

Certified Approvers Advisory Committee (CAAC)
Meeting Notes – 09/15/09

Attendees: J. Borris, C. Burke, P. Harris, C. Holt, Z. Hoey, J. Krzyzek, J. Marshall, K. Marsolek, S. Waldemar

Absent: S. Das, C. Holton, D. March, P. Wilson

Subcommittee Updates:

Continuing Education (CE) – committee to review 2 courses that training services is offering to see if they might be relevant for CAs to take for CE hours. The roundtable on “Justifications” will be going forward, hopefully for late November. Jackie Orchard will be invited to present at the CA User Group, her topics would be travel and P-cards. Kirsten Berning may be asked to participate in an education session as well.

EFS Document & Approvals Routing – No new updates.

Work Group Updates:

Best Practices Library – The group met yesterday for the first time. They discussed how to get CAs engaged, to submit or discuss more “Best Practices”. One thought was to hold a roundtable to generate ideas from CAs, so the workgroup could pick the top five most important to start work on, thereby giving the group a smaller focus.

Networking & Communications – No new updates.

CA Prep – Sujata successfully recruited a few more people for her workgroup. They will be starting monthly meetings next month. She has talked with Katherine Lindsay and Jay Delaney, about the things they have done in the past to help prospective CAs study for the CA exam. They will be also reviewing the Sponsored Training program that Sue Paulson presented after last month’s meeting.

EFS Project – Sarah is still trying to find out when the reconciliation job aid will be available, per Mike Volna it should be coming out the end of September. The P-Card issue with default to sponsored projects is slated for review this coming November. David is still reviewing the capitalized equipment issue.

Other Projects:

- **GMUN** – review of the Stimulus Report, discussed PRF project, the feedback has been good. A date was set for the Fall GMUN General Meeting (September 24, 2009, from 10:00-11:00 in Coffman Theater). This symposium for this year was opened up for discussion. FAQ page that was on the GMUN page is being reviewed, and has currently been removed from the web site until revision is complete.
- **CRAD** – Meet this week. Discussion of Grad student compensation.

New Items: Sarah met with Pamela to start discussing details for this year’s symposium. There may be some format changes that have not been fully worked out yet, but the thought is to remove the poster session, and have some panel discussions instead of offering so many different topics.

Old Items: Kerry gave an update on the issue brought up last month – how to stop charges from posting to a closed account. At this point, if a combo code still exists for a specific account that is closed, payroll will still hit that account until someone closes the combo codes.

Policy Review:

Other: Search for a room for the Fall CA User Group will commence. We are hoping to hold this meeting at the end of October, or early November. Possible agenda items were discussed.

Next meeting: Tuesday October 20, 2009, 10:30-12:00, 655 West Committee Room, McNamara Center