by 5:00 pm EST Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Pay Confin Off C Proce Wedne
ly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR#		Month
29/23	01/04/24	01/07/24	01/08/24	1/1	1/31	1/31	1		
2/24	02/15/24	02/18/24	02/19/24	2/1	2/29	2/29	2	01/01/24	
1/24	03/14/24	03/17/24	03/18/24	3/1	3/31	3/29	3		

WORK LIFE EVENTS

CSA ENROLLMENT & VOUCHERS
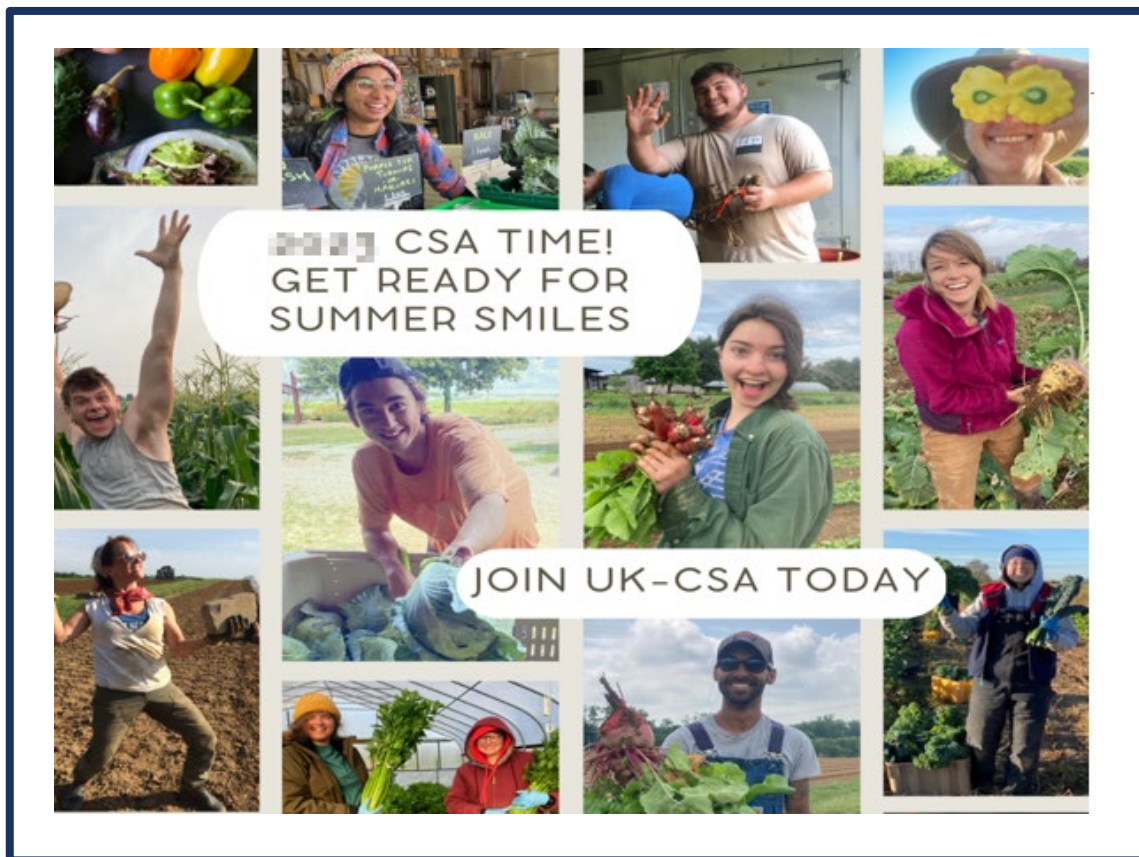
- CSA shareholders purchase a share of a farm's harvest before the season starts and commit to being a shareholder for the entire designated season. In return, shareholders will receive a weekly box or bag of farm vegetables and sometimes fruit and herbs as well.

- The UK HR Health and Wellness CSA Voucher program helps make this choice easier for you! As a participant in this program, employees* on a health plan receive a $200 vouchers toward the cost of a CSA share from one of our partner farms.

- **https://www.uky.edu/hr/community-supported-agriculture-csa**

Student Job Fair

February 28, Noon to 5

Gatton Student Center Ballroom

Announcing an exciting opportunity for filling your student positions!

Hey Department HR Administrators – are you ready to attract some highly motivated students for your open positions?

The college HR Team is very excited to be at the **February 28th Student Job Fair** to promote all your student job opportunities. At this unique job fair, we're going to create a special, temporary section of our college **Job Page** website to specifically highlight student positions, and this page will be featured on our post cards via a QR code the students can scan.

The good news is that we'll be able to streamline much of this process for you – no individual booths, no need to help us staff the event! Let us handle your initial recruitment so you can focus on sorting out the ideal student candidates.

In order to make this a success however, **we need your help identifying your positions.**

12-Month Faculty Vacation Rollover

- For FY'24, **all** unused faculty vacation leave will be extended until **September 30, 2024**.

- Applicable faculty will be able to view their new deadline date, via the myUK portal, by mid-May.

- Vacation accruing faculty will still receive their FY'24 quota on July, 1, 2024.

Note: Unused leave from FY'24 will **not** be subject to terminal vacation payout if a faculty member resigns after June 30, 2024.

SERVICE AWARDS

Service awards will be distributed in March.

Big thank you to all of the order coordinators!

Save The Date!

Spring 2024 Employee Resource Festival

"A Sense of Belonging"

April 17 - 10 am - Zoom

EMPLOYEE RESOURCE FESTIVAL INVITE

HTTPS://UKY.AZ1.QUALTRICS.COM/J FE/FORM/SV_4MJJLRKA6CJZFRI

STAFF PROFESSIONAL DEVELOPMENT FUND

Interested in attending a conference or expo? How about getting some extra training or obtaining a certificate? The college is here to help with that!

What qualifies?

- Professional development, continuing education, or business procedure training

Examples:

- Conferences, Expos, Meetings, Trainings/Certificates (Experienced Leader Academy, Certificate in Graphic Design from the Pratt Institute, Automotive Repair Technician Program, etc.)

Reminders:

- Each professional development must be related to the employee's current job
- The department must cover at least 50% of the expenses
- Requests may not exceed $1000 in a fiscal year.
- The employee must be in a regular staff position, in M-G CAFE, with an fte of 75% or greater.
- If the employee is participating in the conference as a presenter instead of an attendee, then they are not eligible for the fund.

- Main HR will be moving in phases (official dates TBD)

- STEPS will be moving to Southcreek Park (anticipated dates: late February or early March)

- Many in-person services will be moving to Mandrell Hall (anticipated dates: late February or early March)

Southcreek Park, 2365 Harrodsburg Road

Mandrell Hall, 635 S. Limestone

SCOVELL HALL RENOVATIONS

QUESTIONS?