Mandel School of Applied Social Sciences

Administrative News
Friday, September 21, 2007

Dates to Remember

♦ Administrative Services Training
  3rd Wednesday of the Month at 9:00
  October 17: Office 2007 Introductory to ... November 21: Facilities Update

♦ MSASS Charity Choice Kick-Off
  Tuesday, September 25 @ 10:00-11:00
  Receive a chance to win two Cavs Tickets!

♦ MSASSY and Benson Staff Awards Event
  Friday, September 28

♦ Quarterly Staff Meeting
  Tuesday, October 17 @ 3:00-4:30
  Staff Benefits/Retirement: presented by CWRU Human Resources

Announcements

Action Plan — What You Can Do When Facing Change and Stress
♦ Choose to be Positive!
♦ Communicate — Excessively
♦ Plan Ahead
♦ Be Creative
♦ Consider Consequences before Making Decisions
♦ Be Open to Change — Negotiate
♦ Observe
♦ Non-Verbal Communication is Important — be aware of it
♦ Remember — Change can be Positive and Invigorating

Organizational Support in a Changing Environment
♦ Work as a Team
♦ Managers Set Tone
♦ Communicate
♦ Participative Decision-Making
♦ Consistency
♦ Provide Broad Range of Training with Administrative Support
♦ Allow for Adequate Staffing
♦ Provide University Programs Nearby

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Action indeed is the sole medium of expression of ethics
---Jane Addams

Quote of the Issue:

Fun In The Sun!

On July 16th, MSASS held a Staff Retreat at Squire Valleyuee Farm. The primary focus of the retreat was organizational change and the stress that can be associated with change.

While change is a part of all organizations, it was acknowledged that members of the organization can experience stress during times of transition. Through various games, exercises, and discussions, many ways of adapting, understanding, and dealing with change were developed. In addition, ideas that the organization, both School and University, could adopt to assist in supporting change were suggested.

When the retreat ended, everyone moved from the Sheep Barn to a picnic area for an afternoon of food and fun! Several faculty, including Dean Gilmore, joined the staff for the afternoon.

For awhile, it was thought that a group of staff found their own unique way of dealing with change — getting lost in the woods! But they decided that the best solution was to find their way out and join their co-workers once again.
New F&A Rate Finalized — Effective July 1, 2008, the Facilities and Administrative (F&A) Rate for awards funded by the federal government that take place on campus will increase from 54.5% to 57%.

E-mail Notices Regarding Sponsored Project Compliance Issues — Beginning September 11, 2007, principal investigators of sponsored project awards will receive an automatic e-mail at the time a sponsored project account is ready to be established or modified notifying them about certain compliance requirements that have not been met. Until these compliance requirements are met, the establishment of, or modification to, the sponsored project account will be delayed.

NIH Requiring Mandatory Use of Electronic FSR System by October 2007 — NIH is requiring all Financial Status Reports (FSRs) due on or after 10/01/2007 be submitted by the institution using the electronic FSR system in the eRA Commons. This includes all initial FSRs being prepared for submission and any revisions being submitted or re-submitted to NIH. This requirement does not affect other Federal agencies and how they may handle FSRs. The eRA Commons web-based FSR system allows participants to view information on currently due and late FSRs and submit FSRs electronically to the NIH.

New Location Code for Sponsored Projects Accounting — Effective immediately, use location code 7037 when sending material through campus mail to Sponsored Projects Accounting (formerly known as Grants Accounting) located in the Bioenterprise Building on the 3rd floor.

Appropriate Food Expenditures — Light snacks and/or beverages may be appropriate for School wide meetings or meetings involving external guests. Snacks, donuts, and meals are not appropriate School expenditures for departmental meetings, birthdays, or similar activities.

Travel — Traveline Travel Services, the university's preferred travel vendor, has rolled out Travelport, an online booking tool for Internet travel reservations. School projects/ departments will be charged directly. Refer to the Travelport Training website to register obtain additional information.

New University Credit Card Options:

PCard Transition Update — Effective October 1, P-Card usage will change in order to comply with IRS regulations. The will result in improved internal controls over travel and entertainment expenses and application of best practices to the travel program. All travel expenses will be converted to an expense reimbursement model. The traditional P-Card will no longer support travel, food, and entertainment charges. http://www.case.edu/finaladmin/matsupp/procurement/pcardupdate.html.

DCard — A new card, the "Departmental" Card (DCard), will be available for food, retail and related purchases in support of department events. DCards will be subject to frequent audit as well as increased controls and reporting requirements to ensure appropriate use. If your department would like to use the MSASS DCard, please contact Maya Gilbert. For more information visit http://www.case.edu/finaladmin/security/auxiliary/cater.htm.

T&E Card — A new personal liability credit card has been introduced to be used strictly for travel and entertainment. The card holder is responsible for paying the bill, however, upon completion of appropriate travel paperwork, reimbursement will be deposited within three days into the card holders direct deposit bank account.

Welcome to the MSASS Family!

Scott Wilkes – Field Education
Alice Costicu – Research
James Deutschle – SAMI
Jeremy Evenden – SAMI
Kelly Burgess – SAMI
Lauren Steel – Development
Shalay Murray – Mandel Center

A Fond Farewell to:

Andrew Freeman—Lenore Ivy—Antonia Rose

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Finance Report

President Snyder Visits MSASS

Case Western Reserve University In-coming President Dr. Barbara Snyder visited the Mandel School in July to share first impressions, answer questions and hear commentary from the Mandel School faculty and staff, who gathered in the third floor atrium. Dr. Snyder said she would work toward setting the University on a new path after broadly seeking opinion and consensus among the University’s stakeholders.

Tech Notes

The Computer Lab in the Harris Library has been updated with 8 Pentium4 computers and 8 New core duo computers for faster access.

SPSS will expire at the end of September. Version 15 is now available. Please contact Mike Olenik to schedule an update or renewal of version 14.

Interview room scheduling will be done at the front desk by the end users. Only trained personnel will be issued the key/remotes by the Library. Please remember that interview rooms are not intended to be used as meeting rooms.

Library Mold Issue — Per Safety Services, samples were taken and analyzed. Based on the results, there is “no reason to suspect that there is any pervasive fungal growth within the building that is adversely affecting the air.” The University experienced a significant number of mold issues throughout campus due to the high humidity and heavy rainfall in August. The mold should cause no concern to occupants as it is not harmful. The Library is conducting tests to ensure that no materials were damaged.

Air Conditioning — Plant Services continues to monitor and work on the air conditioning problem. While at times faculty and staff may find it necessary to open windows, please understand that open windows will disrupt the system and increases the humidity levels within the building. This is likely a contributing factor in the Library problem.

New Location Code for sponsored Projects Account-