

ADVISORY COUNCIL FOR RESEARCH ADMINISTRATION (ACRA)

Monday, June 26, 2017

2:00pm – 4:00pm

Location: CRC Campus, Center for Integrated Life Sciences & Engineering (CILSE),
610 Commonwealth Avenue, Room 106C

Council Attendees: Diane Baldwin, Cynthia Bradford, Nancy Clinton, Jean Daley, Casey DeMarsico, Michael Gooley, Kevin Gonzales, Gretchen Hartigan, Aline Hillman, Marla Krauss, Renna Lilly, Jen Marron, Kate Petcosky, Geraldine Pierre, Suzanne Rocha, Marianne Taylor

Guest Attendees: Jen King, Meghan Reilly, Elizabeth Mauro, Donna McPherson, John Bray, Mary Beth Dillon, Brianna Jacobs

Absent: Patrick DeCoste, Gillian Emmons, Susan Foster, Erin Ryan

MINUTES

Agenda Item: Kuali Research: Proposal Development (PD) - Elizabeth Mauro, Sponsored Programs, Meghan Reilly, IS&T

Developing Initial log in experience for DA role

- Developed and presented wireframe structure for what dashboard may look like for DA role
- Partnering with departments to build a system that meets needs and wants. Conducted 5 departmental interviews to understand needs, proposal process, major pain points.
 - Learned that department size and number of PIs supported is very diverse across BU
 - DAs have different responsibilities and different submission mechanisms across the university
- Positive Feedback:
 - Create/Copy Proposal buttons
 - Award Reports
 - Visual Components of Compliance
 - RED = Error / YELLOW = Warning / GREEN = Good to Go
 - Alerts section is very helpful
 - Notify button under Compliance Status for COI.
- System Opportunities:
 - Checklist of outstanding documents
 - Notes
 - Ping
 - Proposal Submitted/Archived Proposal Inventory
 - PI View
 - Reporting Alerts
- Any additional wants, needs, or feedback for DA initial log-in experience? Contact Elizabeth Mauro (emauro@bu.edu) or Meghan Reilly (mereilly@bu.edu)

Agenda Item: HR Compensation and Hiring- Donna McPherson, John Bray, Mary Beth Dillon, Brianna Jacobs

► **Compensation - Update & Position Description- Donna McPherson**

See 'HR Compensation and Hiring Presentation' – uploaded to ACRA website

- Compensation Redesign project- more consistency, more transparency
- Job families haven't been fully designed, well-structured for some roles, and murky for others
- ECM Platform for Merit process - SAP
 - New system went live in May, reach out if you have questions!
 - Legacy was hard to map to SAP, ECM should streamline systems
- **Questions/Answers/Comments**
 - ACRA: Why aren't salary grades listed as a range?
 - Answer: currently ranges are under construction - will hopefully have project underway soon
 - ACRA: How will new comp structure affect existing employees?
 - Answer: pilot program: map existing positions into grade structure
 - Too early in the process to know if salary will change
 - ACRA: Posting minimum is detrimental to hiring quality employees
 - ACRA: If grade is not listed in a posted job description, and a potential candidate calls in to ask, how do you answer?
 - HR: Salary grades are under construction. Talk about the requirements & description to give them idea of what the market may reflect.
 - ACRA: Only listing a minimum salary is sometimes inefficient for both hiring managers & applicants. By making the salary range visible, the applicant pool is narrowed and quality candidates would apply.
 - Took maximums off because applicants then expect to be offered the maximum.
 - HR: At least one year until salary system is fully restructured
 - ACRA: Grant-funded positions need ranges so they can build budgets quickly.
 - ACRA: If manager is okay with posting range, budget has been created, can they release to curious candidates?
- Change the role of a position? Change description & change grade by processing OM, but then the individual doesn't get the increase. Need PA form!
 - Shuchita Rao (srao22@bu.edu) can assist anyone needing help with SAP forms, there IS&T training on the website.
<http://www.bu.edu/tech/support/buworks/help/hcm>

► **Hiring - John Bray**

See 'HR Compensation and Hiring Presentation' – uploaded to ACRA website

- Silence is a very important tool in open ended questions
- **Questions/Answers/Comments**
 - ACRA- is there a proposal to have a 90-day trial period for new hires?
 - HR: either side can terminate employment at any point. There is not a trial period.
 - ACRA: why not?

- HR: good question, will bring this back to team.
- ACRA: The process is difficult around volunteers, paid and unpaid
 - HR: two separate processes for MED and CRC, See HR website. Need HR business partner approval
 - ACRA: I used exact volunteer process, HR came back and said need Dean's office approval.
 - HR: this is implemented by dean office school of med, not HR.
 - ACRA: talk about creating a standard?
- ACRA: different experiences with different HR business partners, inconsistent information
 - HR: Business partners are doing back to basics, new director, making sure processes are nailed down.
- ACRA: What do we do if a job evolves and gets so far away from original job description?
 - HR: Annual Review can be a trigger. Contact your HR Business Partner
- ACRA: HR does not hire posts-docs. Faculty feel that it is much harder to post a postdoc opening on BU website, than outside website
 - HR: On the Med Campus, Dean Antman needs to approve job description. HR will need to know who to send resumes to. There is a 60 day window for postdoc job posting, HR will notify poster close to the end, and will take down unless notified to leave it up
 - Post-docs are not employees and do not get BU benefits
- ACRA: need communication on post-doc resources. Perhaps a section on the Postdoc webpage dedicated to open positions.
- Future ACRA Session: Sarah Hokanson, Director of Professional Development & Postdoctoral Affairs, to come to talk about post-doc hiring
- ACRA- what if some positions are getting stale and have gone through a few cycles of applications, but now at the bottom of the list?
 - HR- We can refresh a few aggregate sites, not those that scrape BU site. We don't reset date because of timestamp metrics etc.

Agenda Item: Proposed Training Plan for 2017/2018 – Jen Marron and Diane Baldwin

Onboarding of new DA's in schools/colleges

- Topical training: effort reporting, COI, cost-sharing, etc. Aim for 2 per year?
- Reporting best practices
 - Not everyone using BW to full capacity. Host 'Learning Lab' to help create personalized views
- Building & Supporting Community
 - Coffee with colleagues, once a quarter peer to peer, networking, sharing some common themes, unstructured.
- ACRA Feedback
 - Need more personalized workshops on creating reporting views in BUWorks. Possible one on one trainings, to tailor views to individual needs.
 - Session on calculating burn rates: projecting and maintaining
 - Need BU Form training sessions: Both BU Internal Forms and outside external Sponsor forms

- Topical trainings - coffee with colleagues
- Historically, SP has hosted DA forums
 - Should we include SP updates with coffee with colleagues? Have a semi-annual meeting?
- Online tools - Need effective communication
 - Announcements in one central location to communicate crucial updates: ex. July 5th deadline is coming; ASSIST is down etc.
 - Build online training sessions, incorporate brief targeted videos, also downloadable templates
 - Online Calendar? Blog?
- If SP RA's reached out to their DAs with important timely information, DA's more likely to read those emails immediately.
- September - launch research administrator event, and BU RA/DA award
- **Gathering a small task force to take training to the next level: Let Jen Marron or Diane Baldwin know if you are interested in participating. Open to people outside of ACRA if they are interested.**

Agenda Item: Open Discussion and Future Topics

- Is ACRA missing important components?
- Independent Training Opportunities, such as PIVOT?
- Budget Template to come out very soon
- ACRA will reconvene after the summer in September

Regular ACRA Meetings:

- Next meeting is scheduled for Monday, September 25, 2017
- Let us know if you have a topic to add to the Agenda

Email any priority items, topic suggestions, or comments for the next meeting to acra@bu.edu.

If interested in hosting, please email acra@bu.edu. We ideally need:

- A room with a table that can hold 25
- Audiovisual capability
- A room that allows food
- 2 hour availability
- White board space (optional)