

**Business Administrator Services**

**Forum Minutes**

**January 25, 2012 9:00 a.m. to 10:25 a.m.**

**Kent Student Center Governance Chambers**

**Mike Pfahl, University Counsel**

**University Policy Process**

Kent State University policies can be found at <http://www.kent.edu/policyreg/index.cfm>. The policy register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose of this online register is to serve the university community as a source of reliable information and as a foundation on which decisions can be made.

It is the duty of the Office of General Counsel to oversee and maintain the official University Policy Register as provided for in the Kent State University Constitution.

It is the duty of the Office of General Counsel to record in the University Policy Register, upon receipt, any university, administrative or operational policies as approved in accordance with the Kent State University Constitution and the rules of the Ohio Legislative Service Commission. Upon its posting in this official University Policy Register, that particular policy or procedure will then be recognized as official and operational. The effective date of the policies will be 14 days after it is submitted to the Commission.

This Policy Register is updated through periodic additions, deletions and changes. Policies under revision or pending with the Ohio Legislative Commission will be marked "Policy Under Revision" in red to indicate that the reader should be aware that the language may be revised. Further information may be obtained by contacting the Office of General Counsel, 330-672-2982.

Many departments have processes that pertain to their respective departments. Department processes cannot undermine or have a broader interpretation of the university policy but they can be stricter than the university policy.

The information contained below has been extracted from a .pdf document entitled [Policy Development and Implementation Advisory](http://www.kent.edu/policyreg/upload/policy-on-policies-0511.pdf) and can be accessed in its entirety by clicking on the above link.

As provided by the Constitution of Kent State University and codified in University Policy 3342-2-01(G)(e), the Office of General Counsel is responsible for the administration of university policies and is responsible for: 1) providing a standard format, 2) maintaining the policy register, 3) participating in policy formulation, implementation and review. This advisory represents the final procedures for changing the University Policy Register, as found at [www.kent.edu/policyreg](http://www.kent.edu/policyreg). Policies not in compliance with this policy will not be accepted for implementation or Board of Trustees action or information.

Steps to implementation

1. Notify the Office of General Counsel, Provost’s Office, and President’s Office at the initiation of any change to the policy register by emailing the completed Part 1 of the “Policy Checklist” with the header: “CHANGE TO UNIVERSITY POLICY REGISTER” to:
   1. General Counsel contact: Michael Pfahl, [mpfahl@kent.edu](mailto:mpfahl@kent.edu)
   2. Provost’s Office contact: Karen Keenan, [kmkeenan@kent.edu](mailto:kmkeenan@kent.edu)
   3. President’s Office contact: James Hardy, [jhardy7@kent.edu](mailto:jhardy7@kent.edu)
2. Departmental/Divisional level development (new policies, revised policies, rescinded policies);
3. Departmental/Divisional level review and approval;
4. Final executive officer approval (all policies must receive approval from the Executive Officer in charge of the unit/department before moving forward);
5. Submission to the Office of General Counsel for review;
6. Return to Departmental/Divisional level for revisions if necessary;
7. Presentation before the President’s Cabinet for approval (if university policy), review (if administrative policy), or information (if operational policy).
8. Submission to the Office of General Counsel to ensure final format consistency;
9. Submission to the Board Secretary for placement on the Board Agenda;
10. \* If determined that the policy A) affects the educational mission of the university and B) is a University Policy, the Board Secretary will forward the policy to Faculty Senate for comment as provided by the Kent State Constitution, if such body has not been consulted already.
11. After passage or presentation to the Board, the initiating party must contact the same parties as in #1 to confirm that the final copy is ready to go into the University Policy Register.

The person, group, or committee initiating the policy change has the notification duty in #1 above.

All policies of the university are registered with the Legislative Service Commission. The state of Ohio has very specific drafting requirements. (See Attachment A found in the .pdf link above or on the HR website.)

* New language must be underlined.
* Deleted language must be in ~~Strikethrough~~.
* “Track Changes” WILL NOT BE ACCEPTED.

The degree of executive officer and Board of Trustee approval necessary to enact a university policy depends upon the policy’s designation as a: University Policy, Administrative Policy, or Operational Policy.

1. University
   1. Directly affects the educational mission of the university
   2. Requires the approval of the appropriate executive officer, President of the university and the Board of Trustees
   3. Reviewed by Faculty Senate
2. Administrative
   1. Controls how the university does business
   2. Can be drafted at any level
   3. Approved by the appropriate executive officer and reviewed by the President’s Cabinet
   4. Is presented to the board but does not require approval by the board
3. Operational
   1. Shows changes in the operations of the university
   2. Provides a very specific set of instructions or procedures to be followed
   3. Similar to a flow chart policy
      1. Gives details as to the distribution of forms and workflows
      2. Provides explanation of required documents (if necessary)
      3. May direct actions based on “yes” or “no” answer
   4. Must be submitted as an “Information Item” to the Board of Trustees

Most importantly, the Office of General Counsel is available to provide assistance at any stage of policy development or implementation. For any questions, please call Associate Counsel Michael Pfahl at 330-672-2982 or email at [mpfahl@kent.edu](mailto:mpfahl@kent.edu).

The form for submitting policies to Cabinet and the Board of Trustees must be used for all new or revised policies prior to any official action to change the University Policy Register: [Policy Submission Form](http://www.kent.edu/about/administration/universitycounsel/policyreg/upload/POLICY-SUBMISSION-FORM-1111.pdf)

Four policies have recently been either added or revised. All policies in the policy register will indicate the effective date and prior effective dates. Bookmarked policies should be reviewed/updated periodically to ensure that the most recent policy is being utilized.

Recent changes to the university policy register include:

* Policy 3-01.4 Administrative policy and procedures regarding final examinations
* Policy 3-01.105 Operational policy regarding posthumous degrees
* Policy 3-04.1 Administrative policy and procedures regarding sponsored programs administration
* Policy 6-11.7 Administrative policy regarding annual vacation leave for Nonteaching unclassified and classified personnel

**Tim Konczal, Director of Procurement**

**Automation of Cellular Device Authorization Form**

Pursuant to University Policy 7-02.15, Administration policy regarding provisions of cellular devices to university employees, it is acknowledged that cellular devices may be necessary for covered employees to effectively perform his/her job. Authorization for either a university provided cellular device or a monthly stipend must be approved by the requesting employee’s vice president or designee. The approval must be dictated by a legitimate business purpose and must meet the guidelines established in the university policy.

An annual review of each device is required in order to determine the necessity of continuing the university provided device or the monthly stipend. Approval under the policy must be documented by completing the Cellular Device Option Authorization Form. This form is in the final stages of being converted to an electronic form and will become part of a workflow process. The target date for the completion of the electronic automation of the form is June 2012. Further information will be communicated when it becomes available. Each phone or electronic device will require a separate action and each must be approved using the workflow process.

The electronic form will enhance the user’s capability. Notification will be sent out to end approvers alerting them to the need to complete the form and make appropriate decisions based on a continued need of the cellular phone or electronic device. The form will allow you to save the previous year’s data based on the user profile.

A link to Cognos will allow the user to extract data to determine the option used for each device. (Option selections are detailed in the university policy.) When completing the form, information such as employee’s Banner ID, department name, index to be charged etc. will populate based on the previous year’s information.

Approval of the form will be based on the approval hierarchy established in the expense reporting workflow. The vice president of the respective employee will have final decision making authority. NOTE: If a proxy has been signed, it will remain in effect.

If the stipend option is used for a cellular phone or electronic device, the department index to be charged follows the employee’s payroll records as shown in the labor distribution report. If the distribution should be other than where the salary is being charged, a redistribution form is required. If the expenses are shared by more than one departmental index, a salary redistribution form must also be completed to further expense the charges to another or multiple departmental indexes. Once the redistribution forms are received, the Controller’s office will redistribute the charges as directed by the form.

Cellular phones associated with a grant must be approved by sponsored programs. The stipend option is not available. Option 2, Discretionary “personal use” of university owned cellar equipment with reimbursement provided by the employee is the only option available for grant purposes. Personal usage of the phone or device is not permitted except on an exceptional basis.  The employee is required to certify which calls are for business purposes on a monthly basis by signing a Cellular Service Reimbursement Form and attaching to the billing document. Refer to section E(2) and F(6) for more details.

A “comment” field will be available on the electronic form.

Cellular phones and electronic devices are subject to external audit review as well as internal audit review.

**Paula DiVencenzo, Tax Manager**

**VITA Program**

Kent State – VITA (Volunteer Income Tax Assistance) is offering free tax preparation services to the qualifying local community, students, employees and non-residents of the United States.

Qualifying individuals must meet the following criteria:

* Total household income (wages and other earnings of both spouses, if filing jointly) of $50,000 or less
* Simple returns (can include common itemized deductions, education credits, EITC-earned income tax credit and dependent care credits)
  + 1040
  + 1040EZ
  + 1040A
  + 1040NR

Free E-filing is available.

Tax preparation will be held in computer labs A224 and A226 in the College of Business located at 475 Terrace Drive. Walk-ins are welcome but appointments are recommended. Appointments can be scheduled by emailing [tax@kent.edu](mailto:tax@kent.edu).

Qualifying US residents can file their tax returns on Saturday, February 4 from 10:00 a.m. until noon and 1:00 p.m. – 3:00 p.m.

Nonresident and US resident returns will be prepared on the following Saturdays:

* March 10, 2012 10:00 a.m. – noon and 1:00 p.m. – 3:00 p.m.
* March 31, 2012 11:00 a.m. – 1:00 p.m. and 2:00 p.m. – 4:00 p.m.
* April 7, 2012 10:00 a.m. – noon and 1:00 p.m. – 3:00 p.m.

Weekday preparation is available by appointment only.

Volunteers are needed to help make this program a success. We are still looking for greeters and others who can help provide administrative assistance.

Please help me spread the word about Kent States’ free tax preparation program. More details can be found at <http://www.kent.edu/tax/kent-state-vita.cfm>. "Like" us on Facebook too - <http://www.facebook.com/kentstatevita>.

Questions? Email [tax@kent.edu](mailto:tax@kent.edu) or call 330-672-8622.

**Beverly Robertson – Assistant Director, Sponsored Programs**

**Institutional Prior Approval Form for Sponsored Programs**

Some of you may recognize this previously used grant form. It was resurrected during the developing of the grant manual (still in process). The form has been updated to meet the current needs of sponsored programs and is now a fillable .pdf document. The completed form will need to be printed and the appropriate authorized signatures obtained before being forwarded to sponsored programs.

Changes to current grants that are listed on the form must be documented on this form and forwarded for approval. This form along with the other processes in place will help provide consistency in grant management. The form is completed by the principal investigator/department and includes the project fund/index number, awarding sponsor, sponsor award number and the current award period.

The Institutional Prior Approval Form is used for requesting the following changes:

* No-cost extension
  + New end date requested
  + Must be submitted 30 days prior to end of award or in compliance with award notice, if different.
  + Not used for NSF requests – NSF requests submitted through Fastlane
* Budget Revision
  + Must include and justify budget categories to be revised
  + If the change affects cost-share or faculty release time, director/chair signature is required
* Addition of Subaward Recipient
* Advance Costs Fund Request
  + Allows for funds to be established before agreement is finalized.
  + Spending is still within grant/project period.
* Pre-Award Costs (up to 90 days prior to start date)
* Reduction of time of key personnel
  + Must indicate the amount of time that effort is to be reduced for any personnel named in the award document
  + Must be reported to the funder to alert the funder of the changes.

Explanation or justification of the changes are required. Scientific, technical or administrative reasons must be cited for the action requested on the form. In some cases additional paperwork such as a salary distribution form may also be required.

**Larry McWilliams – Assistant Manager, Procurement and FlashCart System Administrator**

**Flashcart Training Opportunities**

As the University’s e-procurement tool, FlashCart is the University’s primary means of ordering products and services. The system allows departments to place purchase orders and credit card orders to a variety of suppliers.

During the inception of Flashcart, training was done by the IS department followed by a variety of training videos that can be found at <http://www.kent.edu/procurement/flash-cart-videos.cfm>.

Larry is revisiting the need for additional training sessions. FlashCart training will begin late February/early March for both experienced users and new personnel.  Requisitioner training will be offered first, and approver training and training in more advanced applications will be offered later.  The frequency of training and a schedule of dates and locations will be based on demand, and interested parties will be informed of training once scheduled.

Please email Larry McWilliams in Procurement at lmcwilli@kent.edu by Fri., Feb. 10 to express interest in attending, for yourself and/or others in your departments.

Flashcart

* Used to establish a purchase order. Purchase orders are required for all purchases $2,500 or greater.
* To order supplies or equipment less than $2,500 using your department’s purchasing card (Pcard).
* Credit card information can be entered in the user profile so that the card(s) will appear during the checkout process.
* Flashcart profile is required for usage – contact Larry McWilliams for initial set-up
* Banner access is required for Flashcart usage if purchases will be greater than $2,500. If needed, complete a [Banner Finance Access Request](http://www.kent.edu/is/security/upload/request-for-banner-finance-access.pdf) form, obtain appropriate signatures then forward to Tammy Slusser in the Controller’s office. (If the user has not already completed a [data confidentiality](http://www.kent.edu/is/security/upload/isconfidentiality-form-2010.pdf) form then one would also need to be completed prior to access being authorized.)

**Steve Finley – Mail Services Manager**

**Postal Updates**

Effective Sunday, January 22, 2012 postal rates have increased. The USPS has also submitted for an additional increase to go into effect this year. Details will be communicated when they are made available.

**Rates effective January 22, 2012**

* 1st class one ounce letter increased from 44¢ to 45¢
* Non-profit letter (up to 3.3 oz.) increased 2 ½% to approximately .18¢ - .19¢
* Flat-size mail – 1 oz., 1st class, 9x12 envelope increased from .88¢ to approximately .90¢
* Flat-size mail – 3 oz, non-profit 9 x 12 envelope increased from .42¢ to approximately .435¢
* Priority medium flat rate increased from $10.20 to approximately $10.95
* Express flat rate envelope increased from $18.30 to approximately $18.95
* One pound parcel post package increased from $4.90 to approximately $5.70

Departments are encouraged to contact Steve for possible money savings tips.

Example based on a 1oz. mailing:

Five (5) 8 ½ x 11 sheets of regular unfolded paper placed into a 9x12 envelope would cost the department .90¢

Same mailing tri-folded and placed into a #10 envelope would cost the department .45¢.

The same item folded would save the department 50% in postage not to mention the additional cost of the 9x12 envelope vs. the #10 envelope.

**Mailology 101 & 102**

Mail Services and Human Resources are offering two webinars for faculty and staff. To register for the webinar(s) sign up at <http://reg.abcsignup.com>.

Mailology 101 – In this webinar you will learn money saving tips and easy processing methods.

* Classes of mail
* Delivery standards
* Sizes
* Mailpiece design and layout
* Move update
* National change of address (NCOA)
* February 15, 2012 from 10:00 a.m. – 11:00 a.m.

Mailology 102 – In this webinar you will receive an overview of what Mail Services can provide for your department.

* Presorted mail
* Automated mail
* Barcodes
* Business reply mail
* Using the USUPS for package shipping
* March 13, 2012 from 10:00 a.m. – 11:00 a.m.

**Vicki Ladd – Administrative Assistant, Financial Reporting and Cash Management**

**Misc. Reminders/Updates**

Employee Discounts

The employee discount page offers a variety of discounts from local businesses or university contracted vendors to KSU faculty and staff. Presentation of your university flashcard is generally required prior to service. Discounts are subject to change without notice and may require special discount codes or pre-registration/enrollment. The discount page can be found on the BAS website at [www.kent.edu/bas](http://www.kent.edu/bas) under Quick Links in the left hand menu.

*Travel Discounts*: Enterprise car rentals and parking discounts at Cleveland Hopkins Airport

*Computer Discounts*: KSU Apple Store

*Entertainment Discounts*: KSU Athletics and KSU Ice Arena

*Cellular Phone Service*: AT&T, Verizon, Sprint & Nextel

*Bookstore Discounts*: Kent campus University Bookstore and Regional Campus Bookstores

*Misc*: Bolind’s Staples, DeWeese Health Center, Firestone Complete Auto Care, Flynn’s Tire & Auto Service, Area hotels, Moving Services, KSU Alumni Association, Monro Muffler/Brake & Service, Montrose Auto Group, Purchasing Power, University Press and Valvoline Instant Oil Change

Surplus Website

There are several options for departments who have items that are no longer used by their department but are still in working condition and/or usable. The website is located at [www.kent.edu/procurement](http://www.kent.edu/procurement) under “Surplus Options” in the left hand menu.

The option discussed at the BAS Forum was the [redistribution option](https://solutions.kent.edu/surplus/). This option is designed to help redistribute functional equipment or supplies throughout the university community, thus saving money and combining resources. The site is split into two categories: items available and items needed. To add an item to be redistributed or to add an item that you are looking for you will need to login using your flashline username and password (use red login box at the top right of the screen). To view an item that is posted click on the link for the description. If you wish to claim an item, add any pertinent comments in the comment box then click on the red claim box. You will receive an email response that you have claimed the item.

Be sure to describe the item. If you have access to a digital camera you can post a picture.

Items posted often include filing cabinets, desks, chairs, table printers, ink cartridges, office supplies etc. As long as it is usable it can be posted!

Recent Department Moves

**Procurement** has moved from 229 Schwartz Center to **Suite 330 Harbourt Hall**.

Interdepartmental envelopes should be addressed to Procurement for bids, RFP’s, questions on purchases etc. Envelopes should be addressed to Accounts Payable for check requests, payments, completed vendor W-9’s, expense reimbursements, moving expenses etc. Please note that Accounts Payable has not moved and they are still located in the Schwartz Center. Envelopes should not be addressed to Procurement Payments – there is no such department; it is either Procurement or Payments and they are located in 2 separate buildings.

Procurement: Accounts Payable:

Tim Konczal Rosa York

Veronica Cook-Euell Barb Biltz

Larry McWilliams Joanne Otto

Janet Schramm Joey Bennett

Beverly Edwards

Donna Frahmann

**Risk Management** has moved from 137 Schwartz Center to **Suite 310 Harbourt Hall**. Mail addressed to Tom Clapper, Elaine Ramhoff or Risk Managements should now go to Harbourt Hall.

**Environment Health and Safety** has also moved to **310 Harbourt Hall**. Employees in this department include Dennis Baden and Don Head.

W-9’s

A W-9 is a Request for Taxpayer Identification Number and Certification.

Kent State requests a W-9 from vendors prior to paying them for a product or service purchased or received by Kent State. When the completed W-9 is received it should be forwarded immediately to Accounts Payable so payment can be made. Tax ID numbers are verified against the IRS database prior to the release of payments.

Outside companies will request a W-9 from Kent State whenever they will be remitting a payment to Kent State for the payment of a good or service. Requests for a completed W-9 should be forwarded to the Treasury Tax department for completion. Requests can also be emailed to the following individuals for completion: Paula DiVencenzo at [pdivence@kent.edu](mailto:pdivence@kent.edu), Vicki Ladd at [vladd@kent.edu](mailto:vladd@kent.edu) or Bill Hendricks at [whendrick@kent.edu](mailto:whendrick@kent.edu).

Invoices to an outside vendor should include a KSU department name to ensure proper credit to the department and timely posting of the payment.

1099’s

All 1099’s in the university’s name or tax ID number should be forwarded to the Treasury Tax department located in Rm. 232 Schwartz Center.

Equipment Inventory Reports

Inventory confirmation reports will be sent out to departments within the next few weeks to confirm possession of tagged equipment and items within their department with a value of $2,500 or more. If you did not receive an inventory confirmation report last year you should be receiving one this year. If you received an inventory report last year and did not return it you will receive another report this year. These reports should be returned within 30 days of receiving them.

A new form, the “Equipment Coordinator Form” will also be sent out to those departments that will receive an inventory confirmation report this year. This form is requesting departments to list a departmental employee that is responsible for keeping track of equipment and completing the bi-annual inventory confirmation report. The person listed will be your department’s contact for any communication with the Controller’s office regarding equipment/inventory matters.

If you have any questions regarding equipment, inventory or the completion of the reports please contact Jacky Kovach in the controller’s office at 2-8628.

New BAS Forum Schedule

The new 2012 BAS Forum meeting schedule has been updated on the BAS website and consists of 4 scheduled meetings.

Forum dates may be added or eliminated due to agenda topics. Forum members are encouraged to contact Vicki Ladd with topic suggestions.

NEXT BAS FORUM

WEDNESDAY

APRIL 11, 2012