MINUTES OF DEANS’ GROUP
June 9, 2004

Attendees: Ron Henry, Chair
Adamson, Albert, Diaz, Griffith, Hurt, Kelley, Louis, Metzler, M. Moore, R. Moore

Guests: Carroll, Rackliffe

Agenda:
1. Approval of Minutes of May 12
2. Two Payrolls – Barb Carroll & Jerry Rackliffe
3. Human Subject Protection: 1st year update, next steps
4. Turnitin – recommend non-continuation
5. Deans reps: FACP- Fenwick; CBSAC-Ron; SPSC-Charlene
6. Any Other Business

Minutes: Approved as presented.

Two Payrolls:
Henry: Advised of a HR/Payroll proposal to move from multiple payrolls to two payrolls; of a committee working on HR transition to PeopleSoft; and of an audit recommendation that the number of current payrolls be reduced.

Carroll: We propose combing the current 52 bi-weekly payrolls, semi-monthly exempt & non-exempt payrolls, the 2 monthly payrolls for faculty and GA’s, a total of 112 regular payrolls with 96 benefit plans for every payroll, plus make-up checks & exceptions to a total of 2 payrolls, plus exceptions. The monthly payroll will include FAC (AY faculty), MNS (FY faculty), GTP (G/A’s), & exempt staff from the SMS (semi-monthly) payroll. The SMS payroll will be eliminated and non-exempt staff will shift to the bi-weekly payroll of 24 paydays per year from the former 26 paydays. As of July 1, all new non-exempt hires will be paid on a bi-weekly schedule, exempt staff will be paid monthly. PeopleSoft will go live on January 1, 2005, eliminating the lag between the timesheet and the payday schedule and shifting non-exempt personnel to a bi-weekly schedule. In doing so, the first check of the year for 10 days work will be issued on January 21, the second check for 10 days work will be issued February 4. This will create a hardship for many employees dependent upon the mid-month check for payment of rent and other necessities. Options to cover this period might be to allow employees to cash out vacation pay or the provision of loans through the Credit Union.

Kelley: The timing of the changeover in January following the holiday break is not good.

Carroll: We have no choice with PeopleSoft implementation occurring on January 1. It is possible we could begin the changeover earlier in the year.

RJH: We could move it 2 days a month to cover the 12 day hit, over 12 months.

Hurt: Fifty staff members in the Library would be impacted. We could allow them to work extra time over the Christmas week and pay them over-time, or would the university have savings from which we could take out short-term loans through the Credit Union?

RJH: We could not make loans with state money through the Credit Union.

Moore R: Would the Credit Union have the capacity to fund that number of loans? Could we deduct 1 day of pay per month until 20 days is collected? How many individual will this affect?

Carroll: Approx. 500 individuals will be affected.

Adamson: Will the issue be discussed with the 500 affected on a case-by-case basis? Would it be possible in the new PeopleSoft to cut special checks to give them a cash flow that would put some on a weekly schedule?

Ratcliffe: Currently staff are paid 21.6 days pay every month. We could move it to 10 days pay on 1/18 and 10 days on 2/4 that would equal 20.4.
Adamson: They would never catch up over 20 years.

RJH: We have to be careful with consideration of overtime.

Carroll: We could start slipping it early – or working through the deans give employees other options. Historically in December we have paid-out the month on the last working day of the month. I recommend that we not advance pay, but let the last payday be 12/31.

Diaz: Exempt staff will also be affected. How will we handle them?

RJH: We will give them the same options as agreed upon for non-exempt with the exception of overtime.

Carroll: Be mindful that cashing out vacation can quadruple the insurance payout.

Human Subject Protection:
RJH: Review of the summary of the Blue Ribbon Committee for implementation of human subjects protection recommendations. Over the year the committee has been able to make significant progress in the implementation of recommendations contained in its final report. The Office of Research has responsibility for compliance with human subject protection, while operational responsibility lies with the Associate VP for Research who has responsibility for management and oversight. A committee of college liaison officers will be identified to continue implementation of the recommendations of the Blue Ribbon Committee over the summer. It will be a huge commitment of their time.

Moore, R.: Has there been any consideration given to the idea of appropriate compensation for time invested?

Louis: They will be asked to commit to a monthly meeting and 5-6 hrs. of active participation in training and upgrading individuals engaged in human subjects’ research.

Adamson: We need to respect the 9 month cycle. The workload policy rewards those type activities, but the process should not overload faculty who have summer research assignments or those doing research off-campus.

Kelley: Committee representatives could come from those who are on 12 month contracts or those willing to work over the summer should be compensated.

RJH: The college liaison committee and where it stands will have dean’s involvement in assessing the activities of participants within the college.

Louis: Committee members will work with the Research Office to identify needs of programs in place and on implementation of requirements for faculty involvement and training with respect to awareness of non-college based research.

Hurt: Some areas of focus proposals involve human subjects, will there be funding to Research as a result?

RJH: The impact on infrastructure is not part of the budget of the AVP just as the Library, the labs, and IS&T are not.

Adamson: IRB compliance increases the work involved in health initiative proposals, and they then help fuel the infrastructure for research if they result in new funding.

RJH: The funding is now on-going in the budget as are staff positions involved in keeping track of IRB compliance.

Turnitin:
RJH: Comments on the recommendation to discontinue Turnitin.

Adamson: I got a 50-50% response.

Hurt: It is only searching other student papers for plagiarism in their papers not the literature. I would rather we put our resources into assisting faculty in the development of non-plagiarism assignments. Also,
there are concerns over privacy issues if everyone has to use it. Google is effective. I recommend we discontinue.

Workstation software:
Albert: Purchase of Symantec and resolution of the funding shortfall for initial purchase. Some advantages of the product: managing at standard desktop level; has audit software; products on command; workstation imaging; migrates from one machine to another; patch management; allows purchase of updates and automatically installs on individual machines. We also negotiated to get Ghost as part of the package.

Adamson: I will endorse the consortium approach but this was a rapid request for funding support.

Albert: It was a late opportunity for involvement. The funding source formula was based on the number of desktop users. We looked at a variety of formulas but we didn’t have a good count on the number of machines in the colleges. That information is unavailable.

Diaz: How will license distribution be determined?

Moore, R.: It will be proportional to the number of machines.

Albert: Every machine has to be licensed. We can obtain additional licenses if needed.

Diaz: RCB is on Zen. What are the advantages of this product over Zen?

Albert: Zen is free. However, IS&T will pay for the Symantec license. Zen has limitations. When you are driving networks all products have strengths and weaknesses. We got a good price for a large bulk product that would solve some of our university-wide problems. Zen won’t lock down a machine. With Symantec an IT manager can lock down machines. This proposal originated at the grass roots level with the college IS&T folks.

RJH: Consideration was given to Zen, Altiris, and Symantec. Why not recommend Zen if it is free?

Moore, R.: Zen does not have as many capabilities and does not have an imaging component.

Adamson: People trained on Zen like it. Training is the problem. Comments on choice were not clear. Will it have patchworks?

Albert: We will continue to have patchworks. The bundled costs include training. The shared costs were prorated based on FC10 share but only on the difference between the total cost and the $195K that will come from IS&T.

Faculty/staff campaign:
RJH: FYI - the faculty/staff campaign is not at the 87% goal.

The next deans’ group meeting will be July 28.