

**UNIVERSITY STAFF ADVISORY COUNCIL**  
**WEB SUBMISSIONS**  
July 2019

**Comment:** I want to give a big shout out to Wendy Burchard & Meg Pevarski for your fantastic leadership of USAC over the past year. I was honored to serve as secretary/treasurer on the 2018-19 executive committee with you both. In my nearly 10 years at UR, our paths haven't crossed very many times in the normal course of business, so it was great to have this opportunity to get to know you both better. You did a wonderful job leading Council through yet another successful, busy, and productive year.

**Response:** The new USAC members and new executive committee agree with these sentiments. It was a job well done!

**Status:** Closed

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**Question:** Why are the forums for the new policies: Provision of Financial Resources to Students (NEW); Use of University Funds and Financial Responsibilities (NEW); Reporting and Investigating Suspected Financial Fraud, Waste, and Abuse (NEW); Gift, Prizes, and Awards; Business Meals & Entertainment; Travel. The updated Purchasing Card Policy will be available later this month. being held AFTER the changes go into effect? It is my understanding that these policies represent significant shifts in how business is being done and the communication regarding these policies has been limited at best. If we need to be shifting the way we conduct business we should have had time to plan for that prior to the changes being put into effect. Additionally from a staff perspective many departments and offices have retreats early in the summer and so that would have been a good time for managers to disseminate the information and work with their teams to fully understand the changes.

**Response:** Thanks for your inquiry. The training on these new policies actually began in June, with information sessions and discussions with VPs, Deans, administrative leadership teams in each division, and budget managers from each school and division prior to July 1. Although all of the policies were placed in the policy library prior to July 1, all of the information sessions could not be scheduled before July 1, and sessions will continue to be held as the new fiscal and academic years get under way, in order to be sure that everyone has a chance to attend a session, regardless of schedule issues, summer projects, or vacation plans. We understand that people may inadvertently be unaware of changes after July 1, and we will work with offices as they have a chance to learn about the new policies. Although we had hoped to have a session with USAC in June, USAC's schedule could not accommodate a discussion of these new policies until August.

While some of these policies are new, the basic principles for all of the policies remain consistent with our past policies (and federal requirements) – University spending must be for a business purpose, and the expenses must be necessary, reasonable and appropriate to the purpose. For the details that are new, we will continue to work hard to spread the word. As you noted, there are several forums scheduled, and if there are any offices that would like us to provide additional updates or information, please let us know. (Lori Schuyler, VP of Planning & Policy, and Laurie Melville, AVP and Controller) *USAC is also continuing to discuss this.*

**Status:** Open

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**Idea:** On days following holidays such as Friday July 5 please look ahead and consider scheduling these days as closure days particularly in the summer thus giving staff another day off/holiday. I am championing this idea and it has been suggested to me by many of my constituents.

**Response:** Pending response from Human Resources and follow-up discussion with USAC.

**Status:** Open