**First Tuesday CANR Business Manager’s Meeting Summary**

**Tuesday, March 3, 2015**

Katie Cook, Craig O’Neill, Diane Cox, Pat Hampton, Denise Lator, Katie Winkler, from the Office of Sponsored Programs – Activity Log demonstration. This system will help provide the following:

         Transparency for the campus community in viewing the status of a proposal or an award negotiation.

         Better organization and tracking of activities resulting in enhanced cross-utilization of staff and the ability to prioritize workflow in a consistent manner.

         More detailed, complete and consistent metrics for proposals and awards providing tools to identify areas for increased efficiency and client support.

The presentation OSP shared is attached to this e-mail.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kris Hynes -- Relationship Violence and Sexual Misconduct Policy update

* New posters should be displayed in every building. Posters are available through Renee Gagnier, room 406, Morrill Hall of Agriculture.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mary Weinzweig, AgBioResearch

Jean Schueller, MSU Extension

* Overview of ABR and Extension funds -- faculty federal REEport projects, CETS and streamlining allocations, USDA CRIS reports.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two-Factor Authentication

* Encourage everyone in your unit to register their devices, so they are prepared for rollout. Register devices here: <https://secureit.msu.edu/two-factor/register.html>
* More information can be found here: <https://secureit.msu.edu/two-factor/>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources update

* New non-fringe research assistant information and FAQ sheet is attached to this e-mail.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

        On deck for April’s First Tuesday meeting:

* IT Services – will discuss ARM forms and answer questions about the various authorizations required when a new employee is hired and will also share information about the new electronic ARM system (E-ARM). Bring your questions.
* ANR Communications – will discuss the various services offered by ANR Comm.