



Financials Focus Group (FFG) MINUTES

Date	March 8, 2019
Time	11 a.m.-Noon
Place	Research Pavilion, RP-302
Attendees	<u>In Person</u> Tattianna Fuentes-Duarte, Brad Hodum, Joel Levenson, Melinda Martin, Michelle Matthews, Dorann Mullins, Angela Rivera, Amber Ryder, Aida Salazar, Kymbrell Smith, Michael Stein, Rebecca Vilsack, Mark Wray, <u>On Skype</u> Maria Aragon, Maureen Au, Carlos Baez Santos, Regino Besana, Ann Boutros, Jennifer Branson, Lashanda Brown-Neal, Katheryn Daniels, Francis De Sagun, Sherri Dixon, Millicent Downer, Cecilia Elias, Lisa Filzer, Traci Fisher, Tammy Forrester, Tamiko Fukuda, Cynthia Gabriel, Noemi Gonzalez, Angela Harris, Phillip Henson, Cathy Hill, Andrew Holloway, Jay Holt, Brittany Iglesias, Brenda Jackson, Carmen Jarquin, Trina Jones, Bettyna Lahens, Ariasari Lair, Maureen Landgraf, Silpa Limbachia, Michele Locke, Carmen M Caraballo, Tavis McLelland, Nancy Meza, Lisa Miller, Marcia Munroe, Angela Nichols, Denise Oliver, Thomas Porter, Brenda Posey, Michele Pozdollar, Tamara Pullin, Yadira Rivera Vazquez, Stacey Royalty-Rose, Natalia Santana, Joe Schofield, Theresa Scipione, Vicky Sharp, Debra Simon, Bradley Smith, Liz Stalvey, Kari Stiles, Kari Stiles, Anjella Warnshuis, Melanie Warren
Minutes	Kiran Acharatlal

Minutes Approved

Angela Rivera moved to approve the February meeting minutes; Tattianna Fuentes-Duarte seconded the motion to approve.

Continuing Business

1. Becky Vilsack provided an update on the UCF Rising program: The UCF Rising program, launched in December 2018, combines several ongoing projects under a single governance structure and supports the goal of doubling research awards to \$250 million annually.
 - It involves upgrading or deploying many individual projects over the next 14 months. Included are four cross-department projects: Research (Project Wahoo), Finance, Human Capital Management (HCM), and UCF IT. The timeline shows how the UCF Rising projects will be implemented over the next 14 months.

- The first successful project was the Huron IRB (Wahoo) project, which went live on December 21, 2018.
- There will be significant changes across the university as a result of the UCF Rising program. Some of the known changes include the following:
 - Salaries will be encumbered starting in November 2019 and will change the budgeting process. This will have an impact on the spending behavior of colleges and departments.
 - All salaries, including Contracts & Grants (C&G) and Education & General (E&G), will be tracked using a delivered PeopleSoft functionality.
 - The workflow for Electronic Personnel Action Forms (ePAFs) will be separated between HR actions and funding.
 - Improved reports will be available for salary cost transfers since the information will be drawn from the UCF Financials system into Human Resource (HR).
- Multiple sessions were held across campus over three weeks to gather input for the salary and fringe encumbrance strategy. The benefits of the strategy include the following:
 - The ability to manage and see expected salary and fringe expenses.
 - Funding end dates will prevent a funding source being charged beyond its end date.
- The Chart of Accounts (CoA) redesign project has been paused so that Finance and Accounting resources can be dedicated to other vital tasks. The project will be reassessed at a more appropriate time.
 - The Huron Research Suite will revert to the existing CoA structure.
 - Human Capital Management (HCM) team has taken the lead to maintain the employee-department rollup structure.
 - The benefits of the CoA redesign project will be delayed, but the work done towards it will not be lost.

Action Item

The UCF Rising PowerPoint presentation will be distributed to the FFG members and posted to the Financials website.

2. The Departmental Authorization List (DAL) annual verification must be performed to verify that individuals performing financials functions in the Financials system are authorized to do so.
 - Approximately 158 Deans, Directors, or Chairs (DDCs) or Responsible Fiscal Officers (RFOs) have completed the verification.
 - The DAL verification window has been extended for another three weeks.
 - All DAL verifications must be completed this year. Financials Support Services will run queries after the verification window ends to validate that verification has been completed. Those departments or projects that have not completed the annual verification will be deactivated.

3. Brad Hodum discussed role and assignment changes at Finance & Accounting (F&A).
 - Brad Hodum is now the interim controller.
 - Christy Tant's role has been split: Brad Hodum is overseeing the accounting area and Donna Dubuc the budget.
 - Rebeca Richards has moved to Academic Affairs. Sean Simmons has taken over her position in F&A.

Conclusion

The next FFG meeting is scheduled for April 12 at the Research Pavilion in room 302.