

**UNIVERSITY OF HOUSTON  
DOWNTOWN**

**ANNUAL REPORT OF  
NONFINANCIAL DATA**

**FOR THE YEAR ENDED AUGUST 31, 2008**

UNIVERSITY OF HOUSTON - DOWNTOWN

TABLE OF CONTENTS

| <b>MISCELLANEOUS DATA</b>   |  | <b>SECTION</b> |
|---|--|----------------|
| LETTER OF TRANSMITTAL .....   |  | I              |
| ORGANIZATIONAL DATA .....   |  | II             |
| STATEMENT OF PROCEDURE REGARDING ANNUAL REPORT OF NONFINANCIAL DATA ..... |  | III            |
| SUMMARY OF NONFINANCIAL DATA SCHEDULES .....                              |  | IV             |
| <br>  |  |                |
| <b>ACCOUNTING DATA</b>  |  |                |
| <b>SCHEDULES</b>  |  |                |
| D-6   | SCHEDULE OF MEDICAL SERVICES, RESEARCH, AND DEVELOPMENT PLAN - SUMMARY OF OPERATIONS-ACCRUAL BASIS ..... | 1              |
| D-7   | SCHEDULE OF APPROPRIATION ITEM TRANSFERS .....   | 2              |
| D-8   | HISTORICALLY UNDERUTILIZED BUSINESS STRATEGIC PLAN PROGRESS REPORT .....                                 | 3              |
| D-9   | SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES .....   | 4              |
| D-10  | AGENCY REPORT OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES ..                     | 5              |
| <br>  |  |                |
| <b>COMPLIANCE INFORMATION</b>   |  |                |
| <b>SCHEDULES</b>  |  |                |
| 1   | SCHEDULE OF BONDED EMPLOYEES .....   | 6              |
| 2   | SCHEDULE OF SPACE OCCUPIED .....   | 7              |
| 3   | SCHEDULE OF AIRCRAFT OPERATION .....   | 8              |
| 4   | SCHEDULE OF ITEMIZED PURCHASES AND TEXAS BUILDING AND PROCUREMENT COMMISSION EXCEPTION LETTERS .....     | 9              |
| 5   | SCHEDULE OF VEHICLE PURCHASED .....  | 10             |
| 6   | SCHEDULE OF INDIRECT COSTS .....   | 11             |
| 7   | SCHEDULE OF LUMP-SUM VACATION AND COMPENSATORY LEAVE.....  | 12             |
| 8   | SCHEDULE OF PERSONAL USE OF STATE VEHICLES .....   | 13             |
| 9   | SCHEDULE OF VENDING MACHINES .....   | 14             |
| 10  | SCHEDULE OF PAY TELEPHONES .....   | 15             |
| 11  | MASTER FILE REPORT VERIFICATION FORM .....   | 16             |
| 12  | EQUITY OWNERSHIP/BUSINESS PARTICIPATION REPORT .....   | 17             |



University of Houston-Downtown

Office of the Vice President for Administration & Finance

November 20, 2008

Honorable Rick Perry, Governor  
John Keel, CPA, State Auditor  
John O'Brien, Director, Legislative Budget Board  
Mary Camp, Director, Legislative Reference Library

Lady and Gentlemen:

We are pleased to submit the University of Houston – Downtown *Annual Report of Non-financial Data* for the year ended August 31, 2008, in compliance with Texas Government Code Annotated § 2101.0115 and in accordance with the requirements established by the Texas Comptroller of Public Accounts.

The accompanying report has not been audited and is considered to be independent of the agency's or institution's *Annual Financial Report*.

If you have questions, please contact George Anderson at 713/221-8449.

Sincerely,

A handwritten signature in black ink, appearing to read 'David M. Bradley', with a long horizontal line extending from the end of the signature.

David M. Bradley  
Vice President for Administration and Finance

UNIVERSITY OF HOUSTON - DOWNTOWN

ORGANIZATIONAL DATA  
AUGUST 31, 2008

**Board of Regents**

|                                  |                              |
|----------------------------------|------------------------------|
| Welcome W. Wilson, Sr., Houston  | Term Expires August 31, 2011 |
| Lynden B. Rose, Houston          | Term Expires August 31, 2009 |
| Dennis D. Golden, O.D., Carthage | Term Expires August 31, 2009 |
| Calvin W. Stephens, Dallas       | Term Expires August 31, 2009 |
| Jim P. Wise, Houston             | Term Expires August 31, 2011 |
| Carroll Robertson Ray, Houston   | Term Expires August 31, 2011 |
| Mica Mosbacher, Houston          | Term Expires August 31, 2013 |
| Nelda Luce Blair, The Woodlands  | Term Expires August 31, 2013 |
| Jacob M. Monty, Houston          | Term Expires August 31, 2013 |
| Tamara K. Goodwin, Austin        | Term Expires May 31, 2009    |

**Officers of the Board (Fiscal Year 2008):**

|                        |            |
|------------------------|------------|
| Welcome W. Wilson, Sr. | Chair      |
| Calvin W. Stephens     | Vice Chair |
| Jim P. Wise            | Secretary  |

**Officers of the Board (Fiscal Year 2009):**

|                        |            |
|------------------------|------------|
| Welcome W. Wilson, Sr. | Chair      |
| Lynden B. Rose         | Vice Chair |
| Jim P. Wise            | Secretary  |

**Administrative Officers**

|                     |   |
|---------------------|---|
| Max Castillo        | President   |
| Molly Woods         | Vice President for Academic<br>Affairs and Provost            |
| David Bradley       | Vice President for Administration<br>and Finance              |
| Ivonne Montalbano   | Vice President for Employment<br>Services and Operations      |
| Edward Apodaca      | Vice President, Student Services<br>and Enrollment Management |
| Patrick S. Williams | Associate Vice President for<br>Institutional Effectiveness   |
| J. David Fairbanks  | Associate Vice President for<br>Policy, Planning and Analysis |
| Michele J. Sabino   | Executive Director, University<br>Advancement                 |

**UNIVERSITY OF HOUSTON - DOWNTOWN**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**STATEMENT OF PROCEDURE REGARDING  
ANNUAL REPORT OF NONFINANCIAL DATA**

Section 2101.0115, Texas Government Code, was added by Act of May 26, 2001, 77th Legislature, Regular Session, House Bill 2914. This legislation requires state agencies and institutions of higher education to submit an Annual Report of Nonfinancial Data. This report includes nonfinancial schedules previously included in the Annual Financial Report. The following report has been prepared in accordance with requirements established by applicable regulations.

The State Auditor has not audited the accompanying statements and schedules and, therefore, an opinion has not been, nor will be expressed on the information contained in this report.

**UNIVERSITY OF HOUSTON - DOWNTOWN**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**SUMMARY OF NONFINANCIAL DATA SCHEDULES**

**ACCOUNTING DATA**

**SCHEDULE D-6**

Schedule of Medical Services, Research, and Development Plan - Summary of Operations - Accrual Basis

All agencies that have a public health related institution covered under Article III of the General Appropriations Act shall not expend funds after a period of one hundred twenty days following the close of the fiscal year, unless there has been filed an annual report as of August 31 of the preceding fiscal year, showing the use of practice plan funds.

Legal authority: House Bill 1, Eightieth Legislature, Regular Session, 2007, Article III, Section 20.

This report is not applicable to the University of Houston System.

**SCHEDULE D-7**

Schedule of Appropriation Item Transfers

All agencies shall prepare a report indicating the transfer of appropriated funds between appropriation items. The purpose of this schedule is to identify the amount of money transferred from one item of appropriation, program or activity, from the amounts appropriated in the General Appropriations Act, to another item of appropriation, program or activity.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(9).

**SCHEDULE D-8**

Historically Underutilized Businesses Strategic Plan Progress Report

All agencies shall prepare a written plan for increasing the use of Historically Underutilized Businesses (HUBS) in purchasing goods and services, and in public works contracts as part of its strategic plan.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(8).

**UNIVERSITY OF HOUSTON - DOWNTOWN**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**SUMMARY OF NONFINANCIAL DATA SCHEDULES**

**SCHEDULE D-9**

Schedule of Professional/Consulting and Legal Service Fees

All agencies shall prepare a schedule itemizing all fees paid by the state agency for professional and consulting services provided under Chapter 2254, Texas Government Code. The schedule will also include all legal services paid, other than services provided by an employee of the agency or the Attorney General's Office.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(3)(4).

**SCHEDULE D-10**

Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases

All agencies shall prepare a report identifying amounts spent on recycled, remanufactured, and environmentally sensitive commodities or services identified by Texas Building and Procurement Commission (TBPC) rule. Commodities and services that accomplish the same purpose as those identified by TBPC rule must also be reported.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(14), and Texas Government Code, Annotated, 2155.448(c) & (d), and Senate Bill 1652, Seventy-Eighth Legislature, Regular Session, 2003, Article 5, Section 5.03.

This report is not applicable to institutions of higher education.

**COMPLIANCE INFORMATION**

**SCHEDULE 1**

Schedule of Bonded Employees

All agencies shall submit a list of all bonded employees identifying names and job titles, the amount of the bond, and the surety company issuing the bond.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(1).

**SCHEDULE 2**

Schedule of Space Occupied

All agencies shall submit a list including the name of each building occupied, the total amount of square feet rented, and the amount of square feet occupied in a state-owned building. Also included are the names of each lessor and annual costs of rented space.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(2).

**UNIVERSITY OF HOUSTON - DOWNTOWN**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**SUMMARY OF NONFINANCIAL DATA SCHEDULES**

**SCHEDULE 3**

Schedule of Aircraft Operation

All agencies shall summarize the use and operating costs of state-owned aircraft or aircraft operated under long-term lease or rental agreements.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(5).

**SCHEDULE 4**

Schedule of Itemized Purchases and Texas Building and Procurement  
Commission Exception Letters

All agencies shall identify proprietary purchases that are procured from one vendor without considering an equivalent product to be supplied by another vendor.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(6), and Texas Education Code, Annotated, Section 51.9335(d).

This report is not applicable to institutions of higher education.

**SCHEDULE 5**

Schedule of Vehicles Purchased

All agencies shall list all vehicles purchased, including the make, model, purchase price, type of use, and fuel efficiency rating.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(10).

**SCHEDULE 6**

Schedule of Indirect Costs

All applicable agencies shall provide detail information about expenditures paid by, or on behalf of, for employee benefits, bond debt service, and payments for general government services.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(11).

**SCHEDULE 7**

Schedule of Lump-Sum Vacation and Compensatory Leave

All agencies shall list the total amount of lump-sum vacation and compensatory leave payments made to employees who separated from state service during the fiscal year.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(12).



**UNIVERSITY OF HOUSTON - DOWNTOWN**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**SUMMARY OF NONFINANCIAL DATA SCHEDULES**

**SCHEDULE 8**

Schedule of Personal Use of State Vehicles

All agencies shall identify the name and job title of each employee authorized to use a state-owned or state-leased vehicle to commute to and from work when the administrative head determines that the use may be necessary to ensure that vital agency functions are performed. The reason for authorization must also be included in the report.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(13).

**SCHEDULE 9**

Schedule of Vending Machines

All agencies shall include a schedule listing the net proceeds and the uses of revenues received from vending machines located in agency owned or leased buildings.

Legal authority: House Bill 1, Eightieth Legislature, Regular Session, 2007, Article IX, Section 8.06, and Texas Government Code, Annotated, Section 2203.005.

**SCHEDULE 10**

Schedule of Pay Telephones

All agencies shall include a schedule listing the net proceeds and the uses of revenues received from pay telephones located in agency owned or leased buildings.

Legal authority: House Bill 1, Eightieth Legislature, Regular Session, 2007, Article IX, Section 8.07, and Texas Government Code, Annotated, Section 2170.009.

**SCHEDULE 11**

Master File Report Verification Form

All agencies shall submit, in even-numbered calendar years, a form confirming that the agency is in compliance with Subchapter E, Chapter 31, Natural Resources Code. The agency shall maintain a record of each item of real property it possesses.

Legal authority: Texas Government Code, Annotated, 2101.0115(c)(7).

This report is not applicable to the University of Houston System.

UNIVERSITY OF HOUSTON - DOWNTOWN

ANNUAL REPORT OF NONFINANCIAL DATA

SUMMARY OF NONFINANCIAL DATA SCHEDULES

**SCHEDULE 12**

Equity Ownership / Business Participation Report

All university systems and institutions of higher education shall provide a report listing the names of persons employed by the system who conceive, create, discover, invent, or develop intellectual property, and who own or are awarded an equity interest or participation in, or who serve as a member of the board of directors of a business entity that has an agreement with the system relating to the research, development, licensing, or exploitation of that intellectual property.

Legal authority: Texas Education Code, Annotated, Section 51.912.

**UNIVERSITY OF HOUSTON  
DOWNTOWN**

## **ACCOUNTING DATA**

UNAUDITED

SCHEDULE D-6  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF MEDICAL SERVICES, RESEARCH, AND DEVELOPMENT PLAN  
SUMMARY OF OPERATIONS - ACCRUAL BASIS OF ACCOUNTING  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule reports the use of practice plan funds for the fiscal year. Disclosure of this information is in compliance with House Bill 1, Eightieth Legislature, Regular Session, 2007, Article III, Section 20.

Schedule not required for University of Houston System

UNAUDITED

SCHEDULE D-7  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF APPROPRIATION ITEM TRANSFERS  
 FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule identifies the amount of money transferred from one item of appropriation, program or activity, from the amounts appropriated in the General Appropriations Act, to another item of appropriation, program or activity. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(9).

| Goals And Strategies                                    | Strategy | Appropriation<br>Number | Transfers In           | Transfers (Out)          | Net Transfers            |
|---|----------|-------------------------|------------------------|--------------------------|--------------------------|
| Item of Appropriation Within Bill Pattern               |          |                         |                        |                          |                          |
| A. Goal: Instruction/Operations                         |          |                         |                        |                          |                          |
| Operations Support                                      | A. 1. 1  | 8-10784                 | \$ 8,658,580.32        | \$                       | \$ 8,658,580.32          |
| Teaching Experience                                     | A. 1. 2  | 8-10784                 |                        | (1,203,488.00)           | (1,203,488.00)           |
| Staff Group Insurance                                   | A. 1. 3  | 8-10784                 | 282,111.14             |                          | 282,111.14               |
| Workers Compensation Insurance                          | A. 1. 4  | 8-10784                 |                        | (211,935.00)             | (211,935.00)             |
| Texas Public Education Grants                           | A. 1. 5  | 8-10784                 |                        | (1,630,657.00)           | (1,630,657.00)           |
| Excellence Funding                                      | A. 1. 6  | 8-10784                 |                        | (883,159.00)             | (883,159.00)             |
| Total Goal A: Instruction / Operations                  |          |                         | <u>\$ 8,940,691.46</u> | <u>\$ (3,929,239.00)</u> | <u>\$ 5,011,452.46</u>   |
| B. Goal: Infrastructure Support                         |          |                         |                        |                          |                          |
| E & G Space Support                                     | B. 1. 1  | 8-10784                 | \$                     | \$ (3,541,386.79)        | \$ (3,541,386.79)        |
| Tuition Revenue Bond Retirement                         | B. 1. 2  | 8-10784                 |                        | (603.34)                 | (603.34)                 |
| Skiles Act Revenue Bond Retirement                      | B. 1. 3  | 8-10784                 |                        | (151,135.00)             | (151,135.00)             |
| Total Goal B: Infrastructure Support                    |          |                         | <u>\$</u>              | <u>\$ (3,693,125.13)</u> | <u>\$ (3,693,125.13)</u> |
| C. Goal: Special Item Support                           |          |                         |                        |                          |                          |
| Community Development                                   | C. 2. 1  | 8-10784                 | \$                     | \$                       | \$                       |
| Institutional Enhancement                               | C. 3. 1  | 8-10784                 |                        | (1,791,395.52)           | (1,791,395.52)           |
| Total Goal C: Special Item Support                      |          |                         | <u>\$</u>              | <u>\$ (1,791,395.52)</u> | <u>\$ (1,791,395.52)</u> |
| D. Goal: Research Development Fund                      |          |                         |                        |                          |                          |
| Research Development Fund                               | D. 1. 1  | 8-10784                 | \$                     | \$                       | \$                       |
| Total Goal D: Research Development Fund                 |          |                         | <u>\$</u>              | <u>\$</u>                | <u>\$</u>                |
| Program Codes Not In Bill Strategies Listed Above       |          |                         |                        |                          |                          |
| ORP 6%  |          | 8-10784                 | \$ 135,253.70          | \$                       | \$ 135,253.70            |
| Longevity   |          | 8-10784                 | 252,028.85             |                          | 252,028.85               |
| Unemployment Worker's Comp                              |          | 8-10784                 | 85,785.64              |                          | 85,785.64                |
| Total Program Codes Not In Bill Strategies Listed Above |          |                         | <u>\$ 473,068.19</u>   | <u>\$</u>                | <u>\$ 473,068.19</u>     |
| Net Appropriation Item Transfers Within Bill Pattern    |          |                         | <u>\$ 9,413,759.65</u> | <u>\$ (9,413,759.65)</u> | <u>\$ 0.00</u>           |

UNAUDITED

SCHEDULE D-7  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF APPROPRIATION ITEM TRANSFERS  
 FOR THE YEAR ENDED AUGUST 31, 2008

| Goals And Strategies                                    | Strategy | Appropriation<br>Number | Transfers In | Transfers (Out) | Net Transfers |
|---|----------|-------------------------|--------------|-----------------|---------------|
| Item of Appropriation Not In Bill<br>Pattern            |          |                         |              |                 |               |
| A. Goal: Instruction/Operations                         |          |                         |              |                 |               |
| Operations Support                                      | A. 1. 1  | 8-10784                 | \$           | \$              | \$            |
| Teaching Experience                                     | A. 1. 2  | 8-10784                 |              |                 |               |
| Staff Group Insurance                                   | A. 1. 3  | 8-10784                 |              |                 |               |
| Texas Public Education Grants                           | A. 1. 4  | 8-10784                 |              |                 |               |
| Indirect Cost Recovery                                  | A. 1. 5  | 8-10784                 |              |                 |               |
| Organized Activity                                      | A. 1. 6  | 8-10784                 |              |                 |               |
| Capital Equity & Excellence<br>Funding                  | A. 1. 7  | 8-10784                 |              |                 |               |
| Total Goal A: Instruction /<br>Operations               |          |                         | \$ 0.00      | \$ 0.00         | \$ 0.00       |
| B. Goal: Infrastructure Support                         |          |                         |              |                 |               |
| E & G Space Support                                     | B. 1. 1  | 8-10784                 | \$           | \$              | \$            |
| Tuition Revenue Bond Retirement                         | B. 1. 2  | 8-10784                 |              |                 |               |
| Skiles Act Revenue Bond<br>Retirement                   | B. 1. 3  | 8-10784                 |              |                 |               |
| Total Goal B: Infrastructure<br>Support                 |          |                         | \$ 0.00      | \$ 0.00         | \$ 0.00       |
| C. Goal: Special Item Support                           |          |                         |              |                 |               |
| Community Development                                   | C. 1. 1  | 8-10784                 | \$           | \$              | \$            |
| Institutional Enhancement                               | C. 1. 2  | 8-10784                 |              |                 |               |
| Total Goal C: Special Item Support                      |          |                         | \$ 0.00      | \$ 0.00         | \$ 0.00       |
| Net Appropriation Item Transfers<br>Not In Bill Pattern |          |                         | \$ 0.00      | \$ 0.00         | \$ 0.00       |

SCHEDULE D-8  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 HISTORICALLY UNDERUTILIZED BUSINESS STRATEGIC PLAN PROGRESS REPORT  
 FOR THE YEAR ENDED AUGUST 31, 2008

(Source: Texas Government Code, Annotated, Section 2161.124)

| Goal = Strategic Plan HUB Goal  | Actual<br>for<br>FY 07 | Actual<br>for<br>FY 08 | Goal<br>for<br>FY 09 |
|---|------------------------|------------------------|----------------------|
| <b>Actual = % Spent with HUBs from HUB Report</b>                                   |                        |                        |                      |
| Heavy Construction other than building contracts                                    | 0.00%                  | 0.00%                  | 0.00%                |
| Building Construction, including general contractors & Operative builders contracts | 28.20%                 | 18.20%                 | 29.50%               |
| Special Trade Construction contracts  | 56.00%                 | 71.0%                  | 45.50%               |
| Professional Services contracts   | 12.80%                 | 0.00                   | 15.00%               |
| Other Service contracts   | 20.30%                 | 7.51%                  | 26.00%               |
| Commodities contracts   | 36.90%                 | 39.80%                 | 40.00%               |

Prepared by: Mersades H. Richard

Approved: David Bradley  
 (Signature Approval)

Printed Name: Mersades Richard  
 Purchasing/HUB Coordinator

Printed Name: David Bradley  
 Vice President Administration and Finance

Phone Number: 713-221-8062

Phone Number: 713-221-8610



## UNAUDITED

SCHEDULE D-9  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES  
 FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule itemizes all fees paid by the institution for professional and consulting services provided under Chapter 2254, Texas Government Code. The schedule also itemizes all legal services paid, other than services provided by an employee of the agency or the Attorney General's Office. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(3)(4).

| Description                             | Type Of Service Rendered                    | Amount       |
|---|---|--------------|
| <i>Professional/Consulting Fees (1)</i> |   |              |
| Academic Leadership                     | Strategic Planning Foundation Workshop      | \$ 57,838.77 |
| Avera, Eric                             | START Teacher Workshop - Math               | 1,600.00     |
| Banta, Trudy                            | Learning Outcomes Assessment Report         | 8,000.00     |
| Barbre Consulting, Inc.                 | Elevator Repair Consultant                  | 14,625.00    |
| Bedard, Richard                         | Pharmacist                                  | 531.64       |
| Bourgoin, Olivier                       | Enlish to French Translation Service        | 700.00       |
| Cast, Brad                              | START Teacher Workshop - Chemistry          | 2,200.00     |
| Cavanaugh, Patricia Marsh               | Business Continuity Process Consultant      | 22,374.00    |
| Crawford, Deborah T                     | START Teacher Workshop - Chemistry          | 2,000.00     |
| Cushman & Wakefield of Texas, Inc.      | Appraisal                                   | 34,778.00    |
| Dini Partners                           | Development Training and Executive Coaching | 27,000.00    |
| EFI Global, Inc.                        | Asbestos Abatement Consulting               | 25,786.37    |
| Fox & Bubela, Inc.                      | Appraisal                                   | 12,000.00    |
| Geosolutions LTD                        | Land Surveying                              | 2,124.14     |
| Gerald A Teel                           | Appraisal                                   | 13,750.00    |
| Go 9 Media LP                           | UHD Website Consultant                      | 33,973.18    |
| Gorgulu, Kerem                          | START Teacher Workshop - Math               | 2,000.00     |
| Himmeler, Gary                          | START Teacher Workshop - Physics            | 3,600.00     |

## UNAUDITED

SCHEDULE D-9  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES  
FOR THE YEAR ENDED AUGUST 31, 2008

| Description                                 | Type Of Service Rendered                           | Amount      |
|---|--|-------------|
| Incontrol Technologies, Inc.                | Environmental Assessment                           | \$ 2,000.00 |
| JayKay Systems, Inc.                        | Financial Related Training<br>Class Instruction    | 1,440.00    |
| JMR Design Associates                       | HVAC Feasibility Study for<br>4th Floor            | 12,475.00   |
| Kinsey, Mark                                | START Teacher Workshop -<br>Physics                | 2,200.00    |
| Law Enforcement Mobile Video                | Officer Training                                   | 28,652.00   |
| Leading Edge Evaluation &<br>Consulting LLC | Minority Serving Inst-<br>Cyberinfrastructure Emp. | 19,162.00   |
| Lindsey, James                              | START Teacher Workshop -<br>Chemistry              | 1,600.00    |
| MRE Consulting LTD                          | Consulting for Institute for<br>Financial Literacy | 1,171.01    |
| Page Southerland Page LLP                   | Appraisal  | 31,357.33   |
| Parker, Spurgeon                            | START Teacher Workshop - Math                      | 2,200.00    |
| Paul Engineering, Inc.                      | Construction Consultant                            | 2,250.00    |
| Professional Service<br>Industries, Inc.    | Geotechnical Survey                                | 12,440.00   |
| S W A Group                                 | Design Consultant                                  | 61,894.82   |
| Scattolini, Dennis                          | Instruction Microstation XM &<br>Compucamp 3D      | 7,740.00    |
| SKA Consulting LP                           | Environmental Assessment                           | 20,847.87   |
| Smith, Cynthia                              | START Teacher Workshop -<br>Chemistry              | 1,600.00    |
| Snow, Jacqualin                             | START Teacher Workshop -<br>Biology                | 2,200.00    |
| Sungard Higher Education                    | Banner consulting Service                          | 84,064.43   |
| Taylor, Kenan                               | Software Training for Talent<br>Search             | 600.00      |
| Taylor, Yulander                            | Business Ettiquite for Talent<br>Search            | 250.00      |
| Terra Surveying Company, Inc.               | Land Surveying                                     | 3,858.75    |
| Todeschini, Luz E                           | START Teacher Workshop -<br>Biology                | 2,000.00    |
| Tseng, Lily                                 | START Teacher Workshop - Math                      | 2,000.00    |

UNAUDITED

SCHEDULE D-9  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES  
 FOR THE YEAR ENDED AUGUST 31, 2008

| <u>Description</u>  | <u>Type Of Service Rendered</u> | <u>Amount</u>        |
|---|---------------------------------|----------------------|
| UHY Advisors TX LP  | Tax Consultant                  | \$ 4,630.25          |
| Univ of Texas Health Science<br>Ctr-Houston                   | Nursing Services                | 45,649.00            |
| Vaidya, Amol  | CompuCAmp Instructor            | 720.00               |
| Walter P Moore & Associates,<br>Inc.                          | Parking System Consultant       | 28,765.02            |
| White, Barbara  | Social Work BSW Consultant      | 750.00               |
| Total Professional/Consulting Fees                            |                                 | <u>\$ 649,398.58</u> |
| <br><i>Legal Service Fees (2)</i>                             |                                 |                      |
| None  |                                 | <u>\$ 0.00</u>       |
| Total Legal Fees  |                                 | <u>\$ 0.00</u>       |
| Total Professional/ Consulting<br>Fees and Legal Service Fees |                                 | <u>\$ 649,398.58</u> |

(1) Includes the services of licensed professionals and the services of individuals or entities under an independent contract to study or advise the University of Houston System and its components.

(2) Includes all the legal services, including outside legal counsel, purchased by the University of Houston System and its components.

UNAUDITED

SCHEDULE D-10  
UNIVERSITY OF HOUSTON - DOWNTOWN  
AGENCY REPORT OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule reports amounts spent during the fiscal year on recycled, remanufactured, and environmentally sensitive commodities or services identified by Texas Building and Procurement Commission (TBPC) rule. Commodities and services that accomplish the same purpose as those identified by TBPC rule must also be reported. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(14), and Texas Government Code, Annotated, Section 2155.448 (c)&(d).

Senate Bill 1652, Seventy-Eighth Legislature, Regular Session, 2003, Article 5, Section 5.03, amended Section 2155.448 of the Government Code, and exempts a university system and institutions of higher education from the preparation of this report. Therefore this schedule is no longer included in the Annual Report of Nonfinancial Data.

Schedule not required for University of Houston System

## **COMPLIANCE INFORMATION**

UNAUDITED

SCHEDULE 1  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF BONDED EMPLOYEES  
 FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists bonded University of Houston System employees. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(1).

| Employee   | Title | Surety<br>Company                | Coverage                               | Amount of<br>Surety Bond |
|--|-------|----------------------------------|--|--------------------------|
| All employees of each component of the University of Houston System are covered by this blanket insurance policy |       | Great American Insurance Company | a. Employee dishonesty                 | \$ 5,000,000.00          |
|  |       |                                  | b. Forgery or alteration               | 5,000,000.00             |
|  |       |                                  | c. Theft, disappearance or destruction | 1,000,000.00             |
|  |       |                                  | d. Robbery and safe burglary           | 1,000,000.00             |
|  |       |                                  | e. Computer fraud                      | 1,000,000.00             |

UNAUDITED

SCHEDULE 2  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF SPACE OCCUPIED  
 FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists owned and leased building space occupied by components of the University of Houston System. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115 (c)(2).

| Bldg<br>No    | Building Name                     | Square Footage           |                             |                   | Gross   |
|---------------|-----------------------------------|--------------------------|-----------------------------|-------------------|---------|
|               |                                   | Educational<br>Functions | Other<br>Designated<br>Uses | Total<br>Occupied |         |
| <i>Owned</i>  |                                   |                          |                             |                   |         |
| 650           | One Main Building                 | 336,525                  | 58,463                      | 394,988           | 632,207 |
| 655           | UH-Downtown Parking Annex         |                          | 57,312                      | 57,312            | 122,798 |
| 660           | Commerce Street Building          | 49,145                   |                             | 49,145            | 90,185  |
| 661           | Shea Street Building              | 71,314                   | 92,291                      | 163,605           | 189,250 |
| 662           | Vine Street Parking Garage        |                          | 167,400                     | 167,400           | 167,400 |
| 670           | Academic/Student Service Building | 55,131                   | 21,340                      | 76,471            | 152,740 |
| 680           | Student Life Building             |                          | 23,731                      | 23,731            | 29,500  |
| <i>Leased</i> |                                   |                          |                             |                   |         |
| 690           | Willow Street Pump Station        | 4,370                    |                             | 4,370             | 5,360   |

UNAUDITED

SCHEDULE 2  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF SPACE OCCUPIED  
FOR THE YEAR ENDED AUGUST 31, 2008

| <u>Lessor</u>                                 | <u>Annual Cost</u> |
|---|--------------------|
|   | \$                 |
| City of Houston Public Works &<br>Engineering | 1.00               |



UNAUDITED

SCHEDULE 3  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF AIRCRAFT OPERATION  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists the uses and operating cost of University of Houston System owned or leased aircraft. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(5).

| <u>University of Houston<br/>System Component</u> | <u>Aircraft Description</u> | <u>Use</u> | <u>Operating<br/>Cost</u> |
|---|-----------------------------|------------|---------------------------|
| University of Houston -<br>Downtown               | None owned or leased        |            | \$ 0.00                   |

UNAUDITED

SCHEDULE 4  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF ITEMIZED PURCHASES AND  
TEXAS BUILDING AND PROCUREMENT COMMISSION EXCEPTION LETTERS  
FOR THE YEAR ENDED AUGUST 31, 2008

Article 601b, Vernon's Annotated Civil Statutes prescribes certain procedures for acquiring goods and services, including those proprietary to a single vendor (sole source). Section 309 of Article 601b requires the Texas Building and Procurement Commission to issue a statement of exception when a state agency purchases sole source goods or services for reasons that are not acceptable to the Commission. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(6).

Section 51.9335(d) of the Education Code exempts a university system and institutions of higher education from mandatory compliance with the above section of the Government Code, and the preparation of this report. Therefore this schedule is no longer included in the Annual Report of Nonfinancial Data.

Schedule not required for institutions of higher education.

UNAUDITED

SCHEDULE 5  
 UNIVERSITY OF HOUSTON - DOWNTOWN  
 SCHEDULE OF VEHICLES PURCHASED  
 FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists vehicle purchases made during the fiscal year. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(10).

| <u>Inventory<br/>Tag Number</u> | <u>Make</u> | <u>Model</u>   | <u>Assigned Type<br/>of Use</u> | <u>Manufacturer Fuel<br/>Efficiency Rating<br/>(City/Hwy MPG)</u> |
|---------------------------------|-------------|----------------|---------------------------------|---|
| 142756                          | Ford        | Crown Victoria | Police                          | 15/23   |
| 142758                          | Ford        | Econoline      | Natural Sciences                | 13/17   |

## UNAUDITED

SCHEDULE 6  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF INDIRECT COSTS  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule provides detail information about expenditures paid by, or on behalf of, for employee benefits, bond debt service, and payments for general government services. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(11).

| Description  |                   |                                |
|--|-------------------|--------------------------------|
| A. Payroll-Related Costs                                   |                   |                                |
| FICA Employer Matching Contribution                        | \$ 3,417,867.06   |                                |
| Group Health Insurance                                     | 4,273,532.98      |                                |
| Retirement   | 3,033,037.43      |                                |
| Unemployment   | <u>37,161.10</u>  |                                |
| Total Payroll-Related Costs                                |                   | <u>\$ 10,761,598.57</u>        |
| Workers' Compensation                                      | \$ 37,161.10      |                                |
| Benefit Replacement Pay                                    |                   |                                |
| Total Workers' Compensation and BRP                        |                   | <u>\$ 37,161.10</u>            |
| Fringe Benefits Research                                   | \$                |                                |
| Vacation Expense   | <u>434,014.84</u> |                                |
| Total Other Expense  |                   | <u>\$ 434,014.84</u>           |
| B. Indirect Costs (Not Reported on Operating Statement)    |                   |                                |
| Bond Debt Service Payments                                 |                   |                                |
| Texas Building and Procurement Commission                  | \$                |                                |
| Texas Public Finance Administration                        |                   |                                |
| Other  |                   |                                |
| Total Indirect Costs (Not Reported on Operating Statement) |                   | <u>\$ 0.00</u>                 |
| C. Indirect Costs - Statewide Full Cost                    |                   |                                |
| (303) Texas Building/Procurement Comm                      | \$ 6,025.00       |                                |
| (304) Comptroller  | 280,961.00        |                                |
| Other  | <u>43,123.00</u>  |                                |
| Total Indirect Costs - Statewide Full Cost Allocation Plan |                   | <u>\$ 330,109.00</u>           |
| Total Indirect Costs                                       |                   | <u><u>\$ 11,562,883.51</u></u> |

UNAUDITED

SCHEDULE 7  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF LUMP-SUM VACATION AND COMPENSATORY LEAVE  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists the amount of lump-sum vacation and compensatory leave payments made to University of Houston System employees who separated from state service during the fiscal year. Disclosure of the information is in compliance with Texas Government Code, Annotated 2101.0115(c)(12).

| <u>University of Houston System<br/>Component</u> | <u>Leave<br/>Payments</u> |
|---|---------------------------|
| University of Houston - Downtown                  | \$ 114,037.93             |

UNAUDITED

SCHEDULE 8  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF PERSONAL USE OF STATE VEHICLES  
FOR THE YEAR ENDED AUGUST 31, 2008

The following list of System employees have been authorized to use University of Houston System owned vehicles for personal use or for commuting to and from work. Such use is necessary to ensure that vital System functions are performed. Operation of these vehicles is paid out of appropriations made in the 2006/2007 General Appropriations Act. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(C)(13).

| <u>University of Houston<br/>System Component</u> | <u>Employee Name</u> | <u>Employee<br/>Title</u> | <u>Authorized<br/>Purpose</u> |
|---|----------------------|---------------------------|-------------------------------|
| University of Houston -<br>Downtown               | None                 |                           |                               |

UNAUDITED

SCHEDULE 9  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF VENDING MACHINES  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists the net proceeds and the uses of revenues received from vending machines located in University of Houston System owned or leased buildings. Disclosure of this information is in compliance with House Bill 1, Eightieth Legislature, Regular Session, 2007, Article IX, Section 8.06, and Texas Government Code, Annotated, Section 2203.005.

| <u>University of Houston<br/>System Component</u> | <u>Net Proceeds</u> | <u>Use of Revenues</u>                                   |
|---|---------------------|--|
| University of Houston -<br>Downtown               | \$ 74,647.00        | To supplement operational<br>functions of the University |

UNAUDITED

SCHEDULE 10  
UNIVERSITY OF HOUSTON - DOWNTOWN  
SCHEDULE OF PAY TELEPHONES  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists the net proceeds and the uses of revenues received from pay telephones located in University of Houston System owned or leased buildings. Disclosure of this information is in compliance with House Bill 1, Eightieth Legislature, Regular Session, 2007, Article IX, Section 8.07, and Texas Government Code, Annotated, Section 2170.009.

| <u>University of Houston<br/>System Component</u> | <u>Net Proceeds</u> | <u>Use of Revenues</u> |
|---|---------------------|------------------------|
| University of Houston -<br>Downtown               | \$ 0.00             | No revenue received    |



UNAUDITED

SCHEDULE 11  
UNIVERSITY OF HOUSTON - DOWNTOWN  
MASTER FILE REPORT VERIFICATION FORM  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists each item of real property the agency possesses in compliance with the Natural Resources Code, Subchapter E, Chapter 31. Disclosure of this information is in compliance with Texas Government Code, Annotated, Section 2101.0115(c)(7).

Schedule not required for institutions of higher education.

UNAUDITED

SCHEDULE 12  
UNIVERSITY OF HOUSTON - DOWNTOWN  
EQUITY OWNERSHIP/BUSINESS PARTICIPATION REPORT  
FOR THE YEAR ENDED AUGUST 31, 2008

The following schedule lists the names of persons employed by the University of Houston System who conceive, create, discover, invent, or develop intellectual property, and who own or are awarded an equity interest or participation in, or who serve as a member of the board of directors of a business entity that has an agreement with the System relating to the research, development, licensing, or exploitation of that intellectual property. Disclosure of this information is in compliance with Texas Education Code, Annotated, Section 51.912.

| <u>Employee's Name</u> | <u>Company Name</u> | <u>Business Participation</u> |
|------------------------|---------------------|-------------------------------|
|------------------------|---------------------|-------------------------------|

No disclosures to be reported