

R&D highlights

WEST VIRGINIA STATE UNIVERSITY RESEARCH & DEVELOPMENT CORPORATION QUARTERLY
Oct.–Dec. 2013

COMPLIANCE CORNER

Warn bosses: They're personally liable for FMLA mistakes: Managers and supervisors can be held personally liable if they deny FMLA benefits to which an employee is entitled. The law permits employees who believe their FMLA rights have been violated to sue individuals, including their supervisors and Human Resource Directors. This means that personal assets are fair game in a lawsuit.

Take Note: Reminder to all supervisors to document any decision or action involving the following topics:

- Hiring, promotion, demotions and termination
- Performance
- Discipline
- Work hours
- Leave requests
- Accommodation requests
- Selection for training opportunities
- Safety and health

Forward copies of all related documentation to HR

What Not To Ask In an Interview:

If you interview as a supervisor or are asked to serve on a selection committee, there are seven questions that cannot be asked during an interview:

1. Are you married? Divorced?
2. How old are you?
3. Do you have or intend to have children?
4. What are your day care plans?
5. Do you own or rent your house?
6. Do you have any debts?
7. Are you ill or disabled?

(HR weekly, December 2, 2013)

RESEARCH AND DEVELOPMENT REACHES ITS 1,000TH PROJECT

On Oct. 1, 2013, Research-Communication FY14 became the 1,000th project for Research and Development since its founding in 1991. We've come a long way.

In 1987, when applying to receive federal Title III Part B funds as a Historical Black University or College, the Department of Education requested that West Virginia State University (then College) establish a separate entity from the institution's fiscal office to manage Title III Part B funds. Around the same time, there was a movement in the West Virginia Legislature to allow West Virginia University and Marshall University to have greater flexibility in making research purchases outside the restrictive, centralized state purchasing system. This movement accumulated in 1988, with the passage of Senate Bill 520. Senate Bill 520 allowed for the creation of Research Corporations for state universities and colleges to manage federal, state and private funds in contracting for research support and public service activities.

Those corporate entities were exempted from the state procurement policies to allow for more flexibility and faster purchasing of needed research supplies. In 1991, West Virginia State College became the third higher education institution in West Virginia to create its own corporation under Senate Bill 520. That year, the West Virginia State College Research and Development Corporation became a legal entity to serve as the fiscal agent of West Virginia State College, and was sanctioned by the U.S. Internal Revenue Service as a 501(c) 3 foundation. The Corporation's main offices were established on the second floor in the historic East Hall. The name Development was added to the newly formed Research Corporation to denote its primary funding from Title III Part B, which had the goal of developing programs to strengthen Historical Black Universities and Colleges.

After West Virginia State regained land-grant

status, the new Land-Grant fiscal operations fell under the Research and Development Corporation as the research component. Two fiscal offices were maintained under the Corporation's umbrella to manage the two aspects of the Corporation, Research and Development. All Title III and Land-Grant employees were employees of the Research and Development Corporation. After West Virginia State received University status, on May 4, 2004, the Research and Development Corporation officially became West Virginia State University Research and Development Corporation.

In the summer of 2012, to streamline the fiscal operations of the Corporation, the two fiscal offices were merged into one fiscal office based out of the Agricultural, Consumer, Economic and Outreach Programs (ACEOP) Administration Building. In addition, at the same time, the Corporation was moved under the new administrative area of Research and Public Service. The Corporation has evolved from an office of one with one grant into an entity of 87 full time employees, 14 part-time, and 31 student workers employees, 212 active projects and over \$12 million in revenues.

The Research and Development Corporation Board of Directors is composed of faculty, staff, students and administrators of the University, as well as community and civic leaders. Dr. Orlando F. McMeans, WVSU Vice President of Research and Public Service and Dean of the Gus R. Douglas Institute, serves as Executive Director, Chief Executive Officer and Chairman of the Research and Development Corporation's Board of Directors. Brunetta Gamble-Dillard, WVSU R&D Director of Business and Finance, serves as the Chief Financial Official. Dr. R. Charles Byers, WVSU Provost of Academic Services, serves as Vice Chairman. Mr. Melvin Jones, WVSU Vice President of Finance, serves as Corporate Treasurer. Dr. Brian O. Hemphill, President of West Virginia State University, also serves on the Corporation's Board of Directors.

WELCOME

Research and Development would like to welcome **Mr. David E. Rotenizer** as the Extension Agent for Raleigh County.

CONGRATULATIONS AND BEST WISHES ON THE FOLLOWING MARRIAGES

October 12, 2013

Mr. Christopher Postalwait

November 9, 2013

Mrs. Carolyn Alley (Malashevich)

HAPPY BIRTHDAY!!!

October:

John Bombardiere, Crystal Bishop, Robert Barney, Kelli Batch, Matthew Browning, Stacy Herrick, Yan Tomason, Sridhar Malkaram

November:

Dr. Orlando McMeans, Tammy Hauldren

December:

Stephanie Johnson, Ami Smith, Jeanie Sutphin

TRIVIA TIBITS

Who's the better boss: a man or a woman?:

If Americans had a choice of a boss, 35 percent would prefer a male boss, while 23 percent would prefer a woman, and 40 percent would have no preference, according to a Gallup poll. Only 27 percent of women said they wanted a woman to supervise them. Thirty-two percent of employees whose current manager is a woman said they prefer it. (HR Weekly, November 25, 2013)

"Small opportunities are often the beginning of great enterprises." Demosthenes.

SUMMER CAMPS INCREASING STEM INTEREST IN YOUTH

During the summer months there are a number of camps for area youths that take place on the WVSU campus that R&D manages through federal or state grants. Two of the most successful are the Summer Transportation Institute (STI) and the Health, Sciences and Technology Academy (HSTA) Summer Institute for Forensics camps.

STI was funded by a grant from the US Department of Transportation, as a pass-through grant from the WV Department of Transportation, to promote vocational and educational opportunities in the field of transportation. The Research and Development Corporation was awarded \$36,107.42 to provide this year's camp. Each youth participating was asked to complete a survey upon completing the camp. Of the 20 youths that attended, 19 completed the survey, and 58 percent reported an increased interest in science, technology and engineering as a result of the camp. Additionally, 85 percent reported a positive experience and a desire to return to camp next year. And 100

percent reported that they plan to attend college after high school.

HSTA is a state-funded program through West Virginia University. West Virginia University selected West Virginia State University to host the HSTA Summer Institute Forensics Camp for 2013. The selection of WVSU was a unanimous decision by members of the HSTA Summer Institute Selection Committee and the HSTA Joint Governing Board. The award was \$59,784. The camp had 81 students completing the weeklong program on campus. Seventy-five percent of those students reported an increased interest in attending college due to the interaction with University and R&D employees and members, and 70 percent were influenced to attend college due to their stay at WVSU. Seventy-two percent reported an increased interest in science, a 48 percent increased interest in math, and 79 percent reported that the Institute had a moderate to very high impact on their interest in pursuing health care careers.

POLICY ALERT

A new Research and Development Operations Manual will soon be out and available both in hard copy and on the Research and Development link of the WVSU website. Please only use forms that are currently online. Do not use out of date forms. If you have any form saved to your computer that is not like the current forms online, please disregard them. Business and Finance will not accept any forms that are not from the Research and Development link.

When purchasing computers and computer-related equipment, specifications must be obtained by Computer Services AND the Purchase Order must be signed by a staff member of Computer Services. Physical Facilities must receive a copy of the signed purchase order with the PO number when it is submitted to the vendor. Upon receiving any equipment or computer, please contact the Budget Office with the tag number and serial number. No computer can be purchased on a credit card.

BUSINESS AND FINANCE UPDATES

R&D Business and Finance Services is pleased to announce a clean audit with no findings once again. The annual audit was completed and financial statement was issued by the outside auditing firm Hayflich Grigoraci.

Over the past year, the Business and Finance Office has undergone a lot of reorganization and technological improvements to better manage the Research and Development grants and projects. Business and Finance always tries to implement the latest technologies and keep up with the changing times. In February, B&F implemented the Papersave module to its Financial Edge accounting system. Papersave is a data storage and retriever system. Unlike other systems that are available, Papersave is directly tied into the Corporation's Financial Edge accounting system. Documents are scanned in and attached directly to the records in Financial Edge, such as invoice records, employee records

and general ledger entries. The goal is to eventually eliminate the cost of storing previous fiscal years documents.

The budget spreadsheets are now a thing of the past. Budgets are now directly tied to the activities in Financial Edge. When a purchase order is received by B&F, it is assigned a PO number in the Financial Edge system and the transaction is encumbered to the project budget. Once Accounts Payable pays the invoice associated with the purchase order, the system removes the encumbrance and expenses the transaction. All projects are now set up in the Financial Edge budget module by line items. If you are a primary investigator for a new grant through R&D, please contact the Budget Office so that a new budget can be set up, with the line items that best fit your grant's needs and requirements.