

College/Division Administrator Meeting  
Zoom  
June 10, 2021 - 9 AM to 11 AM

Agenda

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

- Insurance - Winter Freeze pending claims for insurance must be submitted to Risk Management by June 30<sup>th</sup>. The original date for submission was March 31<sup>st</sup>. Risk Management must be informed of all claims. Should you have questions, contact Allyson McDonald
- Motor Vehicle Registration (MVR) – MAPP 06.05.03 – Safety & Risk Management – Motor Vehicle Record Evaluation has standards for determining driving privileges and evaluation of motor vehicle records of employees, students, and volunteers who operate vehicles for university business. Requires annual motor vehicle record checks (MVRs) on anyone authorized to operate a vehicle owned or leased by the university. Controller's office will continue to share the MVR Spreadsheet provided by Risk Management annually. The annual spreadsheet allows the CDA some oversight across their division and/or college. Risk Management will explore effective and efficient options of using SharePoint for routing and storage of MVR forms alternatives to faxing the MVR forms to Risk Management. The applicable policies related to MVR are:
  - SAM 01.C.13 – Business Use of Vehicles-policy covering the business use of vehicles owned, leased, or rented by component universities of the System or their employees.
  - MAPP 06.05.03 – Safety & Risk Management – Motor Vehicle Record Evaluation
  - MAPP 03.01.04 Fleet Management Plan - Procedures to be used in operating a responsive fleet management service to support the mission of the University of Houston.

**Robert Adkins, Director Purchasing**

- Revenue Contracts Policy and Procedure Changes
  - Effective August 02, 2021, Purchasing will review revenue contracts greater than \$50,000 to ensure the contract comports with competitive bidding requirements.
  - A revenue contract is an agreement in which the University receives compensation for goods the University provides or services the University renders. A procurement contract may have a revenue component due to a sharing of the Vendor's contract revenue with the University.
  - Policies, procedures, process maps, and forms are being revised and created. A consolidated package of the changes will be provided to the CDAs in advance of the effective date.
  - CDAs should review responsible revenue contracts greater than \$50,000 to determine if the contract has a procurement component.
  - Revenue contracts in effect will not be cancelled due to breach and business continuity risk.
  - Revenue contracts that should have been competitively bid will expire at term end and renewal options should not be exercised.
  - Please initiate new contract requests for ongoing business requirements.
  - Please engage Purchasing Department early in your requirement planning to determine if the agreement would be subject to competitive bidding requirements.
  - Please contact Rob Adkins, in the Purchasing department with any questions.
  - See attached presentation materials.

## Other key items from the group

- Checklist for determining Employee vs. Independent Contractor Classification – Work in progress. The Checklist is being reviewed and updated by OCA and HR.
- Tax related matters – Kindly send your questions to [Tax@uh.edu](mailto:Tax@uh.edu) or call 713-743-7740
- Survival Guide – Account list updated with the newly created accounts. Account list is available at <https://uh.edu/office-of-finance/references/> and <https://www.uh.edu/finance/pages/References.htm>
- College/Division Administrator's List – If you have any updates to the CDA list please email it to Georgeanne Smith.
- Key Calendar Dates – Courteous reminders for June and July assignments/tasks.