

## **RAC Minutes**

### **12/10/09**

The meeting was supposed to be a Closed RAC Meeting but turned into an Open meeting with a fun-filled agenda, good food and a plate full of cookies.

#### **Item #1**

Mary DiGiacinto and Patricia Ilowite from HR (Human Resources) gave the group an overview of the newly revised Research Job Review Process.

These guidelines (see attached) go into effect 12/18/09 so any comments you might have should be forwarded to Mary with all due haste. All current job openings in any of these classifications will need to be reposted. Any new postings will be covered by the new guidelines.

There were a number of questions regarding career ladders for staff in these classifications. There were also a number of questions concerning the lack of productivity by the Ravens offense. Mary politely addressed the fact that her presentation had nothing to do with the Ravens or career ladders. A few more people asked about career ladders anyway. HR will be happy to deal with career ladders after the Ravens win the Super Bowl or the holidays, whichever comes first.

HR was recently restructured slightly to deal with an increased workload (*what hiring freeze?*) and some additional priority areas. Those changes will be formalized and shared with the Campus after the holidays.

HR has also become involved in a review of faculty administrative appointments and salary levels in order to address any potential legislative audit questions. This announcement led to several questions regarding how to pay faculty, the APT process, lab coats and whether there really is a Santa Claus despite the fact that Mary's presentation had nothing to do with any of this. (*Sensing a theme?*)

#### **Item #2**

Ken Fahnstock and Tom McHugh gave a summary and example (see attached) of the proper way to request salary, health insurance and tuition & fees in a T or F series NIH grant application. It's clear that both Ken and Tom put a lot of time and effort into jumping through all the hoops to accomplish what they've done (*thank you!*). This issue has been unresolved for many years despite the efforts of many people. Unless you have a T32 or other training award in your department, the discussion was probably a bit dense; suffice to say that when you're requesting a stipend/salary on a T32 or F-series application, make sure you project an inflationary increase if the award starts in a new fiscal year. Also be aware that NIH will only fund 60% of what you request.

An additional major accomplishment was the fact that Ken was able to get the Campus to establish separate subaccounts (*subcodes, for you old-timers*) for Tuition & Fees (3774) and Health Insurance (4601). Check your budget in Raven (*assuming one actually gets*

*set up.... ok, call me skeptical*) to make sure the proper subaccounts are set up and budgeted correctly.

Dr. Peg McCarthy, the Associate Dean for Graduate Studies in the School of Medicine deserves a raise! Dr. McCarthy has proposed a very viable solution to one of the longest running, unsolved mysteries (*not unlike the search for bigfoot*) that has vexed this institution for the 20+ years this reporter has been on campus. (Note that, as proposed, it applies to the SOM only.) That, quite simply, is the issue of how to pay a postdoc on a T or F-series NIH grant without running afoul of the IRS. (See the attached) Dr. McCarthy's solution is simple, straightforward and realistic. It involves checking a little box in the payroll system that says, "Tax Exclusion". (*Gee, I wonder what this box is for?*) It strikes me that a number of other institutions solved this issue years ago but that's neither here nor there; change can be a good thing!

In short, the proposal calls for putting postdocs on payroll and checking the little box and splitting FICA 50/50% with the mentor from non-federal funds. Until the proposal is approved (*another 20 years?*), leave your postdocs on A/P for their stipends. Once the McCarthy-proposal is approved, put them on payroll.

### **Item #3**

MIPS held a well-attended RAC-initiated, ORD-sanctioned informational session on campus recently. The handout is attached.

### **Item #4**

The RAC subcommittees (ORD, Restricted Funds, Career Ladders & Ravens Offense) are ongoing and will report to the full committee shortly.

### **Item #5**

Steelers lost to Cleveland!!!!