



A JOINT PROJECT OF
The Department of Biostatistics,
Epidemiology and Informatics
AND
The Center for Clinical
Epidemiology and Biostatistics

Staff Quarterly Meeting Minutes
April 30, 2020
10-11 am via BlueJeans

- Introduction (Rebecca Lerario)
 - Purpose of these meetings is to support staff, and even more important now during this pandemic
 - Staff are encouraged to provide feedback and ideas regarding these meetings
 - Attendance at this meeting is very high – a total of 79 participants
- Business Office Updates (Merceda Reale, Glen Lafferty)
 - New staff
 1. [Anthony Notte](#), Financial Administrative Coordinator
 2. [William Lafferty](#), Computing Assets & Contracts Specialist
 - a. Merceda is continuing computer purchases while Bill completes a large project
 - Receiving payments via wire transfer
 1. Wire transfer is preferable to checks, when possible
 2. Work with Merceda or Tina when expecting payment
 - Purchasing
 1. Urgent orders are being processed with appropriate justification
 - a. Computer Connection will send computers to home addresses
 - b. PO needs campus delivery addresses. Most orders are getting processed via ProCard for home delivery.
 - Hiring Freeze—applies to:
 1. Posting new or replacement positions
 2. Offers of employment, even for positions posted prior to shutdown
 3. Hiring temporary workers or student workers (or extending end dates)
 - Requests for exception are required in all cases, and:
 1. Must be approved by the Dept. Chair and the Dean
 2. Requests must either include an explanation of “essential” personnel status or proof of extramural support
 3. Personnel must be able to work remotely
 - Additional Pay, overtime pay and acting rates are suspended until further notice

- Online Performance Appraisal System
 1. Performance appraisals for all regular staff should be completed and entered into the [Online Performance Appraisal System](#) by June 1.
 2. Contact [Milly Luciano](#) if there are issues related to the performance appraisal system
 3. Self evaluations from each employee are strongly encouraged
- SALINC
 1. Salary pool is limited to staff members earning < \$70,000 annually
 2. Pool established by the PSOM/University is 2.5%; maximum is 3%
 - a. Performance review with a score of at least “meets expectations” must be on file to qualify for SALINC
 3. Each division will manage its own pool – lists distributed to division managers by May 4 and due to the Business Office by May 11
 4. No mid-year salary adjustments, including reclasses, in FY21
- Staff Life Committee Update (Isaac Rothmiller)
 - Thank you for feedback on survey
 - Wed, May 20, 2PM there will be a staff webinar to connect informally
 - Committee continues to think about things that we can do when we return to the office
 - Maria and Isaac are available if anyone needs to chat
- Future Conferences and Seminars (Rebecca Lerario)
 - All in-person conferences have been postponed until 2021 (Research Day, Big Data, Clinical Trials, CCI Summer Institute, etc.)
 - CCEB Seminars, Covid-19 journal club, biostatistics seminars are continuing virtually
 - Unclear about departmental events in the future (BBQ, holiday party, ice cream truck)
- Internal Communication (Rebecca Lerario)
 - Frequency of these meetings - please use the [comment box](#) to share ideas, thoughts, etc.
 - Use of emails, intranet, slack – these resources provide updates from department, PSOM, and the University