

Administrative Services Bulletin: Monday, October 25, 2010

By Stuart Roberts, Assoc. Vice Chancellor

Financial Services

What's New?

Budget & Cost Records welcomes Quanna Hager in the new position of Finance Trainer. Today is her first day. Many of you may know her from her work in the SW Office of Financial Systems, where she provided training and technical support in the finance area. She will continue in that role for UAF by providing training and user support in finance and other administrative areas. Initially, we expect she will focus on defining Banner Finance training needs, development of training materials and management of system access. Look for additional training initiatives in the near future.

The **Business Office** welcomes Pamm Hubbard as its Assistant Director. Pamm comes to the Business Office from Athletics, where she served as the compliance officer.

Following a State Department [travel alert for Europe](#), the **Travel Department** recommends that U.S. citizens register their travel plans with the Consular Section of the U.S. Embassy through the [State Department's travel registration website](#). Travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 toll-free in the U.S. and Canada, or on a regular toll line at 1-202-501-4444 from elsewhere in the world. In the ongoing effort to control our travel costs, the Travel Department also recommends these tips for finding the best buys on airfare: <http://www.uaf.edu/files/finsvcs/Airfare-Buying-Tips.doc>.

Auxiliary, Recharge and Contract Operations (formerly called Auxiliary and Business Services) oversees the bookstore, trademark, PolarExpress ID card, electronic lock access, Bear Buck, vending, catering and retail/residential dining.

The Follett Bookstore Partnership brought new opportunities to the campus and the return of textbooks with a new textbook rental program. The Bookstore operates on two floors in Constitution Hall, with the ground floor operating the textbooks and the upstairs providing for UAF spirit items, including UAF, athletics and alumni gear.

For retail dining options, falafels are being tested in the Wood Center sandwich shop for the next two Tuesdays (10/26 and 11/2). The first test (Tuesday 10/19) shows great potential for a partnership with the owners of the College Road falafel stand. We look forward to reviewing the results and potentially adding falafels to the campus retail dining options.

Freshens Smoothies is now re-opened in the Wood Center with their expanded menu. Look for them next to the Sushi, Universiteas Tea and Sandwich Shop in upper Wood Center next to the couches.

Reminder – New UA Cell Phone Policy effective November 1

The university has adopted a new policy covering cell phones and will no longer provide cell phones or pay cell phone providers directly for cell phones for university staff, effective November 1. Instead, the university will provide a taxable stipend to qualified employees to offset the business use of their personal cell phones (\$30/month for voice or \$65 for voice/data). Detailed information on the new policy is available at <http://www.alaska.edu/controller/mobile-device-procedures/>.

- Staff with university-provided cell phones must work with their supervisors to document the business reasons supporting continued UAF funding through a stipend for the cell phone. Factors to be considered are job duties involving public safety, field-work, accessibility requirements, and critical and time sensitive decision making. The stipend request should also consider whether a data plan is essential for the job duties.
- If your supervisor agrees that a stipend is appropriate, complete the stipend form (online at <http://www.alaska.edu/controller/mobile-device-procedures/Cell-Phone-Allowance-Form.pdf>) and submit the completed form to the designee for your unit (see list below). The approver will forward the completed form to HR.
- Contact the authorized user for your account (typically the person who pays the bill) to transfer the account/billing for your cell phone from the university to a personal account or terminate the account.

UAF CELL PHONE STIPEND APPROVERS

Cabinet Members & Chancellor's Office: Bob Shefchik

Administrative Services: Stuart Roberts, Linda Zanazzo (Facilities Services)

Advancement & Community Engagement: Jake Poole

OIT: Jim Durkee, Karl Kowalski, Fred Smits, Rory O'Neill, Julie Larweth

Provost: Susan Henrichs, Mike Castellini (SFOS), Burns Cooper (CLA), Carol Diebel (Museum), Doug Goering (CEM), Mark Herrmann (SOM), Paul Layer (CNSM), Carol Lewis (SNRAS), Eric Madsen (SOE), Paul McCarthy (Libraries), Fred Schlutt (CES), Dana Thomas (Vice Provost), Dan White (INE)

Research: Bob Shefchik, Roger Smith (GI), Larry Hinzman (IARC), Brian Barnes (IAB), Frank Williams (ARSC)

Rural & Community Development: Cecilia Chamberlain

Student Services: Mike Sfraga, Ali Knabe