Agenda for Informational Session 2015
Deans/Chairs/Directors

8:00-8:30AM – Event Registration and Refreshments
8:30-11:00AM – Informational Session (with break)
11:00AM-12:00 noon – Question and Answer

Human Resources:
A. Staff Employment
   a. Hiring
   b. Employment Forms
   c. New Employee Onboarding
   d. Independent Contractor Questionnaire

B. Labor Relations Overview
   a. AFSCME, POA, and UAW contracts
   b. Grievance Process

C. Employee Relations
   a. At-will vs. Satisfaction (what does that mean)?
   b. Complaint process for non-union positions
   c. Discipline/Termination
   d. Performance Management

D. Benefit Services Overview
   a. Services
   b. Workers’
   c. Types of Leaves

E. Academic HR
   a. Hiring
   b. PeopleAdmin
   c. Faculty Forms
   d. Promotion, Tenure and Reappointment Review
       i. Tenure Process Example
       ii. Timeline

F. Immigration Services Overview
   a. Timelines
       i. H1B
       ii. I-140
       iii. Green Card
       iv. Fees

G. Payroll Overview
Business Operations:
A. WorkLife
B. Digital Measures
C. University Policy and Procedures
D. Building and Grounds Safety

Facilities Management:
A. Facilities Management Overview
B. Capital Projects Planning Process
   a. Work Flow
   b. Forms
C. Work Requests
D. Central Receiving

Office of Institutional Equity:
A. Office of Institutional Equity Overview
B. Title IX

Innovation & Industry Engagement (IIE):
A. Technology Commercialization Fundamentals
B. Confidentiality and Nondisclosure Agreements
   • Confidentiality Training Presentation

Industry Relations:
A. Working with Industry Sponsors
B. Industry Relations Team Overview

Research Development:
A. Overview of Research Development and how they assist faculty
B. Relationships with Foundations and the process for notices of intent to submit a proposal to a foundation. Notification form to initiate an opportunity
C. Early Career Efforts
   a. DC trip
   b. Annual Workshop
Compliance, Integrity, and Safety:

A. **Safety**
   a. **Graduate Student Workspace Cleanout**

B. **Responsible Conduct of Research (RCR)**

Sponsored Operations Office:

A. Research Data

B. ASPIRE Forecasting

Institutional Systems Development & Analysis:

A. **ASPIRE Dashboard**

Sponsored Programs Office and **Sponsored Programs Accounting**:

A. **Fiscal Responsibilities for Sponsored Projects**
   a. Sponsored Programs Office & Innovation & Industrial Engagement
   b. Sponsored Programs Accounting
   c. Department Chair or School Dean
   d. College or School Dean

B. Proposal Processing/Submission
   a. **Internal Deadline**
   b. **Transmittal**
   c. Proposal Compliance Review
   d. **Who can submit a proposal**

C. Award Processing
   a. Negotiations
   b. Subawards

D. Award Administration
   a. **PI Leaving the University**
   b. **Institutional Research & Development (IRAD)**
   c. Sponsored Funding Bonus
   d. **Uniform Guidance Updates**
   e. Office of Inspector General Audit on Project Payroll Certifications Update
      • **Project Payroll Certification Policy**

Upcoming Improvements/Changes:

A. Electronic Signature for Cost Sharing Forms

B. **Standard report for Dean’s/Department’s Cost Share Commitments**
Financial Services & Operations and Budget & Planning Office:

A. Fiscal Responsibility

B. Michigan Tech Fund Overview

C. University Financial Picture
   a. University Fund Groups
   b. Programs/Functions

D. Carry Forward Policy

E. Financial Reports
   a. Monthly reports
   b. Finance self-service

F. Travel and Moving Expenses
   a. Dependent Care
   b. International travel
   c. Moving and house hunting

G. Purchasing
   a. Procurement card
   b. Required approvals

H. Graduate Support