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| College of Ag Administrative User’s Group  | February 12, 2019 |
| 8:30 am |
| E.S. Good Barn, Gorham Hall |
| Agenda Items |
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| 1. **Research & Grants**
	1. Returns/Exchanges on Grants – *Kim Hall relayed to the group from RFS the Best Practice for returns/exchanges on grants. If something needs to be returned/exchanged, the item should be returned as soon as possible and a credit should be requested from the vendor. Then departments will need to JV the charge off the grant to an alternate cost center as soon as possible. If not handled this way, a reduction of expense to the grant when the credit arrives may not be approved.*
	2. Hiring Students on Grants - *When hiring students in the summertime on grants, first look at the grant budget to determine if the budget includes interns (student workers). If the student is not attending summer school at UK, then the students aren’t considered UK students during the summer. If questions, contact Kim Hall or Betty Newsom.*
	3. CFDA Update on CES Grants\* - *New grant numbers for CES Capacity Grants went into effect October 1, 2018. The business center converted all of the old grants to the new numbers, due to reporting requirements from NIFA, which all departments should now be using. Budgets were transferred to the new grant numbers by the University Budget Office. Attached is a list of the new grant numbers. Make sure all of your charges are now posting to the new grant numbers. Old grant numbers will be closed as of* ***3/1/19****, and all recurring expenses (such as Motor Pool, Printing, Travel, etc.) should be updated by the departments to ensure that the new grant numbers are being charged.*
2. **Procurement & Travel**
	1. NIFA Uniform Guidance\* - *Beginning February 1, 2019, the threshold will increase to* ***$10,000*** *for purchasing items, from non-contract vendors, on federal and state sponsored projects without requiring the purchaser to obtain three quotes or Single Source Justification before purchasing an item. See attached handout.*
	2. Open & Parked Document Review\* – *There are many important benefits of a timely review of your encumbrances and parked documents (especially SRM purchase orders, TRIP reimbursements and Journal Vouchers). These should be reviewed continually and consistently. A helpful handout is attached that includes instructions for liquidating PO’s as well as many links and resources to assist you in reviewing your open and parked documents.*
3. **HR & Payroll**
	1. Performance Evaluations Update – *All performance evaluations in the college are to be completed by March 1, 2019.*
	2. Benefits Open Enrollment – *The dates for this year’s open enrollment are* ***April 22 – May 10****. Our college will have three locations for the open house events. Fliers and notifications with all of the information will be distributed soon.*
	3. Cell Phone Allowance Forms\* - *Forms, rates and instructions are sent out every spring. When you receive this information, please relay to all appropriate faculty and staff. All units are urged to adhere to the deadlines for the Cell Phone Allowance Forms to ensure that allowances are on July paychecks. Cell phone allowances are generally not allowed on grants (including Federal Capacity Grants). A handout with important information on it, including some FAQ’s, is attached and is on our website under Resources (General).*
	4. eCrt Confirmation Due Date – *There is a new report on the RFS website entitled Total Payroll for Individual or Project Statement. This will assist with employees who are in other units on campus but have a portion of their salary in your department. Please adhere to the eCRT deadlines for Pre-Review and Confirmation. Statements do not roll forward to the PI until the pre-reviews are completed. It is very important that Quarter 3 pre-reviews are done as soon as possible in order to give the PI’s time to do the confirmations before the spring semester ends.*
	5. Notary Public Service\* – *There is now an additional notary public within the college. Chris Fensin in Room S103-A Ag North will notarize work-related documents for no charge. You will need to make a request/appointment with Chris via the CAFE business center email address at* *AGBusinessCenter @uky.edu**. A list of other notaries around campus are included on the Notary handout that is attached.*
	6. Mentor Program – *This program provides new college staff with the resources and mentoring needed to be more successful in their jobs, after they complete their 90-day probationary period. There are currently 23 mentors in the program, and 19 staff have requested to be mentored. Mentors can be nominated by self, peers or manager. Some of the areas of the program include benefits, employee resources, college resources, navigating websites and systems, college structure, soft skills and networking. Questions may be directed to Melissa Horton in the business center.*
	7. Staff Professional Development Fund\* - *This relatively new fund was established last year by the Dean to provide college staff with funds needed to assist in meeting their professional development goals. The business center is currently taking applications for this fiscal year; deadline is May 1. Staff may be awarded up to $1,000 toward the cost of professional development training/workshops. Departments must provide at least half the cost. Requests and questions should be sent to* *agbusinesscenter@uky.edu**. An informational flier is attached.*
4. **Budget & Finance**
	1. Fund Balance Update – *FY18 fund balances will be distributed to units next week via budget transfers.*
	2. FY20 Budget Prep – *Budget prep is already underway; the freeze to set the recurring base occurred in early February. Restricted and income estimate spreadsheets will be sent out soon. The due date is to be determined. The rules and policies for setting course fees will be released on February 25 and will be due in the middle of March (exact date still to be determined). Requests for FY19 fund balance returns are due March 29.*
5. **Professional Development**
	1. Generations in the Workplace\* – Michelle Jones – *A copy of this professional development handout is attached. All of those who attended this session will receive credit toward their professional development MJR. Sign-in sheet was provided.*
6. **Other**
	1. New College Staff Introductions
		1. *Nick Graves – Business Center (IT)*
		2. *Sara Gardner – CAFE Philanthropy Office*
		3. *April Bridenbecker – CAFE Philanthropy Office*
		4. *Audrey Sparks – Plant & Soil Sciences*
		5. *Tammy McGuire – Dietetics & Human Nutrition*
		6. *Kelly Jordan – Program & Staff Development (Extension HR)*
		7. *Stacy Miller – Program & Staff Development (Extension HR)*
	2. Announcement of New Business Analyst – *We welcome a new business analyst to our team. Scott Wells Jr. will join the Business Center on February 22, and will be located in N106B. The unit business analyst reassignments will be announced soon.*
	3. Sign-In Sheet
	4. Relay meeting info to other departmental staff

**\***Includes handout |
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