Business Administrators Meeting (BAM)

Tuesday, November 3, 2026



Agenda

10:00 am Welcome and Remarks

10:15 am Auxiliary Services Updates

10:25 am General Counsel Updates

10:35 am Procurement Updates

10:45 am Five minute break

10:50 am HRSTM Updates

11:05 am Police Updates

11:15 am Travel Updates

11:25 am Business Services Updates

Welcome and Remarks

Gamze Zeytinci
Vice President,
Administration & Finance

Auxiliary Services Updates

Mike Clemons

Executive Director, Auxiliary Services

Auxiliary Services

- D-Card & Retriever Dollars
  - Off campus merchants.
  - Grubhub On Campus (off campus menu).

- Departmental Retriever Dollars
  - Cannot be used as compensation, stipend, or wages.
  - Cannot be given to F-4 student visa holders.
  - May impact student financial aid package.
  - Submit ticket with RCCMS to deposit.

Auxiliary Services

- Amazon Business Orders
  - Direct Delivery Program.
  - Select “Direct Delivery” in PAW.
  - Best practice: consolidate orders.

- Faculty & Staff Meal Plans
  - Payroll Deduction (pro-rated).
  - Plans roll over fall to spring.
  - Bring guests / use multiple swipes per meal.

Auxiliary Services

- Bookstore Department Charges
  - Moving to Google Form and Docusign process!
  - No need to submit every fiscal year.*
  - Dept. head can submit up to 10 purchasers per form.
  - Up to 4 chartstrings can be added per form.
  - Updated Google form for one-time authorizations.
  - Bookstore team will confirm current list with departments each fiscal year.

General Counsel Updates

Ashley Hoover
Senior Special Counsel
Office of General Counsel

Entertainment Agreement Updates

UNIFORM STANDARD

Standardized Template

- Used uniformly throughout the entire institution.
- Replaces various separate unit templates.
- Establishes consistent institutional terms for all agreements.

COMPLIANCE

Current & Approved Form

- Must be used on its current, approved form.
- Confirm version date in the footer, or obtain template from OGC.
- Do not edit standard terms; place deal-specific terms in **Special Provisions**.

APPLICABILITY

Scope & Path Selection

- Not a one-size-fits-all agreement.
- Does not automatically apply to every guest, artist, activity, or service.
- The actual arrangement determines the appropriate contract path.

Which Agreement Applies?

Arrangement	Likely Path
Performance, concert, recital, appearance, contracted talk, or presentation	**Entertainment Contract**
Voluntary one-time appearance recognized by a non-negotiated payment offered as a thank you	**Honorarium Form and payment process**
Vendor-operated ride, inflatable, staffed game, photo booth, or similar attraction	**Entertainment Goods/Services Contract**
Design, consulting, technical, instructional, recurring, or other ordinary services	**Confer with Procurement**
Mixed arrangement or unclear?	**Route for review of arrangement before sending the other party a form**

Do not select an agreement based solely on the words "artist," "speaker," "event," or "one-time service."

When to use the Entertainment Contract

Generally appropriate for:

- Concerts, recitals, theatre performances, comedians, similar performances
- Contracted speakers, authors, readings, presentations, or appearances
- A performance engagement that also includes related rehearsals, workshops, or technical planning
- Engagements involving an agent agreement, rider, or other artist terms

NOT automatically appropriate for:

- Every visiting artist or guest
- Set design, choreography, consulting, coaching, or instruction standing alone
- Semester-long or recurring residencies
- Equipment or attraction rentals
- True honoraria

Contract and Payment Process

From Agreement to Payment

STEP 1

Use the current UMBC form - check to ensure it's the correct one

STEP 2

When consulting with OGC or Auxiliary Services, describe the full scope and ensure that every rider, quote, proposal, etc. is provided for context

STEP 3

Ensure fully executed contract in advance of the engagement - give yourself time!

STEP 4

After services are completed, submit payment request through appropriate process via PAW with executed Agreement, invoice, and any required supporting documentation

Note: PAW is the payment workflow - it does not determine the correct contract type or replace contract review and signature.

Insurance Requirements

Standard Position

• Baseline Requirement

New template includes insurance requirements as the standard position.

• Protection Purpose

Insurance protects UMBC if the outside party's activities cause injury or property damage.

If Other Party Does Not Carry Required Coverage:

- **Do not delete** the requirement or promise an exception.
- **Escalate to authorized signatory** and the responsible unit & signatory will assess activity risk (/consult OGC as necessary).
- **URMIA TULIP Option:** UMBC may require outside party to purchase short-term, event-specific coverage.
- **Reductions or Waivers** must be affirmatively approved and reflected in agreement. Consult OGC as needed.

Relevant Risk Considerations: Physical activity/participant contact • Equipment, rigging, vehicles, installation • Attendance, minors, ticketing, public access • Location, duration, crowd-control needs

Takeaways and Key Reminders

Approved Templates

Use the current approved UMBC template - ensure it's the current one (check date on the footer)

Scope First

Identify what the outside party is actually providing (the scope!) before selecting a form or seeking assistance in selecting the appropriate form

When Unclear

Ask the designated reviewing office before sending a form if the arrangement is unclear, or confer with the office of the authorized signatory or OGC

Procurement Updates

Rosetta Butler
Executive Director,
Procurement

Procurement and Strategic Sourcing Quarterly Updates



Procurement



Updates Overview

- PAW Intake Process
- Unauthorized Procurement Form
- Procurement Overview Guidance Sheet
- Website Enhancements
- Planning Ahead

New PAW Intake Process

- One entry point for all procurement requests
- Procurement determines appropriate path
- Improved visibility and tracking
- Reduced resubmissions and delays
- Less back-and-forth communication

Huge Thank You to Jason Paluck and Andrew Smith

Unauthorized Procurement Form



TRACKS PURCHASES MADE OUTSIDE PROCUREMENT PROCESS



SUPPORTS TRAINING AND STRATEGIC PLANNING



NOT INTENDED TO ASSIGN BLAME



UPDATED FORM COMING SOON

NEW Procurement Guidance Sheet



One-page overview



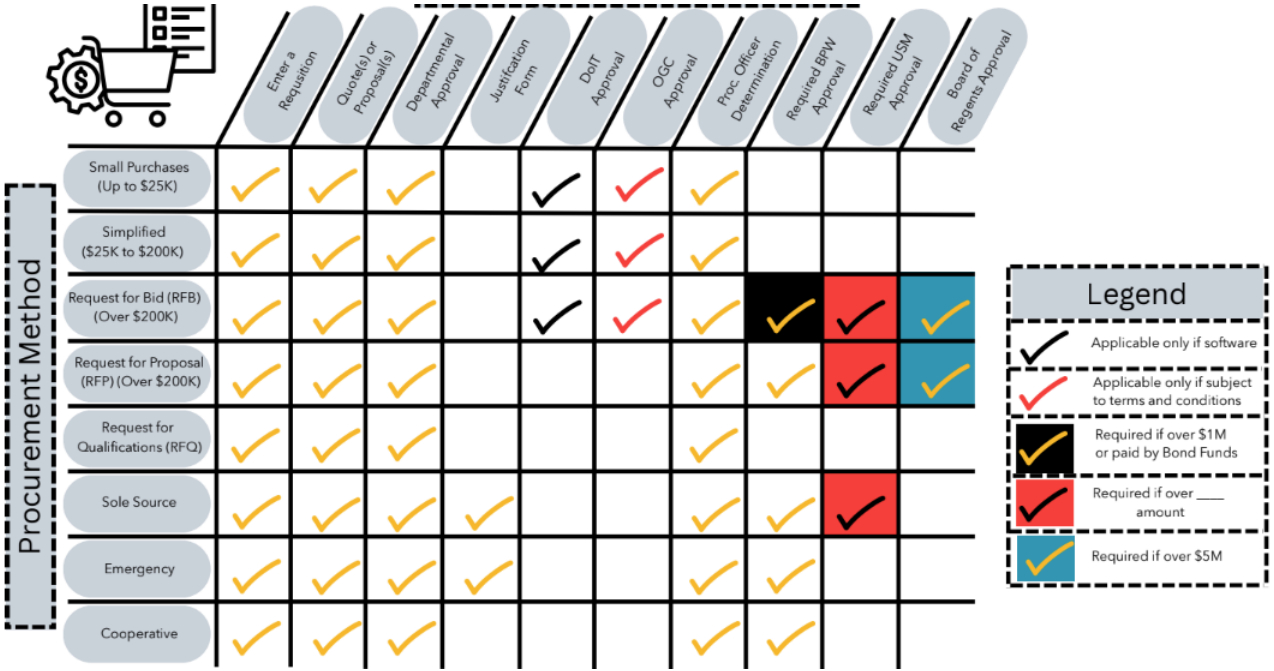
Methods, thresholds, approvals



Quick planning resource



Helps avoid delays


Procurement Method
Enter a Requisition
Quote(s) or Proposal(s)
Departmental Approval
Justification Form
DoIT Approval
OGC Approval
Proc. Officer Determination
Required BPW Approval
Required USM Approval
Board of Regents Approval
Small Purchases (Up to $25K)
Simplified ($25K to $200K)
Request for Bid (RFB) (Over $200K)
Request for Proposal (RFP) (Over $200K)
Request for Qualifications (RFQ)
Sole Source
Emergency
Cooperative
Legend
Applicable only if software
Applicable only if subject to terms and conditions
Required if over $1M or paid by Bond Funds
Required if over ____ amount
Required if over $5M

Updated Procurement Website

Our Mission

To advance UMBC's mission by delivering high-quality, cost-effective services with excellence, integrity, and responsiveness.

We conduct all procurement activities with fairness, integrity, and transparency, ensuring compliance with University System of Maryland (USM) and UMBC policies and all applicable laws and regulations.

Our core objectives include:

- **Strategic Value:** Develop and manage contracts that maximize value, reduce costs, and leverage technology to enhance institutional effectiveness.
- **Supplier Diversity and Inclusion:** Promote equitable access to procurement opportunities by supporting diverse suppliers and advancing participation in the State of Maryland diversity programs.
- **Operational Excellence:** Enhance campus efficiency by streamlining processes, empowering stakeholders, and expanding procurement tools and resources.

As a strategic partner, we connect university needs with market innovation to support UMBC's operational excellence and commitment to social responsibility.

- Updated Mission Statement
- Improved navigation
- Accessibility compliant
- Additional information and resources

Suppliers

Partnering with UMBC

UMBC is committed to fostering strong supplier relationships and providing equitable access to procurement opportunities. We support suppliers interested in doing business with the university by offering guidance and access to opportunities, while ensuring all processes are conducted with transparency, fairness, and compliance.

Become a Supplier

Minority Business Enterprise Program (MBE)

Supplier FAQ's

Payments

Awards

The information posted on this page is provided for informational purposes and reflects recently awarded contracts. Award information will remain available on this webpage for a period of six (6) months following the full execution of the contract.

Upon expiration of the six-month posting period, award information may be removed from this page.

A comprehensive list of the University's current active term contracts, will be available soon.

Solicitation Number/ Description	Awardee	Award Date	Term Period
BC-21469-B CUP Primary HTHW Pumps Controls	Albireo Energy	09/07/2026	09/08/2026-03/15/2027
BC-21526-C Coordination of Ancient Studies Department Study Tour to Rome & Southern Italy	Sky Vacations	07/20/2026	N/a

Procurement Methods

- Small Purchases (Under $25,000)
- Simplified Procurement (Over $25,000 – Under $200,000)
- Request for Bid (RFB) (Over $200,000)
- Request for Proposal (RFP) (Over $200,000)
- Request for Qualifications (RFQ)
- Sole Source Procurements

Resources For UMBC Staff

PAW Procurement System & Guides

P-Card Resources

Meals & Catering

Forms & Policies

Travel Information

ezCater

Miscellaneous Procurement Resources

- Copiers
- Furniture
- Tax Exemption

Planning Ahead

- Timelines vary by complexity, so **PARTNER** with Procurement **EARLY**
- Monitor contract expirations
- Plan early for expiring funds (i.e. grants)
- Reducing Retroactive Contracts
- Increase risk and audits concerns
- Work should not begin before a fully executed contract

Contract Administration Reminders

Review	Review invoices against contracts
Verify	Verify pricing and quantities
Avoid	Avoid duplicate payments
Track	Track amendments and renewals





Thank You

Partner Early.
Plan Ahead.

Stay Connected.

Five minute break!



HRSTM Updates

Lynne Adams
Chief Human Resources Officer,
Kelly Coleman
Director,
Talent Acquisition and Total Rewards
and *Chloe Leonhardt*
Manager, HRIS

BUSINESS ADMINISTRATORS MEETING

November 3, 2026



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AGENDA

Open Enrollment

New HRSTM Staff

CPB Modernization Project

Payroll Updates

Re-IGNITE Program

Service Awards

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OPEN ENROLLMENT



Open Enrollment began October 19th, and will end on
Friday, November 13th, 2026 at 5:00pm

During this time, employees can enroll, cancel or make changes to their State health benefits. All changes will be effective on **January 1, 2027**.

Changes must be made in the employee's Open Enrollment event in their online SPS Workday account.

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Stephanie Norman, CCP, PHR

Compensation Manager

Talent Acquisition & Total Rewards

NEW STAFF MEMBER

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STATE PAYROLL MODERNIZATION PROJECT

Go-Live: January 2027

The **Central Payroll Bureau** is modernizing its payroll system. This initiative will impact the more than 100,000 Maryland State employees CPB serves.



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NEW FEATURES

- Direct deposit
- Paperless forms
- Mobile & unified access
- Enhanced security

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PAYROLL UPDATES

Payroll Preparer Summit

New Director for Payroll

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Re-IGNITE
HRSTM LEADS Academy

What & who: A cohort-based leadership development program for current supervisors, managers, and project/team leaders at all levels that is focused on building emotional intelligence and Situational Leadership® II skills. It's the foundational program and prerequisite for LEAP, LAUNCH, RISE, and PEAK.

When: January–May 2027, with two in-person workshops, two virtual SLII® sessions, and 3 optional virtual group coaching sessions.

Assessments: EQ-i 2.0® Leadership Assessment and Blanchard Situational Leadership Styles Assessment, both completed online before the workshops.

How to join: Self-nominate with your leader's support, October 20–December 4, 2026 (first-come, first-served): https://forms.gle/3CFx6gfM62uD6rq58



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SERVICE AWARDS

Join Us!

Thursday, December 3, 2026
11:00 AM – 1:30 PM
Retriever Activities Center



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QUESTIONS?

hrstm@umbc.edu

hr.umbc.edu



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Police Updates

Chief David Fields,
UMBC Police Department

Police Updates

- MD Highway Safety Grant
- Active Assailant Preparedness Training
- Proper Reporting Procedures

Travel Updates

Lisa Rowell, Travel Specialist

Business Services: What's New in Concur

Available Expenses and Delegate Dashboard

Travel Questions?

Please join us with any questions – general or specifically related to travel you are working on

E-mail Support: Travel@umbc.edu

Virtual Session

Drop-in Help Desk

Wednesday, Nov 4
10:30 AM

Format: Online / Virtual Drop-in

In-Person Session

Travel Training

Monday, Nov 9
11:00 AM

Location: **MP Rm 106**

In-Person Session

In-Person Help Desk

Tuesday, Nov 17
12:00 PM

Location: **MP Rm 105**

Available Expenses

Guidelines for Concur flight & hotel expense routing based on booking date

New Automated Expense Process

Action Required:

The charge will appear automatically in your "Available Expenses" in Concur.

Applies To:

- Any **Flights** booked in Concur or with Altour AFTER 8/8/26
- Any **Hotels** inadvertently charged to the UMBC Ghost Card AFTER 8/8/26
- Any **Agent Fees** associated with travel bookings AFTER 8/8/26

Legacy Booking Exception

Action Required:

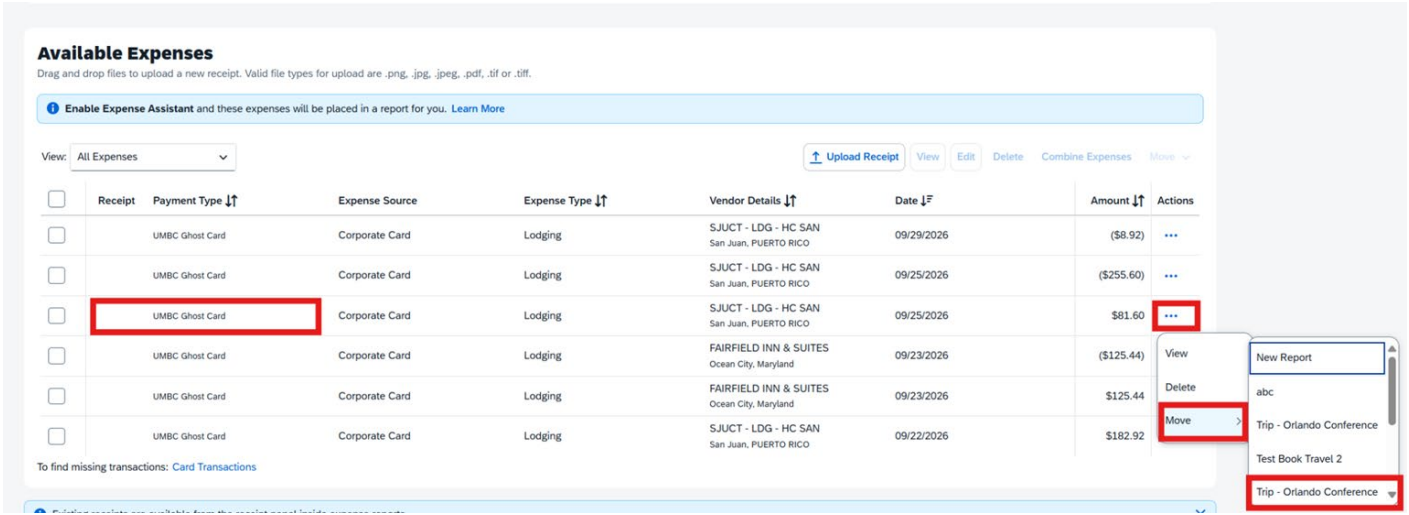
Continue to select UMBC P-Card as the payment type when submitting your Expense Report.

Applies To:

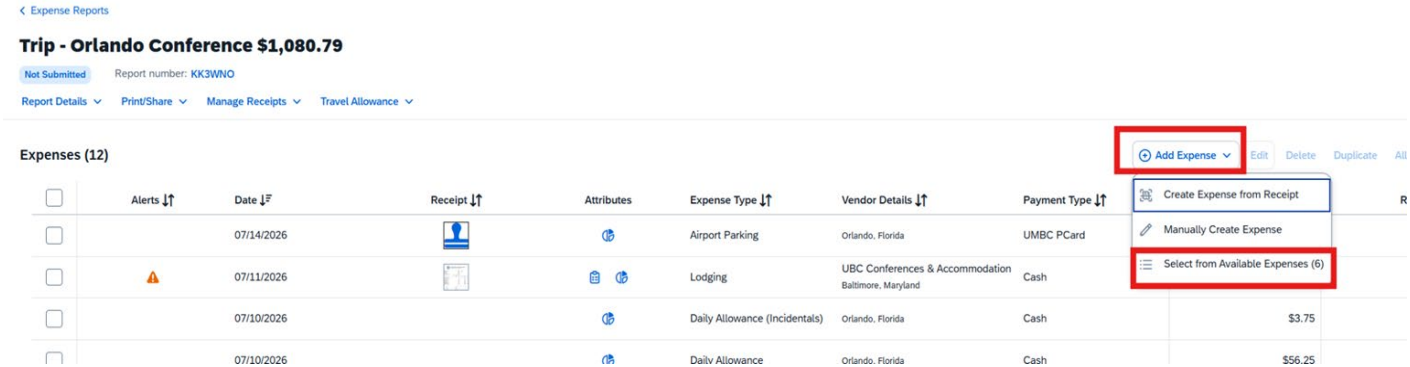
- Any flight booked BEFORE 8/8/26 in Concur or with Altour

Travel Updates

Available Expenses
Move From List to Report



Available Expenses Add While IN your Expense Report



Delegate Dashboard

Centralized Workspace

Manage travel, requests, and expense activity for all supported individuals from a single primary location.

Multi-Traveler View

View multiple travelers in one place instead of constantly switching between individual user profiles.

Quick Action & Insights

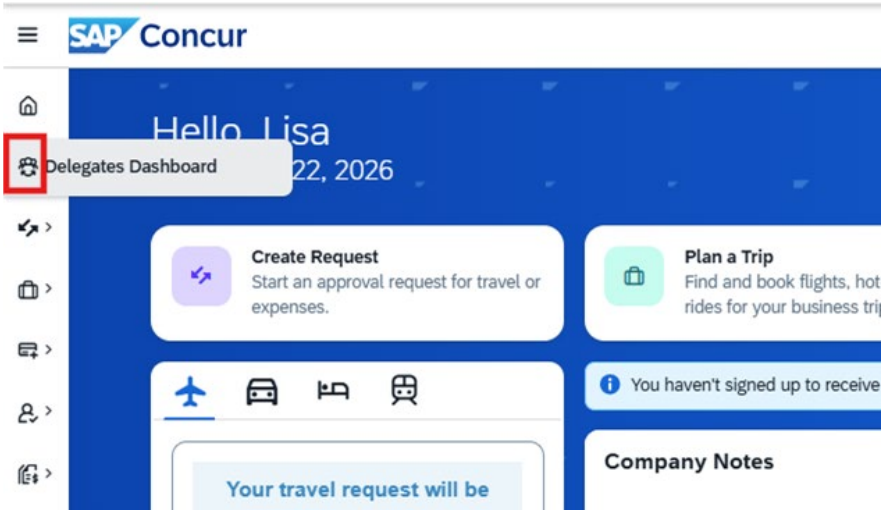
Quickly identify open items, pending approvals, and urgent tasks to take immediate action

New Icon for Active Delegates & Arrangers

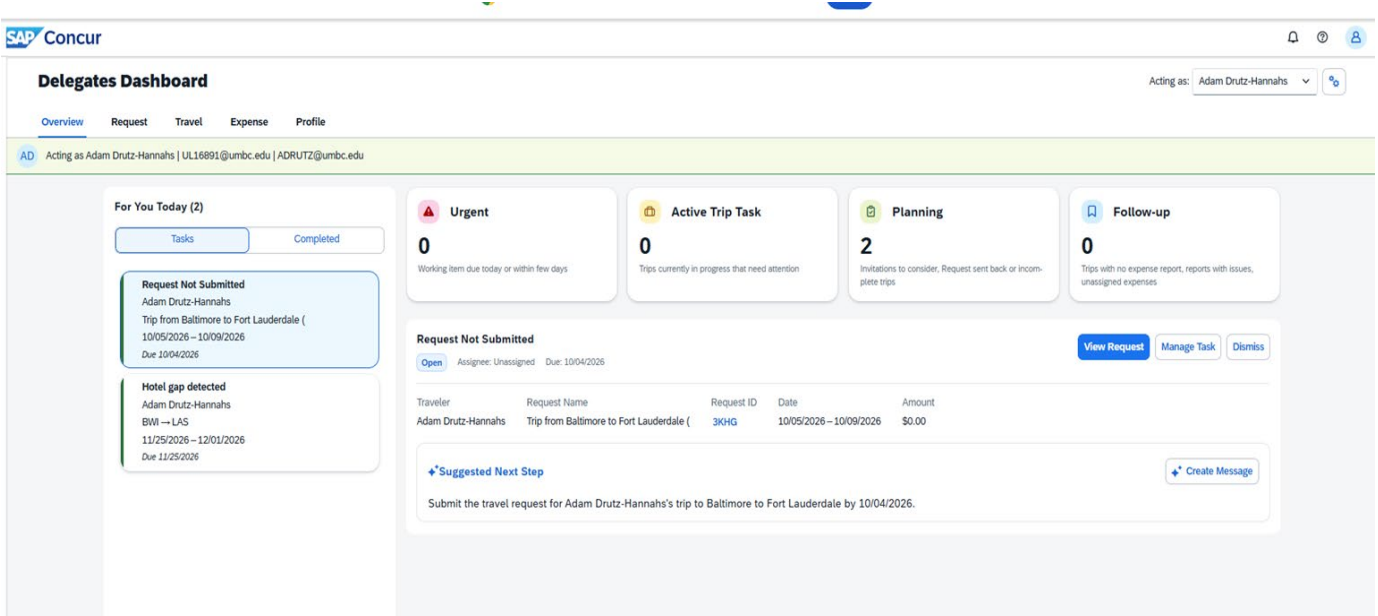
Left Navigation Bar
Located on the primary navigation menu on the left side of your screen.

Delegates Dashboard Icon
Look for the multi-person icon labeled 'Delegates Dashboard'.

Centralized Access
Click to view travel, requests, and expenses for all supported users.



Travel Updates



Travel Updates

Expense Report Reminders

Detailed Documentation

Detailed Documentation explaining the UMBC business purpose of travel is required for both the Travel Request AND Expense Report.

Non-Business Components

If including non-business travel components (personal time, companion travel, etc.), please include comparison quotes in your Travel Request.

Policy Compliance

Reimbursement is subject to UMBC Policy compliance. If you are unsure if an expense is allowable, please reach out to Travel@UMBC.edu BEFORE you incur the expense.

Business Services Updates

Adam Drutz-Hannahs,
Assistant Manager
Business Services



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Liability Offset

What is a Liability Offset?

Definition: A state debt-recovery process that intercepts incoming payments to settle unpaid state or federal debts.

How It Works

1. The Trigger

An individual or business has an outstanding balance (e.g., unpaid taxes, state debts).

2. The Intercept

The State matches debt against money owed **to** the debtor (tax refunds, vendor payments).

3. The Settlement

Funds are withheld or reduced to pay off debt before remaining funds are released.

Key Takeaways for Businesses & Vendors

Vendor Impact

Payments provided to the State can be offset (reduced) to satisfy back taxes or fees.

Notification

Payees receive official correspondence detailing amount withheld and debt applied.

Scope

Applies across state agencies and participating federal debt-collection programs.

Important AP Notes: Accounts Payable (AP) cannot assist vendors with LO/LF questions. UMBC has **PAID the invoice**, so UMBC does not owe the vendor for funds taken through LO/LF.

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Changes to UMBC Petty Cash Procedures

Effective November 1, 2026

Strict Policy Limits: Reimbursements are restricted to infrequent, urgent, and incidental expenses of **$50 or less**.

Approval & Payment: Every request requires case-by-case approval from Accounts Payable. Must be paid via **cash or debit card** (credit cards are not eligible).

No Longer Eligible

Routine, non-emergency expenses no longer qualify:

- Office, laboratory, or instructional supplies
- Food, refreshments, or snacks for meetings & events
- Routine postage, shipping, vehicle fuel, or membership dues

Alternative Payment Methods

Departments should plan purchases in advance using:

- Standard procurement methods
- Purchasing cards (P-Cards)
- Regular Accounts Payable reimbursements

Questions or Contact: Reach out to **Linda Rothfus** at lsrothfus@umbc.edu or **410-455-3288**

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Vendor Direct Deposit (ACH) Enrollment

Strongly Recommended for All Vendors

Fast, Secure & Reliable State Payments!

Encourage all vendors to register for Direct Deposit (ACH) with the **State of Maryland Comptroller** to eliminate paper check delays and ensure prompt funds availability.

Key Benefits for Vendors

Direct deposit offers significant operational advantages:

- **Faster Payment Access:** Funds directly deposited into the bank account
- **Enhanced Security:** Prevents lost, stolen, or damaged paper checks
- **Reliable Processing:** Avoids postal delays and manual bank deposits

How Vendors Sign Up

Simple registration steps through the Comptroller's Office:

- **Online Portal:** Visit the MD Comptroller General Accounting Division site
- **Submit Direct Deposit Form:** Complete the GAD X-10 ACH form
- **Verification:** Attach a voided check or official bank confirmation letter

Need ACH Assistance? Contact Accounts Payable or visit the **Maryland Comptroller Vendor Services Portal**

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Prompt Receiving in PAW

Action Required Upon Delivery

Immediate Action Required!
Always enter merchandise receipts into **PAW** the moment items are delivered to ensure timely vendor payments and accurate records.

Why Prompt Entry Matters

Delaying receipt entry creates downstream issues:

- Payment Holds: Invoices cannot be matched or paid by AP
- Vendor Friction: Unpaid balances strain supplier relationships
- Inaccurate Budgets: Encumbrances remain open unnecessarily

Quick Steps in PAW

Complete receiving in just a few clicks:

- Log into PAW and locate the Purchase Order (PO)
- Create Receipts: Enter quantity or amount received
- **Returned Receipts: MUST enter quantity!** (Defaults to 0; entering 0 means nothing returned)
- Attach Packing Slip: Upload proof of delivery and submit

Need Assistance? Contact Accounts Payable at **410-455-3638**

Business Services
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Follow Our myUMBC Groups

Stay Connected & Informed!
Join the **Accounts Payable** and **Travel** myUMBC groups to receive real-time policy updates, announcements, and important deadlines.

Accounts Payable

Follow for updates on campus financial processing:

- Invoice processing & disbursement schedules
- Petty cash procedures & policy updates
- Direct Q&A support and team announcements

Travel

Follow for university travel guidelines & support:

- UMBC travel policies & pre-approval workflows
- Expense reimbursement rules & procedures
- Access to travel forms, FAQs, and resources

How to Follow: Log into **myUMBC** → Search "**Accounts Payable**" or "**Travel**" → Click **Follow**

Business Services
BAM

Thank you!



Thanks for joining us and don't forget to vote!

Make sure you're signed up for the BAM myUMBC group. See you in May 2027!