CHSS Info Session

Fall 2019

September 18, 2019
Overview of 2019-20 Priorities (DRAFT)

1. **Refine** multi-year, all-funds, budget planning process

2. **Enhance faculty and staff retention** through:
   a) compensation review
   b) EWP/position description refinements
   c) faculty diversity recruitment and retention work
   d) strengthening our culture of civility and accountability

3. Invest in **leadership development**

4. **Review/revise college and unit governance documents** to more clearly articulate policies, practices, standards & expectations of excellence
Overview of 2019-20 Priorities (cont.)

5. Further strengthen support for research and graduate education

6. Support enrollment growth, strategic curricular innovation, and entrepreneurial partnerships

7. Enhance gift stewardship, alumni engagement, and alumni philanthropy

8. Build CHSS brand and enhance PR for CHSS faculty, students, and alumni achievements and diverse career pathways

9. Plan for move into new building
New Building Progress in 2019!
“The Center of It All!”
# FY21 Budget and Planning Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Review of FY17-FY19 data (financial, enrollment, sponsored research, development) with Chairs &amp; Directors</td>
</tr>
<tr>
<td>November 1</td>
<td>Chairs and Directors submit Faculty and Staff Compensation Increase Requests (guidance provided approximately 2 weeks prior)</td>
</tr>
<tr>
<td>December 1</td>
<td>GA Allocation Memos Distributed</td>
</tr>
<tr>
<td>Dec 9/10 (reading days)</td>
<td>Chairs and Directors Retreat</td>
</tr>
<tr>
<td>December 15</td>
<td>Planning Templates sent</td>
</tr>
</tbody>
</table>
| January 17         | Planning Templates due  
|                    | • FY21-23 planning tab completed  
|                    | • FY21 budget request tab completed  
|                    | • 1 page summary of planning and requests  
|                    | • 1 page supplemental information on TT requests                       |
| Jan 22 – Feb 7     | Department/Program meetings for each Chair and Director to present planning and budget requests |
| February 17        | Revised 1 page supplemental information on TT requests due/provided to Senior Leadership |
| Week of February 24 | Senior Leadership meeting – will advise senior staff on TT requests |
| March (inc spring break) | Senior Staff review all budget requests                           |
| By April 1         | Budget decisions communicated to Chairs and Directors |

---

6
Office Manager Priorities

- Strengthen relationship with Accounts Payable in order to improve processing
- Increase awareness and efficient use of reporting tools (MicroStrategy)
Financial Dashboard Pilot

**vendor prototype using generic data**
Mason Momentum

Embrace this year of Transition (Provost’s blog)

New Faces in Administration

- VP Human Resources & Payroll – Lester Arnold
- VP Finance – Deb Dickenson
- AVP Strategic Planning and Budgeting – Rene Stewart O’Neal
- AVP Business Services – Chris Boies
- Director of Strategic Real Estate Initiatives – Steve Goldin
CHSS Dean’s Office

Senior Associate Dean for Undergraduate Academic Affairs – Lisa Breglia

Associate Dean for Graduate Affairs

Associate Dean for Faculty Affairs and Strategic Initiatives
## Fall Calendar

<table>
<thead>
<tr>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY20 Budget Transfers done end of July including revenue carryover</td>
<td>Formal performance evaluation meetings (Aug – Oct)</td>
<td>Last day to add classes (Sept 3)</td>
<td>Last day to drop for 100% full refund (Sept 9)</td>
<td>50% partial tuition refund drop period (Sept 10 thru Sept 17)</td>
<td>Last day to enroll in Student Health Insurance (Sept 15)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>First pay check for GAs &amp; Adjuncts (Sept 16)</td>
<td>0% tuition refund student self-withdrawal period (Sept 18 thru Sept 30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Part-time budget transferred to GA line account to cover GLs within departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0% tuition refund selective withdrawal period, undergrad students only (Oct 1 thru Oct 29)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall tuition waivers reconciled (Mid- Oct)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Department/Program budget reports sent – meetings for Centers, others if requested (Oct/Nov)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BTS opens for Spring 2019 Graduate Assistant, Adjunct and Graduate Lecturer assignments upload</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Spring Health Insurance eligible students identified in BTS and coded in Banner (only for newly admitted students)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Term Faculty Non-reappointment Notification Letters (Dec 13)</td>
</tr>
</tbody>
</table>
Guidelines for CHSS Recruitment of Faculty and Staff

Recruiting well qualified faculty and staff is highly competitive and vital to enhancement of positive outcomes. Effective FY20 (July 1, 2019), the dean maintains CHSS Recruitment org 103629 to supplement resources, in order to provide funding for faculty and staff recruitment.

Office managers should submit a notification email to CHSS Finance & HR describing recruit’s name and expected travel and lodging.

Eligible costs covered by recruitment funds include:

• Travel to/from George Mason
• Lodging while visiting George Mason
• Advertising costs are covered up to $1,000 per position. Expenses in excess of $1,000 should first be approved by Kim Dight (kdight@gmu.edu). Please ensure expenses are not incurred for advertising that is already covered by college membership in a specific association/organization. CHSS encourages advertising on sites that promote or specialize in diversity hiring.

These specific categories of expenses are explicitly NOT available for CHSS Recruitment fund use:

• Travel support for individuals other than the one being recruited
• Visa fees

Other costs may possibly be covered with prior request and approval from Kim Dight.

Expenditures are subject to all George Mason University purchasing guidelines, including those for Travel and Lodging.

Any expenses submitted through TRS need to be processed by the office manager. Please indicate in the TRS comment section ‘candidate travel for x position’.

Paper journal vouchers that transfer expense to org 103629 CHSS Recruitment should be forwarded to Shirley Steppe for processing. They should not processed by the department.

Please send copies of all receipts to CHSS Finance & HR/Shirley Steppe (ssteppe2@gmu.edu) for reconciliation purposes.
Deleting ‘person’ record(s) from drop-down list

- Part-time Faculty, Graduate Assistants, and Graduate Lecturer screens
Deleting ‘person’ record(s) from drop-down list

- Person screen
Deleting ‘person’ record(s) from drop-down list

- set Organization field to blank (top field)
Deleting ‘person’ record(s) from drop-down list

- click Update to save
CHSS JV processing procedures

- Org to Grant/Grant to Org ➔ paper JV to Olga

- Org to Org (orgs within dept/prog/ctr) ➔ dept/prog/ctr should process electronic JV (instructions available in front for pick up). Please be sure to reconcile action within 48 hours to ensure it posted properly.

- Org to Org (Startup org 103404 or CHSS Recruitment org 103629) ➔ paper JV to Shirley

- Org to Org (orgs outside dept/prog/ctr, within CHSS) ➔ JV to Sarah

- Org to Org (orgs outside dept/prog/ctr, outside CHSS) ➔ paper JV to General Accounting, MSN 4B2
Fall Upload

- Extremely successful upload.

- 943 assignments uploaded.

- No student lost GA assignment due to unsatisfactory grades.

- Thanks for a great upload and being so responsive.
MarketPlace uStore

- CHSS continues to add stores.

- Currently moving 2 uStores from Events Management to CHSS.

- Generic uStore available for one-time use.

- Like to stress the importance of advance notice when requesting a uStore.

- We are well served by the Touchnet Team.
Future Projects

- Create a 1 page hand out with some of the basic rules and procedures for Graduate Assistants. A DRAFT will be e-mailed for your feedback.

- Will be reaching out to get feedback on the Subsidized Graduate Health Insurance (SGHI). What works, what doesn’t, and suggestions on how to improve.
Updated Unit Purchasing Limits

- Effective Sept. 1, 2019- Purchases of $5000 or less may be made by individuals with organizational financial responsibility and their designees.

- Single transaction limit for Pcard will be increased to $5000 effective Sept. 16, 2019 (aligned with the next billing cycle).

- Not changing- Honoraria payments for $2,000 or less and Food and Beverage procedures for Exempt events.
Food and Beverage Reminders

- Exempt Events under $2000 - Please select the appropriate category from the drop down menu under option 7 on the Food and Beverage payment form. Purchases under these categories do not require Dean’s office approval.

- Food and Beverage purchases made by an individual would be processed as a reimbursement. The expense cannot be approved by our office until after the event has occurred.

- Requests for approvals under Business or Internal Training functions must be accompanied by a vendor estimate and anticipated attendee list.
COMING IN OCTOBER

EPAF training for CHSS staff will be conducted by the CHSS Finance and HR office.

• Reduction of wait time for new staff to have access to Banner HR screens.

• Completion of Banner Navigation training will still be required.

• Access for EPAF training will be included in our BTS Ez EPAF training.
EZ EPAF updates

- New maximum hourly rate for Wage and Student wage positions is $50.00/hr. Hourly rates exceeding this amount require a justification statement included in the Notes section of the Ez EPAF.

- The Provost office is now requiring Faculty Overload contracts to be received in their office no later that two weeks prior to the start of classes.

- Effective immediately; External Affiliate positions will require an Affiliate Faculty letter, Affiliate Faculty form and a copy of the faculty member CV. This must be sent to the Provost office for approval (provppm@gmu.edu) prior to submitting the Ez EPAF.
Sponsored Research

Research Policy Updates

• [https://chss.gmu.edu/research/sponsored-research-policies](https://chss.gmu.edu/research/sponsored-research-policies)

• 90% summer research limitation for externally sponsored projects (9 month and 12 month extended research appointments)

• Procedures and forms available related to both research extended appointments and summer research

• Academic year salary cap cost share (DHHS/DOJ awards) will count as part of the required course buyout percentage
Research Policy Updates

• Qualifying student fellowships: CHSS covers required 0.25 FTE $4k GRA assignment that allows student to receive GA benefits as part of fellowship package

• Department indirect incentive returns based on instructional faculty salary savings for the FY

  – FY2019: $105K returned to department indirect Orgs
Sponsored Research

1. Summary Federal Vs Non-Federal
Owner: Administrator
Modified: 7/2/19 1:10:52 PM
This report shows Federal and Non-Federal summary for awards and expenditures by fiscal year, division, lead unit or PI. Can link to Detail Federal vs Non-Federal. (Link)

ITD Awards with FY Expenditures
Owner: Administrator
Modified: 7/2/19 2:16:33 PM
This report shows Inception-to-Date (ITD) Award Amounts with Expenditures by the Fiscal Year(s) selected.

Awards Only

Federal College Humanities & Social Sciences
Non-Federal College Humanities & Social Sciences
Total

<table>
<thead>
<tr>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
<th>Award Amount</th>
</tr>
</thead>
</table>
# Sponsored Research

## Labor Edits with Grant Data

Owner: Administrator  
Modified: 8/6/19 12:58:03 PM  
This report shows Labor Edits, With Fringe, Without Fringe, PI and Grant Information.

## Summary Effort by Person by Fund Type

Owner: Administrator  
Modified: 7/2/19 12:39:49 PM  
This report shows employee effort percent and amount (excluding fringe and labor commitments) by sponsored, non-sponsored and cost share for fiscal Year(s) selected.

<table>
<thead>
<tr>
<th>G No</th>
<th>Fiscal Year</th>
<th>Employee Full Name</th>
<th>Sponsored Amt</th>
<th>% Sponsored</th>
<th>Cost Share Amt</th>
<th>% Cost Share</th>
<th>Non Sponsored Amt</th>
<th>% Non Sponsored</th>
<th>Total Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>G00</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>17,000</td>
<td>100.00%</td>
<td>17,000</td>
</tr>
<tr>
<td>G01</td>
<td></td>
<td></td>
<td>24,491</td>
<td>92.40%</td>
<td>0</td>
<td>0.00%</td>
<td>2,016</td>
<td>7.60%</td>
<td>26,506</td>
</tr>
<tr>
<td>G02</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>17,000</td>
<td>100.00%</td>
<td>17,000</td>
</tr>
<tr>
<td>G03</td>
<td></td>
<td></td>
<td>9,030</td>
<td>7.28%</td>
<td>0</td>
<td>0.00%</td>
<td>115,057</td>
<td>92.72%</td>
<td>124,088</td>
</tr>
<tr>
<td>G04</td>
<td></td>
<td></td>
<td>21,572</td>
<td>100.00%</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>21,572</td>
</tr>
<tr>
<td>G05</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>51,858</td>
<td>100.00%</td>
<td>51,858</td>
</tr>
<tr>
<td>G06</td>
<td></td>
<td></td>
<td>20,865</td>
<td>17.14%</td>
<td>0</td>
<td>0.00%</td>
<td>100,860</td>
<td>82.86%</td>
<td>121,724</td>
</tr>
<tr>
<td>G07</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>79,294</td>
<td>100.00%</td>
<td>79,294</td>
</tr>
</tbody>
</table>
Sponsored Research

Allowable and Unallowable Costs on Federal Grants

• Allowable Expenses – items in the approved budget awarded by the sponsor which are necessary to conduct the research

• Unallowable Expenses
  ▪ General office supplies
  ▪ Personal computer (except when faculty has budgeted for a computer that is needed for a research project)
  ▪ Postage
  ▪ Printers
  ▪ Cell phones (except if the project involves research on cell phones and these items are needed to conduct the experiments)
  ▪ Membership dues
  ▪ Books (unless specified in the grant budget)*
  ▪ Visas and Passports
  ▪ Entertainment
  ▪ Fund raising costs
Sponsored Research

New Award Checklist

1. Read the award document and note any special conditions
2. Review the new budget and make a comparison with the budget in PI reports
3. Check F&A distribution
4. Talk to your PIs
Sponsored Research

Reconciliations

• Monthly Reconciliations:
  Microstrategy Monthly Reconciliation Reports are now available in the following shared drive folder in your specific department folders:

  shared → chss.ms.reconcile

  - Art History and History Department
  - Center for Global Islamic Studies
  - Center for Well Being
  - Communication Department
  - Criminology Department
  - Economics Department
  - English Department
  - Higher Education Department
  - Modern and Classical Languages Department
  - Philosophy and Religious Studies Departments
  - Psychology Department
  - School of Integrative Studies
  - Sociology and Anthropology Departments

• Bimonthly Reconciliations:
  Should be pulled individually by each unit on a bimonthly basis
Human Resources

Dynamic Forms (electronic transaction forms)

- Faculty Transaction Form
- Faculty Separation Form
- Classified Transaction Form
- Classified Separation Form
- Many other Banner Related Forms

Unit Approver: Joan Mlotkowski, Jmlotkow@gmu.edu
Executive Level: Provost
Unit: College of Humanities and Social Sciences
Human Resources

Term Faculty Reappointment Contracts / Multi-year Contracts processes:

• After three (3) single-year appointments, Term Faculty should be evaluated to be placed on a multi-year appointment.

• Multi-year appointment cases for Fall 2019 due to CHSS Finance/HR by October 1.

• Spring 2020 cycle due to CHSS Finance/HR by March 1, 2020.
Faculty Study Leave

- Applications for Tenure Track Faculty Study Leave, AY 20/21, due to CHSS Finance & HR by November 8.

- Applications for Provost Awarded Study Leave for Tenured Faculty, AY 20/21, must be submitted by email to the college (at chss@gmu.edu) by Tuesday, October 15.

https://chss.gmu.edu/study-leave-for-tenured-instructional-faculty
Human Resources

Updates/Reminders

• Notification to term faculty of non-reappointment in writing:
  - December 13 in reappointment contract years
  - February 14 in first year of initial contract.

• Performance Evaluations:
  - Classified Staff evaluations due to HR October 24.
  - Administrative Faculty On-Line Performance Evaluation should be completed by October 15.
  - Faculty evaluations due to Dean’s Office by October 1.

• People Finder – remind faculty and staff to update.
Thank you for coming!

Please remember to turn in your evaluation.