

College/Division Administrator Meeting  
Room 302, Melcher Hall  
September 12<sup>th</sup> 2019 - 9 AM to 11 AM

Minutes

**Linelle Clark-Brown, HUB Director**

HUB Team introduction

- Dr. Linelle Clark-Brown, HUB Director
- Shanta Hamilton, HUB Specialist 3
- Moquita Quinan, HUB Specialist 2
- Brandon Davis, Senior HUB Specialist

HUB Program Focus

- Increasing their involvement with and assistance to the Colleges and Divisions in identifying and presenting qualified HUB vendors
- Specific HUB personnel will be assigned to Colleges and Divisions
- HUB personnel will meet with Colleges and Divisions a minimum of twice per year
- A HUB Vendor database is being created that will simplify the search for HUB vendors and be used to obtain quotes
- New major construction projects will have a kick-off meeting to get HUB vendors involved

**Allyson McDonald, Risk Management and Insurance Specialist**  
**Wayne Brown, Risk Management Director**

Foreign Travel Accident Policy Update

- The University's Blanket Accident Policy has been updated to provide coverage for all faculty and staff for foreign travel
- The policy does not cover students; students can arrange for their own foreign travel through the Learning Abroad department.
- Foreign Travel Accident Policy covers incidents that occur while in a foreign country
  - Travel must be for business purposes; this policy does not cover employees while on vacation
  - Coverage is for injuries that occur during work activities including travel to and from the destination
  - Coverage is for immediate medical needs, including emergency medical evacuation
  - Risk Management will post the Foreign Travel Policy information on their website.
  - The website information will include an insurance card that employees should take with them when traveling outside the US.
  - The policy includes Travel Assistance. There will be a separate card in the website information for this purpose. Travel Assistance may incur costs, which would be billed to the University. Each situation would have to be reviewed to determine who would bear the costs.
- Workers Compensation covers continued medical treatment on return to the U.S.

- Report all injuries to Risk Management as soon as they occur, or you are made aware.
  - All insurance claims must be evaluated on their individual facts and circumstances, so it is not possible to define every situation.
- Please report all foreign travel to Risk Management
  - Finance will determine whether the Concur system can be used to notify Risk Management of all foreign Travel Requests. We are currently working on a notification for foreign rental cars, so we may be able to expand this request.
- Risk Management confirms that the current CISI policy available through Learning Abroad can include faculty when travelling with students.
  - The travel accident policy in place would be free of charge to the department, but if the faculty member opts to purchase the CISI policy they will need to pay the premium for coverage.

### **Hector Bonilla, Contracts Reporting Manager**

#### Contracts Reporting Changes

- State regulations require reporting of certain information related to contracts.
- Effective 10/1/2019, additional information on contracts will be reported via the Finance system
- The benefits of the new information reporting requirement are:
  - Compliance with State laws and regulations
  - As new contracts are entered, Departments will be able to identify all requisitions and purchase orders for each contract
  - Expense contract information is entered with the CN730 or CN783 requisition, and once it is entered, you can do a new requisition and just select the contract again so you don't have to upload the contract again or re-enter the data. Amendments will require adding the data and uploading the contract again.
- Instructions will be on the Purchasing website
- Contracts that must be reported:
  - Revenue contracts with amounts greater than \$50,000 will be entered using a new page in Finance
  - Expense contracts using business unit CN730 or CN783 that are \$0 or more on State Funds or \$15,000 or more on Local Funds will be entered using a separate tab in the requisitions page.

### **Pam Muscarello, Executive Director Business Operations Division of Research**

#### Faculty Startup Distribution

- All faculty start up distributions for FY2020 are complete, with the exception of two items received late

#### Upcoming Changes

- DOR Business Operations is working on finalizing the change from RD2K to PS Grants.
  - Estimated date of completion is December 31, 2019

- During the last two weeks of each month, the accounting team will focus solely on the conversion every other day
- Only internal awards and research investments (I and R project IDs) grants that are still active will be migrated
- Deadline for Extension Requests: Effective December 1, extension requests for internal funding and research investments (startup, matching funds, etc) will only be accepted for 90 days past the expiration date.
  - Departments have until November 30<sup>th</sup> to submit requests for extensions for items that have expired on or before September 1. Requests are not guaranteed to be approved.
  - Notifications of this change will be sent using various listservs and distribution lists
- DOR will start using 12/31 as the typical end date for many research investments..
  - This is to provide separation in the time frame for providing new faculty start up (9/1) and fielding, reviewing, and administering extension requests.
  - This will also serve business offices in the colleges, moving the timeline for final purchases or extension requests away from year end processes.
  - Colleges may start recommending 12/31 as the expiration date of DOR funding on their costing sheets for faculty startup, allowing in general 2 years and 4 months for startup funds use.
- Internal Award Technical Reports: Please copy Division of Research Business Operations (dorbizop@central.uh.edu) and Hannah Niven (hmmcqui2@Central.UH.EDU) when submitting internal award milestones such as final reports and technical reports. Now that DOR SharePoint migrated to 365, emails that go to the old site are not forwarded to the new site, the old site does not accept the emails, and no auto reply can be setup to redirect the sender. As a result, the required reports remain outstanding.
- Human Subjects Compensation: Pam has researched the issues between financial requirements and human subjects' protection requirements, including conducting focus groups with business staff handling human subject's compensation. She is working on preparing a summary that will be presented to a workgroup that will be tasked with identifying a solution. The task force will request members from Finance, Payroll and General Counsel in addition to the Division of Research.

## **Karin Livingston, Controller**

### Agency Fund Cost Centers

- Agency fund cost centers can only be used for scholarships that are not qualified as gifts, student loans/health insurance/pass throughs, and student organizations
- As a result of an IRS audit, agency fund cost centers cannot be used to pay for employment-type activities
- All other activities are University activities and should be in operating funds
- When closing out agency fund cost centers, funds should be returned to the owner unless the amount is so small as to be immaterial. A recent example is 48¢.
- If you have questions on what to do with agency fund cost centers, or the accounting for close out, please send them to Karin Livingston.

### Accounts Payable and Purchasing Fraud Red Flags

- All vendor set up must be submitted by fax, direct from the vendor to the Vendor ID team.
  - Emails will not be accepted
  - This is to protect the vendor, the campus departments, and the University
- If there is an issue with a vendor's ability to fax information, Vendor ID has alternate procedures. Vendor ID will contact College and Division Administrators if this is reported to them by the vendor.
- Vendor ID will review all new vendor documents for red flags that indicate that additional verification is necessary.
  - Additional verification requires independently reaching out to the vendor (not at the contact information provided) to confirm the information.
  - Because this may be difficult to achieve for extremely large and extremely small business entities alike, the Vendor cover sheet has been updated to include a department contact. If we are unable to find a way to reach the vendor (such as a website), Vendor ID will reach out to the department for assistance with contact.
- All vendor change requests for banking, address, and contact (name, phone, and email) information will be independently verified using the information currently on file.
- Campus departments can help AP by watching out for fraud red flags

### Motor Vehicle Records Forms and Concur

- Domestic Travel with Rental Car
  - Will be done by Travel Request
  - A field will be added in the profile to indicate "Yes" or "No" for the Motor Vehicle Request Form
  - An Audit Rule will be created to display a message on Travel Requests if the employee does not have their MVR submitted
  - The file loading process for the MVR file is being tested. Once testing is complete, we will load the file and send an announcement via the listserv on the new information.
- Foreign Travel with Rental Car
  - An email reminder from Concur is being worked on, to notify Risk Management