



**Council of the University of Idaho Business Officers
Summary Notes
March 12, 2012 10 a.m. – 12 p.m. pst**

Potential implications from a liability and/or worker's compensation perspective as well as other potential academic & operational issues– Nancy Spink The Risk Management office provided two handouts for Department use when hiring student employees or interns. The UI Risk Assessment Guide will help analyze any potential risks and provide guidance on risk planning and management. The Intern Matrix is a useful tool to help determine whether or not you are hiring a student employee or an intern. Both documents are attached to the summary notes.

Guidelines for Appointing Student Interns – paid and unpaid positions – Adrian Wurr, Chen Chen and Suzette Yaezenko Both the Career Center and Human Resources can provide guidance on whether or not you are hiring a student IH employee or a student intern. The Career Center will help departments understand the difference between an internship and a student employee. The Career Center assists the students to ensure that the internship duties are structured around the educational experience and the main focus of the Career Center is internships. The Career Center website has additional internship information as well as six factors that must be met if you wish to hire a stipend or unpaid intern. Visit <http://www.uidaho.edu/careercenter/employers/Internship%20Guide/Additional%20Information> to view the six factors required by the Department of Labor. If you have further questions contact Jessica Berwick or Noell Kinyon in the Career Center.

If you are unsure whether or not you want to hire a student intern or a student employee contact Chen Chen in Human Resources. HR encourages departments to develop internship guidelines which HR will review to ensure it meets Department of Labor guidelines. Departments will also need to work with the Career Center to develop a job description for the position. HR will help you determine if you need to conduct a search for the student employee as well as the rate that the student employee should be paid. If any department would like to conduct student employee/internship training, HR would be happy to provide training throughout the year. See the HR website for additional student employee information: <http://www.uidaho.edu/human-resources/supervisors/hiring-resources/forms>.

CEC Guidelines – Trina Mahoney and Jill Robertson Guidelines for the 2% across the board increase were released last week. The main question that their office has received is whether or not you can give an increase for more or less than the 2%. The answer is no, all increases have to be for 2% only. Any out of cycle salary increases need to be routed through the appropriate approval process and cannot be part of the CEC increase.

The Budget Office will be sending the College and Department Fiscal Officers a cover letter and instructions to update your salary model in VandalWeb. Vacant positions can receive the 2% increase. If you have an employee that will miss the CEC deadline by a short period of time, please send an email to the Budget Office to request an exception. Their office will research the possibility of granting any

exceptions. IH employees do not receive the 2% increase. It is up to the fiscal officers to ensure that all of their eligible departmental employees receive the increase.

Questions were raised whether faculty would be able to use the salary increase for summer salaries. Keith Ickes and the Provost's Office will be contacted for a decision on whether or not the salary increase can be used for summer salaries.

Contact the Budget Office with any further questions regarding the CEC.

Audit Finding on Cell Phone Charges using the P-card – Linda Keeney

The audit report found that our p-card statements were not classifying e-codes correctly for cell phones. The report also found that there was some cell phone usage on the p-card but did not specify how often it had occurred. Linda reminded the group that no utilities can be put onto the purchasing card. The audit found that many people were purchasing phone cards on the p-card. While it may be a business expense to purchase phone cards, it is not appropriate to use your p-card to purchase phone cards. It is allowable to purchase data cards or internet connections with the p-card. There was discussion that our e-codes are out of date which may be part of the problem. However, our e-codes come from the state controller's office and may not be easily updated.

Linda also mentioned that we are looking at a way to update our p-card system in order to allow users to attach documents to the statements. This would allow users to view supporting documents and not rely solely on user text before approving p-card charges. They are currently in the mapping stages and she will get back to the group with any system updates.

Purchasing Update – Julia McIlroy

Recently spend analysis meetings were conducted with two vendors. A spend analysis would be able to help the university spend more efficiently and eliminate spending overlap. We are looking to see if there is value and potential cost savings if we decide to sign on with one of these vendors. The Controller's Office is still reviewing the materials and looking at possible ways to centrally fund these services.