

# **Chairs' & Center Directors' Meeting Minutes**

**Date:** March 11, 2013 (12:00 to 2:00 pm)

**Location:** WCH – Room 443

**Attendees:** Abbaschian, Reza  
Barth, Matt  
Bhuyan, Laxmi  
Boretz, Mitch  
Farrell, Jay  
Garay, Javier  
Hartney, Pat  
McCracken, Bobbi  
Myung, Nosang  
Najjar, Walid  
Ravi  
Rodgers, Victor  
Rowley, Chuck  
Stahovich, Tom  
Vafai, Kambiz

**Absent:** Bhanu, Bir  
Haddon, Robert  
Matsumoto, Mark  
Tan, Sheldon  
Wang, Albert

The agenda for the meeting is shown in Appendix 1.

## **1. Welcome and call for agenda items - Reza**

Reza announced that Chuck Rowley and Bobbi McCracken will be joining the meeting later to discuss the upcoming Payroll Certification Audit at UCR. Also, Reza stated that the Interim Chancellor will be attending the 4/8/13 Chairs/Directors meeting. In advance of this meeting, the group will need to go over the input that will be presented. Reza suggests that each Chair/Director prepare 2-3 slides on his department/center. If there's time, the Interim Chancellor will be given a brief tour of BCOE lab spaces. Additionally, Reza noted that BCOE's proposal to increase the number of international MS students is still under consideration by campus. Reza added that he expects that BCOE's senior faculty candidates will present seminars in April/May. Lastly, Reza indicated that Winston Chung plans to visit BCOE and CE-CERT later this month. The tentative date of this visit is 3/22/13.  
No items were added to the agenda.

## **2. Approval of Minutes - Pat**

The revised minutes of the February 11<sup>th</sup> Chairs/Directors meeting were unanimously approved.

### **3. Budget – Reza/Pat**

Reza distributed copies of a chart that compares Planned vs. Actual numbers of BCOE undergraduates, graduate students and faculty headcount from 2006 through 2020. He noted that the actual number of undergraduates in 2012 is higher than was planned and that the actual number of graduate students is close to the number planned. However, the number of BCOE faculty has not kept up with this 2006 projection. In 2006, BCOE planned to have 140 faculty by 2020. He noted that BCOE brings in about one-third of UCR's contract/grant income and that this income needs to increase significantly if UCR wants to meet the profile of an AAU institution. Reza thanked the Chairs and Directors for providing input for BCOE's Budget Proposal. He was particularly pleased to see that departments coordinated their faculty hires. Mitch noted that it would be beneficial if BCOE could reach the 100 faculty level for fundraising purposes. Reza added that the EVC/P stated that he wants to hire 150 new faculty over the next few years. As such, Reza believes that BCOE should receive several new faculty lines. Reza will send electronic copies of the Budget Proposal input provided by Chairs and Directors to all BCOE Chairs/Directors.

### **4. Campus Climate Survey – Reza**

Reza noted the recent message from Yolanda Moses announcing the new UCR Campus Climate Survey. Reza encouraged all BCOE faculty to take this survey. There will be prizes for completion. Reza distributed copies of a Campus Climate Survey flier and bookmark.

### **5. Graduate Education/Research – Mark**

Mark was unavailable for the meeting. Reza pointed out the 3/11/13 summary of the numbers of BCOE graduate student applications, admits, in-process, accepts, declines and outstanding that was attached to the agenda. Reza noted that the total number of graduate student applications to BCOE is 2,068 to date. BCOE programs have admitted 143 PhD's so far and 31 have accepted to date.

### **6. Undergraduate Education – Ravi**

Ravi noted that last weekend was Discover UCR Day on the campus. There was a Chancellor's Scholarship event on Saturday morning and a non-scholarship event (including tours) in the afternoon. Each Chancellor's Scholarship provides \$5,000 to the student. Ravi thanked the BCOE Chairs and faculty that attended these events.

Ravi pointed out two attachments to the agenda. The first one projects the number of incoming BCOE freshmen using the Logistic and Yield-Based models to reach program targets of 75% and 100%. The second attachment compares FY 13 projections vs. FY 12 actuals for incoming BCOE freshmen. Ravi noted that the FY 13 projection using the FY 12 actual ratios is 541 which is considerably higher than the campus' projection of 386. Danny Kim has indicated that the FY 13 projection based on FY 12 actuals is likely more accurate. As such, Ravi proposed keeping applicants that have AIS scores below the automatic acceptance threshold on waitlists until programs assess the need to increase enrollments. Some Chairs responded that they will need to know the number of transfer students that will be enrolling before making waitlist decisions. The campus does not currently provide projections for incoming transfer students. This is the first year that the campus has agreed to decrease the number of incoming BCOE freshmen and increase the number of transfer students. The campus will be holding events and recruitment weekends to encourage more transfer students to attend UCR. Lastly, Ravi indicated that he expects there will be around 80 applicants for the new one-year Certification program with UNEX. BCOE has agreements with 11 Chinese institutions to provide these students. Ravi suggests that each BCOE department take five students. Since these students could become BCOE grad students, Ravi asked for input on how to evaluate these applicants. After discussion, Ravi will forward appropriate applications to Chairs. Each Chair will decide on how best to evaluate these applications.

## **7. Annual Payroll Certification Systems Audit Presentation – Chuck Rowley/Bobbi McCracken**

Bobbi distributed copies of a handout on Evaluating the Potential for Annual Payroll Certifications to Replace Effort Reporting. She described the Effort Reporting system that was previously used at UCR and the new Payroll Certification process that UCR is pilot testing (along with UCI, George Mason and Michigan Tech). UCR's piloting of Payroll Certification began 20 months ago. There is significant interest in the outcome of this pilot from other UC campuses and academic institutions around the country. She noted that the Payroll Certification system is more efficient and easier to administer than Effort Reporting and that many UCR PIs prefer using it. HHS and NSF will be conducting joint audits of the pilot locations starting this Spring. Chuck stressed that if these pilots aren't successful, UCR and all other academic institutions will need to use an Effort Reporting system. UCR's audit will start in June 2013. The auditors will be looking at proposal development, payroll distributions, salary caps, salary cost transfers, etc. over the last three years. The auditors will be interviewing PIs and department staff. As such, it's important that PIs understand the Payroll Certification process and are able to answer relevant questions. It was noted that a representative of UCR Accounting will attend each interview to make sure the auditor's questions stay on track. A concern voiced by Chairs was that the current version of UCR's PI Web Reporting System (PIWRS) did not display information in a manner that made Payroll Certifications easy to do. Chuck responded that enhancements are being planned for PIWRS. After discussion, it was recommended that Chuck and Bobbi draft expected audit questions and suggested or appropriate responses that can be reviewed by PIs and staff prior to auditor interviews. The Dean's Office will schedule a college-wide meeting to prepare BCOE PIs for this upcoming audit and potential interviews.

## **8. Other Matters**

Due to time constraints, no other matters were discussed.



# Chairs' & Center Directors' Meeting

**March 11, 2013**

## Agenda

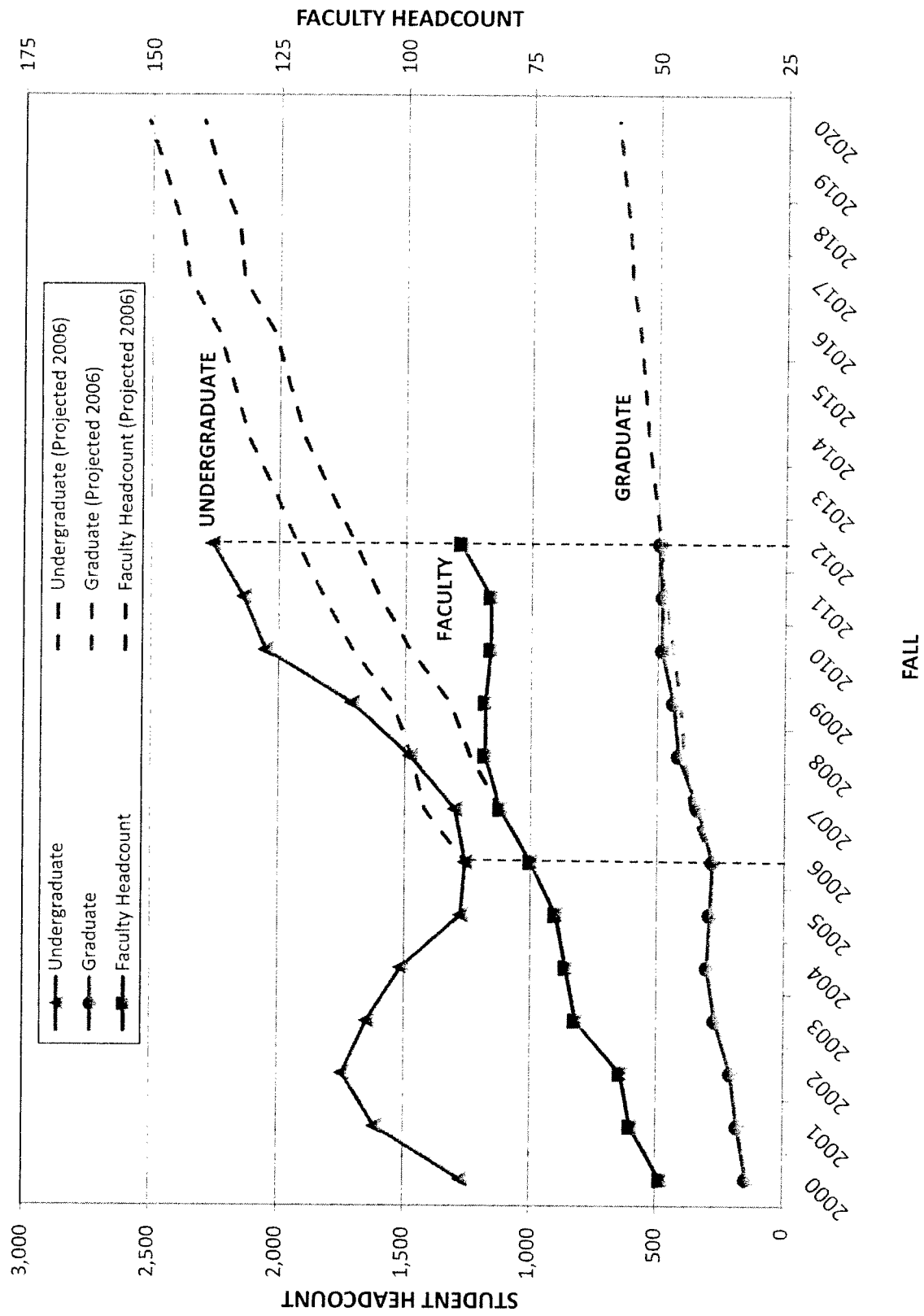
Winston Chung Hall – Room 443		
1.	Welcome - Request for Agenda Items from the Floor	Reza
2.	Approval of Minutes from February 11, 2013 Meeting	Pat
3.	Budget Matters	Pat/Reza
4.	Campus Climate Survey	Reza
5.	Graduate Education/Research	Mark
6.	Undergraduate Education	Ravi
7.	Annual Payroll Certification System Audit Presentation	Chuck Rowley/ Bobbi McCracken
8.	Other Matters	

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## Future Meeting Dates

2012	2013
<del>Monday, October 15</del>	<del>Monday, January 14</del>
<del>Monday, October 29</del>	<del>Monday, January 28</del>
<del>Friday, November 16</del>	<del>Monday, February 11</del>
<del>Monday, December 3</del>	<del>Monday, February 25</del>
<del>Monday, December 17</del>	<del>Monday, March 11</del>
	Monday, March 25
	Monday, April 8
	Monday, April 22
	Monday, May 6
	Monday, May 20
	Monday, June 3
	Friday, June 14
	Monday, July 1

# BCOE Planned (2006) Vs. Actual





2013

**faculty, staff, & students**

**TAKE THE  
CAMPUS  
CLIMATE  
SURVEY**

**HAPPENING RIGHT**

**NOW**

**PRIZES for completing.**

**<http://climatesurvey.ucr.edu>**

**log in to your portal:**

- **R'Space (Faculty and Staff)**
- **R'Web (Students)**

**click the link that reads:  
CAMPUS CLIMATE SURVEY**



**UCR**  
**your**  
**voice**  
**matters.**

**UC is**  
**committed**  
**to a fair and**  
**inclusive**  
**climate.**

11-Mar-13

APPLICATIONS

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	36	24	60	47	29	76	83	53	136
CEE	20	54	74	38	97	135	58	151	209
CEN	6	37	43	0	0	0	6	37	43
CPSC	44	444	488	30	208	238	74	652	726
ELEN	32	378	410	29	222	251	61	600	661
MSOL	0	0	0	0	0	0	0	0	0
MSE	9	42	51	21	67	88	30	109	139
MCEN	25	64	89	14	51	65	39	115	154
BCOE	172	1043	1215	179	674	853	351	1717	2068

ADMITS

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	8	3	11	24	3	27	32	6	38
CEE	9	5	14	22	23	45	31	28	59
CEN	0	0	0	0	0	0	0	0	0
CPSC	0	0	0	12	20	32	12	20	32
ELEN	7	0	7	5	18	23	12	18	30
MSOL	0	0	0	0	0	0	0	0	0
MSE	5	0	5	9	0	9	14	0	14
MCEN	16	3	19	7	0	7	23	3	26
BCOE	45	11	56	79	64	143	124	75	199

IN PROCESS

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	1	0	1	1	3	4	2	3	5
CEE	0	0	0	1	2	3	1	2	3
CEN	0	0	0	0	0	0	0	0	0
CPSC	0	0	0	2	0	2	2	0	2
ELEN	1	9	10	1	7	8	2	16	18
MSOL	0	0	0	0	0	0	0	0	0
MSE	0	0	0	1	0	1	1	0	1
MCEN	0	1	1	0	0	0	0	1	1
BCOE	2	10	12	6	12	18	8	22	30

ACCEPTS

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	2	3	5	1	2	3	3	5	8
CEE	1	1	2	2	8	10	3	9	12
CEN	0	0	0	0	0	0	0	0	0
CPSC	0	0	0	5	6	11	5	6	11
ELEN	0	0	0	0	4	4	0	4	4
MSOL	0	0	0	0	0	0	0	0	0
MSE	1	0	1	2	0	2	3	0	3
MCEN	1	0	1	1	0	1	2	0	2
BCOE	5	4	9	11	20	31	16	24	40

DECLINES

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	0	0	0	0	0	0	0	0	0
CEE	1	0	1	3	1	4	4	1	5
CEN	0	0	0	0	0	0	0	0	0
CPSC	0	0	0	0	0	0	0	0	0
ELEN	0	0	0	0	3	3	0	3	3
MSOL	0	0	0	0	0	0	0	0	0
MSE	0	0	0	1	0	1	1	0	1
MCEN	0	0	0	0	0	0	0	0	0
BCOE	1	0	1	4	4	8	5	4	9

OUTSTANDING

Program	MS			PHD			MS/PHD		
	Dom	Int'l	Total	Dom	Int'l	Total	Dom	Int'l	Total
BIEN	6	0	6	23	1	24	29	1	30
CEE	7	4	11	17	14	31	24	18	42
CEN	0	0	0	0	0	0	0	0	0
CPSC	0	0	0	7	14	21	7	14	21
ELEN	7	0	7	5	11	16	12	11	23
MSOL	0	0	0	0	0	0	0	0	0
MSE	4	0	4	6	0	6	10	0	10
MCEN	15	3	18	6	0	6	21	3	24
BCOE	39	7	46	64	40	104	103	47	150

## F'13 ENROLLMENTS BASED ON CAMPUS PROJECTIONS

### 75% of Target

		Logistic Model		Yield-based Model	
Program	75% of target	AIS range	Enrolled	AIS range	Enrolled
BIEN	38	>4250	37	>4350	34
BUNF	11	>3900	10	>3950	8
CEN	45	>4250	42	>4300	42
CHEN	38	>4200	35	>4200	34
ELEN	56	>3950	54	>4050	56
ENCS	45	>4350	44	>4450	38
ENEN	38	>3900	34	>4000	37
MCEN	68	>4250	64	>4350	65
MSE	15	>3900	10	>4200	15
<b>Total</b>	<b>353</b>		<b>331</b>		<b>329</b>

### 100% of Target

		Logistic Model		Yield-based Model	
Program	100% of target	AIS range	Enrolled	AIS range	Enrolled
BIEN	50	>4150	48	>4300	41
BUNF	15	>3900	10	>3950	12
CEN	60	>4150	56	>4200	53
CHEN	50	>4050	47	>4150	48
ELEN	75	>3900	62	>4000	73
ENCS	60	>4250	60	>4400	49
ENEN	50	>3900	34	>4000	41
MCEN	90	>4150	85	>4250	82
MSE	20	>3900	10	>4200	15
<b>Total</b>	<b>470</b>		<b>411</b>		<b>413</b>



# F'13 PROJECTIONS VERSUS F'12 PROJECTIONS

	ADMITTED				ENROLLMENT		
	TOTAL Fall 2012	YTD Fall 2013	Admitted: #DIFF	Admitted: %DIFF	F'12 Enrolled	F'13 based on F'12	Campus projections
Bioengineering (BIEN)	472	398	-74	-16%	107	90	48
Bus. Informatics (BUNF)	67	42	-25	-37%	13	8	6
Chemical Egr. (CHEN)	297	302	5	2%	65	66	56
Computer Egr (CEN)	380	336	-44	-12%	72	64	47
Computer Science (ENCS)	493	481	-12	-2%	76	74	50
Electrical Egr (ELEN)	365	324	-41	-11%	80	71	60
Environmental Egr (ENEN)	227	193	-34	-15%	45	38	26
Materials Sci & Eng (MSE)	58	66	8	14%	9	10	85
Mechanical Egr (MCEN)	688	548	-140	-20%	146	116	9
<b>TOTAL</b>	<b>3,047</b>	<b>2,690</b>	<b>-357</b>	<b>-12%</b>	<b>613</b>	<b>541</b>	<b>386</b>

University of California, Riverside

Annual Payroll Certification System

*Federal Demonstration Project (FDP)*

*Evaluating the Potential for Annual Payroll Certifications to replace Effort Reporting V4*

March 11, 2013

*Topics – Overview:*

- **OMB Circular A-21 Requirement, Effort Reporting Background, Annual Payroll Certifications, & Federal Demonstration Project (FDP)**
- **Annual Payroll Certifications Audit Overview**
- **Annual Payroll Certifications Audit Process**
- **Annual Payroll Certifications Audit Preparation and Communications**

*Topics – Details:*

- ***OMB Circular A-21 Requirement, Effort Reporting Background, Annual Salary Certifications, & Federal Demonstration Project (FDP)***
  - ***OMB A-21 Overview.*** The OMB (Office of Management and Budget) A-21 Cost Principles for Educational Institutions are designed to ensure that the Federal Government bear its fair share of total costs, determined in accordance with generally accepted accounting principles, except where restricted or prohibited by law. *Section J.10 requires a confirmation that compensation for personal services is reasonable, allowable, and allocable to federally sponsored agreements.*
  - ***Effort Reporting Background.*** Per OMB A-21, UC has historically *confirmed salaries* charged to federal sponsored agreements using “After the Fact Activity Records” also known as “Effort Reporting” or “Personnel Activity Reports” (PAR). The process was based on a standard quarterly cycle.
  - ***UC Wide Effort Reporting Audit.*** In 2009, a UC-wide audit of the effort reporting revealed that Investigators did NOT have a good conceptual understanding of Effort Reporting concepts and requirements.
  - ***UCOP Effort Reporting Tool.*** During the past half-decade, UCOP developed an online tool to electronically facilitate Effort Reporting. A fact finding initiative after the 2009 audit revealed that faculty, in general, were overwhelmed with the administrative requirements, training requirements and e-mail communications.
  - ***Annual Payroll Certifications.*** With this background, both UC Riverside and UC Irvine submitted a proposal to Health & Human Services (HHS) to participate in the Federal Demonstration Partnership (FDP) project of Annual Payroll Certifications in lieu of Effort Reporting. Annual Payroll Certifications require Investigators to confirm salaries charged to a sponsored project are reasonable based on the work performed and appropriate given the terms and conditions of the award. The process is based on OMB Circular A-21, J.10.c.(1)(e) Plan Confirmation methodology: *“At least annually a statement will be*

*signed by the employee, principal investigator, or responsible official(s) using suitable means of verification that the work was performed, stating that salaries and wages charged to sponsored agreements as direct charges, and to residual, F&A cost or other categories are reasonable in relation to work performed.” All pilot locations (George Mason, Michigan Tech, UCI and UCR) have reported administrative efficiencies with the new approach, a better comprehension of the methodology, and enhanced reviews of salary data/reports.*

- **UC Riverside Approach.** UCR has the most integrated / automated approach to Annual Payroll Certifications of the four pilot institutions.
- **National Interest:** Institutions across the nation, including our sister UC campuses, are anxiously waiting for the completion of the FDP pilot effort as they would like to adopt the payroll certification process.
- **Payroll Certifications at UCR.** UC Riverside’s pilot has been underway for approximately 20 months and 100% of the awards requiring certifications have been certified. Several months ago, UCOP conducted a survey, and 70% of UCR faculty and staff reported that they prefer Annual Salary Certifications to Effort Reporting. Please note that both UCI’s and UCR’s pilot efforts include additional costing requirements to enhance compliance and better ensure success of the FDP project. An internal audit was conducted after the first 9-months with generally positive results; another internal audit is currently being conducted.
- **Audit and Next Steps.** The FDP pilot is nearing completion, *and a federal audit by both HHS and NSF’s Office of Inspector General (OIG) is planned. The primary objective of the audit is to determine if the Payroll Certification process conforms to OMB A-21 requirements.* Again, there is national interest in this issue, including a request from the Office of Management and Budget (OMB) for a summary of the audit. If the FDP pilot is not successful, UC Riverside will be required to transition to UC’s online Effort Reporting System.
- ***Annual Payroll Certifications Audit Overview***
  - **Federal Audit.** OIG audit teams from NSF and HHS will conduct audits of all four pilot institutions. The audit is scheduled to begin in Spring 2013 with the goal of issuing their report by Fall 2013.
  - **Audit Breadth.** The audit will primarily focus on salary costs through the life-cycle of a sponsored agreement including Proposal Development, Payroll Distributions (e.g. why a particular percent was charged to a particular award), Monthly Expense Reviews, Salary Caps, Salary Cost Transfers/Adjustments, Cost Sharing, Effort Commitments, and Salary Certifications. Additionally, non-salary transactions may be audited: for example, travel expenses might be considered (e.g. if 100% of an employee’s salary is charged to a particular award, his/her travel should NOT be charged against another award).
  - **Audit Tools and Approach Similar to UC Santa Barbara.** The auditing tools / data analytic techniques will be similar to those used at UCSB. In all probability, there may be disallowances given the number of OIG staff being deployed (likely up to five audits from two different agencies), the data analytics, and the scope of the audit.
- ***Annual Payroll Certifications Audit Process***
  - **Requested Background Materials.** Specification documents, process flow diagrams, interface documentation, database design, policies, prior internal and external audit reports, etc.

- **Data Requests.** Using tools and approaches similar to those used at UCSB, the auditors will request financial, budgetary, and payroll data as well as effort reports and payroll certifications.
- **Interviews.** The auditors will interview UCR's Principal Investigators and department staff as well as individuals from central offices such as Accounting Office, Research and Economic Development, and Computing
- **Other Reviews.** The NSF and HHS auditors will also review UCR's internal 9- and 18- month audits of the system, the campus' online training materials, and UC's Annual Payroll Certification survey conducted in 2012.

- ***Annual Payroll Certifications Audit Preparation and Communications***

**To place the University in the best position for the auditors to determine if payroll certification complies with OMB A-21, it is important for all individuals involved to have a general understanding of the payroll certification process.**

**Prior to the audit, dialog and discussion will take place with the following key campus stakeholders:**

- *Chancellor, Provost, and Deans-complete*
- *Chairs and PIs-in progress*
- *College CFAOs (Chief Financial and Administrative Officers) and Departmental FAOs (Financial and Administrative Officers)-in progress*
- *Others as Required*

**Discussion:**

- *Questions and Concerns – Business and Technical*

## COMPARISON OF EFFORT REPORTING TO PAYROLL CERTIFICATION

Description	Effort Reporting System	Payroll Certification System
System Focus	Individuals	Project (Grant or Contract)
Certification Frequency	Quarterly	Annually (Based on project's budget year)
Time frame for distributing the form	February, May, August, and November	After the end of the project's budget year
Time frame to sign certification	Within 90 days after the end of the quarter, which is also 45 days after receiving the form	Within 60 days of the end of the budget year.
Signers	Individual employee, Principal Investigator, or person with First-hand knowledge	Required: Principal Investigator Optional: Co-principal Investigator, business officer, lab supervisor, etc.
System Rationale (Theoretical foundation) For Certifying Salaries and Wages	Amounts are reasonable based on percentage of effort	Amounts are reasonable based on work performed
Committed Salary Cost Sharing	Shown as a percentage of effort	Amounts are reasonable based on work performed
NIH Salary Cap	Shows total effort expended on the project, but amount reflects cap limitations	The acceptable amount is net of the cap disallowance.
Special Costing Requirements: Clerical and Administrative, NSF salary limit, No proposal preparation charged to project, NIH cap	Not addressed	Part of the certification