



## **CALS Business Services Newsletter**

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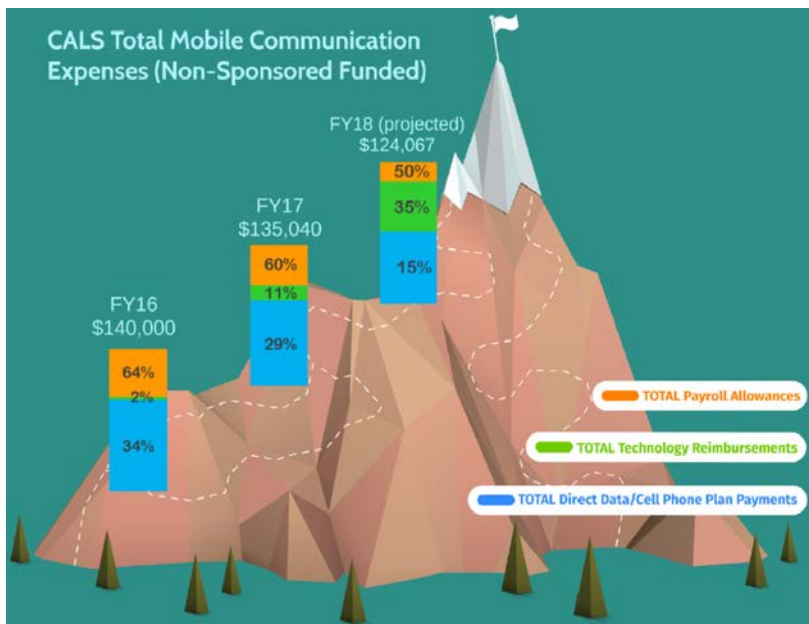
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## CALS Units Score a Hat Trick in Savings!

In our effort to be the most efficient college at the U of A, CALS scored a big victory by making one small change, as small as simply filling out a different form for mobile communication expenses. This form is called the Accounts Payable Technology Reimbursement Form. Units fill out the form once every fiscal year, scoring a **savings** in paperwork. Score another goal by **saving** the unit the ERE and **saving** the employee the taxable income of an allowance. And for the hat trick, employees have the flexibility in choosing a plan without having to report personal calls each month. A big win for all units and employees!



CALS never settle philosophy keeps us on the lookout for options that can increase efficiency and maximize savings. Our work is not done with cell phones, as we must be diligent in keeping cell phone payments to only individuals with a true business justification for U of A funding.

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## Edith Angulo of Soil, Water and Environmental Sciences

*Teamwork*

My Shout Out is to my colleague Edith Angulo for being my UAccess Analytics and Financials coach. My goodness, but she has patience! She has answered the same – the VERY same – question from me when I have had to look up a balance or calculate a SET or project a salary – in what language are those financial reports written anyway?? In addition to her incredible financial and system smarts, she has an Oscar-worthy gene of kindness and patience, but also a method of explaining the issue so that it makes sense and helps me use the information to help others. She is a sterling colleague and I am grateful to work with her.

*Submitted by Linda Heffernan*



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## New Employee Onboarding Video: Share with all New Employees

*Submitted by Heather Roberts-Wrenn*

CALS has a [new employee onboarding video](#) that gives folks an overview of the structure, goals, and purpose within our division. You can share it with all recently hired, and future employees, to give them a good overview and understanding what it means to be part of the College of Agriculture & Life Sciences.





## Where in the World is Dr. Kevin Fitzsimmons?

*Submitted by Tammy Orr*

Some folks have noted that they have only seen Kevin for a few days this semester and many have asked me, “Where in the World is Dr. Fitz?” Since a picture is worth a thousand words, I created this fun animated map with photos of Kevin traversing the globe: <https://www.pictrama.com/app/view?p=c4ef47>

Kevin has actually been very busy “waving the UA banner” with a new project in Myanmar ... Team Leader for a 22.5 million euro project on sustainable aquaculture for the European Union (EU).

Originally when Kevin helped design the EU project, it was very apolitical and very technical ... renovating hatcheries and processing plants; training faculty, farmers, students and Department of Fisheries staff; developing breeding programs; and other industry capacity building steps. Now the project has taken on more refugee aspects due to strong interest from European funders to focus on helping in areas of displaced populations.

After leaving for Myanmar on January 3, Kevin hit the ground running with visits to hatcheries, feed-mills and farms the first week. Slowing down a bit in February, he traveled to Germany for a week of training in Stuttgart and Feldaing on the EU system of project management. The third week of February included a return to

Tucson and driving a vanload of students and staff to and from the World Aquaculture meetings in Las Vegas.

After safely returning the UA Motor Pool van, Kevin flew to Egypt where he was a guest speaker at tilapia conferences in Cairo and Aswan. March 1 found him back in Myanmar for two weeks working on shrimp hatcheries. The last week of March was spent in Bangkok and Beijing, representing Myanmar at meetings of ASEAN fisheries groups and meeting with senior fisheries officials in the new Chinese administration. April will be spent mostly in Myanmar, except for a trip to the Netherlands for a review panel at Utrecht University and an aquaculture conference in Taipei. Expect to see Kevin back in Tucson in time for commencement and “in need of replacement UA apparel.”

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### Shout Out to Sandra Saad from Cooperative Extension Administration

*Teamwork*

On behalf of CALS Federal Excess Property Program (FEPP), we want to express our appreciation to Sandra Saad of Cooperative Extension. Our CALS FEPP program is hosting a conference of federal excess property users from land grant institutions across the U.S.

We will be hosting ~40 representatives from April 1-4. Sandra has been invaluable in helping us locate a conference hotel and meeting center to host this event. Her knowledge of event planning and her local contacts with conference facilities, insured an affordable rate for lodging and meeting facilities and other requirements for the conference. She is a wonderful resource, and we would have been lost without her willingness to help, her expertise, and her assistance!!

THANK YOU SANDRA!

*Submitted by Madge Mock and Mary Kate Barrett*

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## Software Purchases



**Did you know purchases of non-customized software, regardless of the delivery method, are subject to Arizona sales and use tax?**

Software warranty and maintenance agreements, including automatic updates and upgrades to software, are also taxable. For questions regarding training on

Arizona Sales and Use Tax, please call Tax Services at 520-621-1957 or e-mail [taxservices@fso.arizona.edu](mailto:taxservices@fso.arizona.edu).



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## CALS D&I Committee website gets a facelift!

*Submitted by Heather Roberts-Wrenn*

With the College's continued investment in and focus on Diversity and Inclusive Excellence, the [CALS Diversity &](#)

[Inclusiveness Committee's website](#) has received a much-needed facelift!

Visit our page for:

- Recordings from our popular [Perspectives on Diversity and Inclusion Speaker Series](#)
- A directory of D&I Resources
- Nominating a colleague for the [Shirley O'Brien Diversity & Inclusion Award](#)
- And more!

Special thanks to Matt Harmon of CCT for his excellent work on this project!

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## Changes to Policy Related to Employee Relocation Expenses

Due to changes included in the “**Tax Cuts and Jobs Act**” (Public Law PL 115-97), employee relocation payments will be taxable and subject to withholding. Also, effective April 9, 2018 payments for household moving expenses will be processed via a moving allowance. Please take a moment to review [FSM policy 9.14 - Relocation Policy for Employees](#), as relevant revisions are being made.



For questions contact Accounts Payable at (520) 621-9097 or Tax Services at (520) 621-1957.

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### Belinda Oden, CALS Administration

*Leadership*

Shout out to Belinda Oden, Director of Finance & Administration of CALS Administration for her ingenuity in requesting that business officers volunteer to organize and lead some of our monthly CALS Business Officer meetings, with topics that are decidedly related to their work. In addition to fostering camaraderie, these meetings allow for the sharing of information, knowledge, and resources. Belinda strives to aid and inspire business officers in achieving the efficiency and effectiveness imperative to achieving the strategic goals of the College. Her efforts are greatly appreciated!

*Submitted by Mary Carroll*





## CALS IN THE COMMUNITY



Jeffery Vautour, an Accounting Manager with the Nutritional Sciences Extension unit, uses his free time to volunteer with the HoofsnHorns Farm Sanctuary, a Tucson non-profit organization for at risk farm animals. The Sanctuary partners with local veterinarians to bring sick and abandoned animals to health and provides a safe place for them to thrive. The Sanctuary relies on donations and volunteerism to achieve its mission. Visit the [HoofsnHorns Farm Sanctuary website](http://www.hoofsnhornsfarm.org) to make a donation, arrange a visit, or check out the events calendar. They also participate with [AZ Gives Day](#) which is Tuesday, April 3rd, this

year.

We hear that some of the animals are great for a cuddle. Thank you Jeffery for your efforts to help farm animals in need!



## Protecting Sensitive Information

We must take the necessary security precautions when handling and storing sensitive information. Data stewardship and safeguarding is important to protect the integrity and availability of sensitive information. The mishandling of information and data breach can be detrimental to CALS and the university. Please note that not all cloud services are appropriate for storing files containing confidential or regulated information. For example, the following information has not been approved to be stored on Box.com:



- Social Security Numbers
- Credit Card Numbers
- Financial/ Banking Account Numbers
- Driver's License Numbers
- Health Insurance Policy ID Numbers
- Data as defined under FISMA, ITAR/EAR, HIPAA

Please take a moment to review the information provided in the [Data Classification and Handling Standard](#) from the Information Security website. There you'll find:

- Criteria to determine who can access what
- A **file-sharing Quick Reference Guide** to determine which cloud service should be used for different types of information



**Also, avoid attaching files that include personal information (address, phone number, ethnicity, etc.) to the 'Notes and Attachments' section of UAccess Financials eDocs.**

Documents added to Notes and Attachments are visible to anyone with a net ID.



## PCard Documentation


Please remember the following when reconciling/approving PCard transactions:

- **Payments for hotels** must be in accordance with the rates listed in the [State of Arizona Accounting Meals/Lodging Reimbursement Rates](#). Attach the required documentation for designated hotels and justification for room rate charges above the per diem rates.



- Include the **Travel Authorization number** in **ALL** related expenses to the trip (lodging, rental vehicle, shuttle, airfare, conference registration, etc.). A good practice is to use the Org. Reference ID field for the T#.
- **Fuel** purchases for rented vehicles must reference eDocument number of the rental payment.
- **Business meeting expenses** must include a list with the names of all of the attendees and their affiliation to the UA.

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## Amanda Ferraris, School of Plant Sciences

*Leadership*

Shout out to Amanda Ferraris, Manager of Finance & Administration of the School of Plant Sciences for volunteering to organize the February 2018 CALS Business Officer meeting. Amanda arranged for Theresa Couch, Program Coordinator for Bursars Office to present an in-person Cash Handling Training workshop. For those whose job duties require this training, re-certification is mandatory every two years. By presenting the training at the Business Officer meeting, over 40 people were able to receive and/or update their Cash Handling Training certifications that day. This was an extremely productive use of time for the meeting. We would like to thank and congratulate Amanda for her outstanding efforts in coordinating the highly successful meeting. Thank you, Amanda!

*Submitted by Mary Carroll*



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## PCard Reconciliation: Don't Overpay Tax!

Often times you'll see Uber and Lyft do not break out tax on their receipts; this is because tax is already included in their fee. When reconciling PCards simply choose "yes" in the tax exemption box to prevent the system from assessing use tax.

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## Launch of UA's New Peace Corps Prep Program

*Submitted by Tammy Orr*



If you have wandered through the CALS Business Services office lately, you may have noticed that my work space has taken on more of a global vibe and that I have been hanging out with some exceptional Wildcats. These students are participants in a new undergraduate certificate program, Peace Corps Prep ... a partnership between The University of Arizona and the United States Peace Corps.

Peace Corps established the prep program with goals of fostering stronger partnerships between undergraduate institutions and developing a pipeline of highly qualified Peace Corps applicants. Students in the program will combine targeted coursework with hands-on community service experience, building the competencies needed to be strong Peace Corps volunteers or for other international opportunities. Graduating with a Peace Corp Prep



certificate does not guarantee placement in the Peace Corps. However, applicants with this certification have about a three times higher acceptance rate than other candidates.

The Peace Corps Prep program is housed in the Office of International Initiatives within CALS. This office has hosted the Peace Corps Campus Recruiter for more than 30 years and the College is one of the key providers of volunteers. (Since 1961, the University of Arizona has had 1,636 Peace Corps volunteers, with 43 students currently serving today.)

"We are excited to enter this partnership with the Peace Corps," said Dr. Kevin Fitzsimmons, Director, International Initiatives, CALS. "Offering a Peace Corps Prep Program will complement our existing globalization efforts as it supports our university's mission."

For more information, on UA's Peace Corps Prep Program, visit [www.peacecorps.arizona.edu](http://www.peacecorps.arizona.edu) or contact Tammy Orr, Peace Corps Prep Coordinator, [torr1@email.arizona.edu](mailto:torr1@email.arizona.edu).

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## Hanh Do, School of Animal & Comparative Biomedical Sciences

*Leadership*

Shout out to Hanh Do, Manager of Finance & Administration for Animal & Biomedical Sciences for volunteering to organize the March 2018 CALS Business Officer meeting. Hanh arranged for Robbyn Lennon, Program Coordinator for Bursars Office, to present security awareness and credit card merchant training. Hanh also invited the SPS team, who gave an excellent presentation on using cost share. It was nice to also have the opportunity to meet the entire CALS SPS team! We would like to thank and congratulate Hanh for her outstanding efforts in coordinating the March meeting. Great job, Hanh!

*Submitted by Mary Carroll*



## WELCOME NEW CALS EMPLOYEES

### **The School of Plant Sciences welcomes Erin Korte:**

Erin comes to us from the UA BookStores where she worked as the HR/Payroll Representative for 2 ½ years. Erin has been with the University going on 5 years, comes from a family of UA alumni, and is a graduate of the Eller College. She is excited to be joining the School of Plant Sciences, College of Agriculture and Life Sciences as the HR Coordinator.



### **The Maricopa County Cooperative Extension office would like to welcome:**

Diana Aguilera, Instructional Specialist, Sr - SNAP-Ed Program

Jacqueline Luna, Instructional Specialist, Sr - SNAP-Ed Program

Khandle Hedrick, Instructional Specialist - EFNEP Program

Elizabeth “Beth” Reidhead, Program Coordinator - Master Gardener Program



### **School of Natural Resources and the Environment welcomes their new Accountant, Maria Sims!**



### **The School of Animal and Comparative Biomedical Sciences Business Office would like to welcome two new team members!**

*Joanna Maes, Program Coordinator, SACBS*

Joanna is a new Program Coordinator in the SACBS business office as of February 27, 2018. Her major duties include being the lead for building management and surplus, coordinating all inventory programs, vehicle



insurance reports, and processing financial transactions (PCard, invoices, check deposits, etc.). Joanna has been with the University of Arizona for the last 3 years and brings a broad knowledge of University's systems, policies and procedures. Joanna's previous position was with the Department of Residential Education.

*Angelica Aros, Program Coordinator, Senior, SACBS*

Angelica joined our SACBS family on October 30, 2017. Her major responsibilities include serving as the lead for hiring, payroll, and personnel-related matters to support all members of our School. Angelica has been with the University of Arizona for the last 15 years, with previous service to the SALT Center, Biosphere 2, and Mathematics Department. Her career with the University has allowed for her to develop a sound understanding of University business policies and procedures.

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## FAREWELL TO CALS EMPLOYEES

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### **Farewell to Marcy Blackwelder, Office Specialist at Safford Ag Center**

*Submitted by Jonie Burge*

Marcy will be leaving us soon to do some traveling with her granddaughter before settling into the retired life with her husband. She will be reconciling her last purchasing card transaction and processing her last travel DV near the end of April.

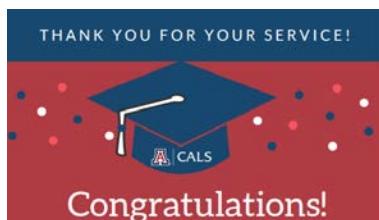
As a former high school biology teacher who also had experience with managing grants, she was originally hired in April of 2005 to deliver 'The Water Wagon' program. Marcy left in June of 2008, and then returned in October 2011, this time to work in our business office and coordinate our Ag Program classes for local schools. She has been a vital part of our 2-person business office since her return, and we would like to wish her safe travels and a happy retirement!





## **Farewell, Congratulations, and All of our Best Wishes to Leah Thimgan from CALS Business Services**

*Submitted by Mary Carroll*



Leah Thimgan is graduating! Leah, who has gallantly and devotedly served as the student office assistant for CBS since Oct. 2016, will be graduating at the end of this semester. Leah will complete her B.S. in Agribusiness Economics & Management and have her degree conferred

in May. Please watch your emails for coming announcements on the farewell party we will have for Leah.

We at CBS are filled with both sadness and excitement. To Leah, we would like to say ...

"Whatever path(s) you take in life moving forward, we are confident that, just as you have done for us, you will bring joy, humor, and a zest for life to all of those who are fortunate to connect with you. We are eager to hear of all of your successes and triumphs as you advance to your future career and life journeys! We will miss you, but please know that you will always be a part of the CBS and CALS family."



## **FUN FACT!**

*Submitted by Jeff Ratje*

On the way to Boyce Thompson Arboretum, just past the McDonald's in Florence, exists a historic monument marker. If you aren't looking for it, you'll probably pass it without noticing. I happened to

stop one day and was surprised to learn that the monument marks the spot where **John “Button” Salmon** was mortally injured in a car accident in 1926. Who’s John “Button” Salmon you may well ask?

Button Salmon was the UA student body president, the varsity quarterback, the catcher for the UA baseball team, and the embodiment of the most popular figure on campus in his day. After the accident, he was rushed to Tucson where he later died on Oct. 18. Just prior to his death, “Pop” McKale, the athletic director and coach at the time visited with Button and asked if he had any words of wisdom. He is reported to have said, “Tell them...tell the team to bear down.”

The UA student body rallied around this phrase and the rest is history. While touching, after 90-years stories like this can lose their meaning on modern audiences. It is important to remember that the UA is more than a place. More than just another university. Stories like this become vessels for our feelings, beliefs, and worthy of our investments in a place and an idea. The UA means something because we put meaning into it with our actions, deeds, and behaviors. Our traditions make us unique. Our traditions make us worth believing in.

In contrast to all the news of late, remember that we are stewards of our traditions – the best of the UA. What do we want the UA to be known for? Bear Down!



## Classified Staff and Appointed Professional Employment Groups are Merging. Learn more about UCAP

*Submitted by Heather Roberts-Wrenn*

The University Career Architecture Project (UCAP) is a UA-wide 2 year project scheduled to go live July 2019 that will merge Staff and APs, provide greater career structure and progression paths, and allow for market-based salary ranges for all positions. To learn more, get involved, and keep apprised of progress visit the official project website at: [www.ucap.arizona.edu](http://www.ucap.arizona.edu)

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### Editors:



Lynda Silvain  
[slynda@email.arizona.edu](mailto:slynda@email.arizona.edu)



Adriana Prado  
[adriana.prado@arizona.edu](mailto:adriana.prado@arizona.edu)

<http://cals.arizona.edu/cbs/rates-review>

The Rates and Review Team welcomes your feedback and suggestions for future content.

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