

College/Division Administrator Meeting
Skype
August 13, 2020 - 9 AM to 11 AM

Agenda

Mary Dickerson, AVP/AVC IT Security

David Johnson, AVP/AVC Tech Services and Support

- Two Factor Authentication Implementation
- Email Security Changes
- Beginning of semester information

Connie Kemp, Executive Director HR Services

- Flexible Workplace alternatives
- New Taleo update
- Remote Training Sessions
- HR Service Center operation

Sandra Armstrong, Executive Director HR Operations

- Refreshment on “Leave” Types
- ERS Covid19 testing-What is covered? How does it work?
- Temporary employment challenges and limitations.

Carla Martinez, Financial Aid Program Coordinator

- College Work Study Updates

Linelle Clark-Brown, HUB Director

- HUB Vendor Database

Elyse Davis, Division Business Administrator, Division of Research

- Faculty Startup
 - We are working to complete project setups to be available by 9/1/20
 - Renovations
 - If you have renovation on the startup, the funds will not
 - If you think you need renovation \$\$, please reach out to DOR (Cris or Danny) to reach out to project managers
- Accounting end dates are similar to cost center end date extensions
 - We are receiving additional scrutiny from the State regarding some of our carry forward balances
 - It is important to spend Internal Funding
 - Please be mindful of the cleanup period
 - 90 days in most instances
- Extension requests
 - Research Investments within 90 days of end date
 - On 91st day they will be automatically rejected
 - Internal Awards
 - Most will not be accepted unless it is something that extends the Tenure clock
 - If you need an extension or have extenuating circumstances, just reach out to us before the end of the award
- Internal Funding operates similar to NA cost centers

- There is a budget period
- Cannot reallocate across fiscal year lines

Karin Livingston, Controller

- Vendor management system update
- Account-Fund Error Messages
 - Request for testing volunteers
- P-Card Document Uploads
 - Reminder: 9/30 deadline for uploading backup documentation for Pcards with activity during Covid without receiving a missing documentation violation against the card. With CDA approval will we grant an extension on a case by case basis for cardholders still at home without the ability to scan their documentation.
 - Any colleges/divisions that had missing uploads from prior to Covid received an email from Cassandra Lopez on 8/5. This is in addition to the email for missing uploads during Covid (March-June), with a same due date of 9/30.
- Sharp Copier Information
- COVID19 travel restrictions are updated on the COVID19 website

Other items from the group