

**College/Division Administrator Meeting
Zoom
November 11 2021 - 9 AM to 10 AM**

Minutes

**Connie Kemp, Executive Director HR Services
Vicki Rawlston, Manager, Training HR Services**

- Annual Mandatory Training
 - New Hire Mandatory Training
- See attached presentation for details.

Other items from the group

- Digital Signature Solutions Services
 - Contract executed with CarahSoft Technology Corp. (DocuSign). Tentative Kick-off meetings scheduled for Dec-Jan time-frame.
- Reminder PS 9.2 upgrade on 12/5/2021
- CDA-Controller’s office Taskforce – Requests & Responses
 - PS Budget transfers and Fund Equity Transfers – Requested Budget office to use the same transaction line descriptions as in the ‘Budget transfer journal’ – effective immediately. See example: Journal ID 0003914105 dated 10/29/21 (budget journal and journal)
 - Quarterly Financial Report by Division, Department, and Program level for CDA’s – The quarterly reports are available to all CDA’s upon request. Please send request to Budget Office.
 - E-Termination Checklist missing field for ‘Off-campus property’ checked out by staff – Checklist was streamlined few years ago. This checklist does not trigger anything further. See below snapshot.

<u>Item</u>	<u>Item Details</u>	<u>Action</u>	<u>Turn Into</u>
1 Equipment, tools, uniforms, vehicle, off-campus equipment etc.		Turn in equipment, tools, uniforms, keys to vehicles, etc.	Dept DBA/CBA

- **Justification for Late Contract Submittal form** - The Office of Contract Administration (OCA) has a new form on its website. If a contract is being submitted after work under that contract has commenced (which is something that university policy strongly discourages), then the new Justification for Late Contract Submittal form should be included in the packet. This form asks the originating unit to state the reasons for the late submittal. The following is a link to that new form: https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/late-contract-submittal_ogc-s-2000-07_revised-11.4.21.pdf . This is not done in place of Policy exception form. OCA form for late contract submittal will not substitute a MAPP exception for services rendered before the contract completion. Since the form simply provides the department’s explanation, and it does not indicate OCA’s approval nor the approvals from their College/Division approvers. Attach the form to the MAPP exception.