

Research Policy Committee **Draft Minutes**

December 20, 2019

2:30-4:00 pm

Fleming, Room 4250

Chaired by Dr. Francine Dolins

Members present: Francine Dolins, Natalie Colabianchi, Jacob Carlson (3:30), Nicholas Harris, Nicholas Ernst, Irene St. Charles, Ashley Kalinski, William Close, Nishii, Akira, Marisa Conte (phone),

Guest(s): Anthony Burger

Absent: Mimi Dalaly, Kate Eaton, Hafiz Malik, Annalisa Manera, Jairam Menon, Teri Rosales, Jessie Lee, Yi-Su Chen, Nocona Sanders

I. **Review of minutes from November 2019**

- *Jake Carlson: Q&A regarding cost associated with DeepBlue*
 - *Correction to be made and submitted by Jake*
- No other changes
- After corrections from Jake, the minutes are approved by the committee

II. **First topic:** Tony Burger – Director of Procurement

- Overview of Procurement Services
 - i. Will submit a summary of services to be included in the minutes
 - 1. Divided by commodities
 - 2. 10 billion dollar organization
 - a. 60% of that is people
 - i. Includes everything: health plans, construction, etc.
 - ii. Manage travel
 - 1. 120 million per year
 - a. Concur and pcards
 - i. Encouraged to use the cards
 - iii. Campus mail and US Mail
 - iv. U-Attic
 - v. Asset Management Disposition
 - 1. Tracking space use for reimbursement
 - 2. Tracking equipment
- Challenges: Modernize
 - i. Buying
 - ii. Reimbursement

- iii. Making payment process quicker
 - 1. Question: systems still allow payment on specific dates
 - a. Net 30 days
 - iv. Web pages need updating
- 90 people in the group (over 100 w/ temps)
 - i. 7 different physical locations
- Compliance
 - i. A lot of oversight/agencies to please
 - 1. Uniform guidance (federal guidelines???)
 - ii. IRS auditing
- Why so many checks?
 - i. Mostly subject fees.
- Big initiatives
 - i. More talking with teams across the institution
 - 1. Meet with people / outreach
 - 2. Education
 - a. Cut back on errors, allowing for a higher quality assurance
 - b. Teach systems like Concur
 - ii. Lots of vendors pitching systems to make things easier.
 - iii. Partnering w/ American Express
 - 1. Would like to partner with others: Visa, MasterCard
 - iv. They would like to replace PeopleSoft
 - 1. Great a payroll
 - 2. Terrible at purchasing
- Question: Better interface with visitors is needed
 - i. Lots of options
 - ii. Use travel agencies
 - iii. Use PCard
 - 1. Department decision
 - 2. This is preferred
- Question: are there guidelines for preference of process based on impact
 - i. Yes – these guidelines are posted online
 - 1. Using credit cards is preferred
- Question (Francine): the process of trying to schedule flights is easier to schedule flight and pay ahead of time, then wait for reimbursement
 - i. Reimbursement can take up to 6 months
- Response: use the travel agency Conlin
 - i. Contracts should include a discount from Delta if going through Conlin
 - 1. No change fees
 - ii. Shared services will prepare expense reports if requested
- Question: Alan (visitor) faculty in mechanical engineering
 - i. Questions about procurement
 - 1. Repairing various equipment (~10k per year)

- a. Is there a mechanism for equipment repair?
 - ii. Response: budgeting example of air conditioning?
 - 1. Plan for depreciation
- Question (Natalie): trouble with procurement for buying data
 - i. Response: general counsel, OGC, IA all write the agreements to protect the institution
 - 1. Procurement is simply implementing those agreements (police)
 - 2. Need to do a better job being consistent
 - ii. “Quarrel” patient care data
- Question (Francine): Ordering – system failures for ordering items such as laptops. Occasionally needing to pay for items out-of-pocket because the research cannot wait due to deadlines. Needing to go through too many people (dependent on administrator).
 - i. Response: must do better. More of a direct buyer experience than going through multiple people, causing delays.
- Question (Francine): why are items so expensive buying through the institution when they can be found cheaper elsewhere (such as Amazon)
 - i. Have trouble with Amazon due to a plethora of personal delivers coming to campus
 - 1. Delivery trucks showing up in the wrong/restricted areas
 - 2. Amazon banned from Michigan Medicine
 - ii. Clarification (Francine): not a fan of Amazon, the question is really about finding cheaper products wherever that may be from
 - 1. Response: Hard to make 1:1 comparison, but do feel that we are receiving good pricing on a large scale.
- Comment (Nick H.): Procurement team is willing to meet with departments to establish best practice and strategy on a more intimate level
- No further questions (16:50)
- Added question (William): why are pcards frowned upon?
 - i. Response: it was historically hard to keep track of payments and use, but now the technology allows better management
 - 1. Some groups base the need on volume of use per month (or other given time)

III. **Announcements**

- Email sent earlier today by Francine – support letter for proposing centralized office for UM Post-Doc Association
 - i. Asking for any comments:
 - 1. Please email Francine with comments
 - a. Comments by first week of January
- No additional announcements

IV. **Call for other business**

- None

V. **Meeting adjourned: 16:04**