

College/Division Administrator Meeting
Skype
July 9, 2020 - 9 AM to 11 AM

Meeting

Valerie Coleman-Ferguson, Associate General Counsel
Immigration Updates

- Brief reminder of issues that related to H1B employment
 - Many changes with COVID and budgets
 - Adjustments have been made without contacting Immigration Services, with the Office of General Counsel, which is problematic.
 - If departments do RIF's or reorganizations that change responsibilities or reduce hours, certain things must be done.
 - General Counsel must withdraw the LCA/H1B (LCA - before the H1B is filed, the first step is to do a Labor Certification Application with Department of Labor to certify that the University will pay the employee a stated wage/salary for stated hours) or may be responsible for the wage. If General Counsel is not notified, the wages must continue until the LCA and H1B is withdrawn.
 - If the University terminates an H1B employee prior to the end of their H1B term (typically 3 year increments), the regulations require that the employee be offered a return trip home. If audited, must document offer of the return trip to the home country.
 - If the hours, rate of pay, or duties change from the hours reported on the LCA, the LCA and H1-B must be amended to reflect this change.
- Please contact Kate Hammond or Valerie Coleman-Ferguson if you have any adjustments to an H1-B employee, or any questions in this area.
- Updates on students that are not able to attend in person, or that are able to attend but may or may not be able to work
 - General Counsel is working on FAQ's to define how this would work
 - As far as General Counsel knows, the University is going to be both online and face to face, so must address how to allow students that want to attend can attend.
 - Will look into students with F-1 status and employment
 - Can give an update at the next meeting.

Announcements

- The Office of Contracts Administration has updated the Contract Administration Guide for Contract Oversight and Closeout information. Some highlights are:
 - All contracts must have a designated contract manager that is responsible for the contract from inception to completion
 - Contracts must be monitored in the manner most appropriate for the nature, complexity, and value of the contract.
 - Contracts are unique and specific so there is no single set of monitoring requirements.
 - The Guide provides a list of some common monitoring elements. However, all contracts are unique, so the necessary monitoring will depend on the nature and terms of the specific agreement.
 - Contract managers should appropriately close out their contracts as is appropriate for the contract.
 - Ensure deliverables have been provided
 - Ensure there are no outstanding issues

- Obtain extensions if necessary
 - Audits (if required) are conducted
 - Final invoice has been received and paid
- <https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/contract-administration-guide-6.17.2020.pdf>
- The Office of Contracts Administration has also updated the Contract Management Handbook to add a slide for such Contract Oversight and Closeout information, and the updated Handbook can be found here:
 - <https://uhsystem.edu/legal-affairs/contract-administration/pdf-documents/uh-oca-contract-management-handbook-6.17.2020.pdf>
- Contract managers are designated as follows:
 - Colleges/Departments designate their contract manager internally. The designated contract manager doesn't have to be a person listed on the contract cover sheet, but having that person be the contract manager does make sense.
 - The main thing is to have someone who makes sure that the contract is being overseen properly.
 - Contracts are unique, different types require different levels of oversight. For example, a contract for a subscription to a journal could just be to confirm that the journal is received. But a contract for services could be much more complex.
 - Can be one person in the College/Department for all, or one person for each contract. It's up to the College/Department.
 - The Guide and SAM 03.A.05 requires documenting the transfer of management in writing.
- The 5-year limit for contracts that was in the prior MAPP that has replaced by the Guide remains in effect. Exceptions to the 5-year limit are handled by continuing to use the existing exception from MAPP document submitted to the Controller's Office.
 - Having a termination for convenience clause in a contract is always helpful, but especially if the contract will exceed the 5-year limit.

Karin Livingston, Controller

- Vendor management system update
 - Contract is signed, meetings start July
- HUB Spot Bid Fair
- Continuing home delivery for Tejas
- Plexiglas barriers
 - Will send out a notification today via the CDA listserv on how to address departmental costs prior to the notification of central installation
 - Magda Alanis will forward the CDA notification to the Building Coordinator listserv, as they are the front line coordinators, and will also discuss at the Building Coordinator meeting next week.

Other items from the group

- International students – ISSO is working with General Counsel and Student Affairs and the Provost on responses and information for international students; can check on this on their website under Announcements. You can also contact ISSO for questions.
- Need information on when the Cougar Card change-over will occur and any scheduling as people are coming back to campus and old cards are not working. Karin Livingston will ask Cougar Card for an update of the business process to get a new card that can be sent out over the CDA listserv.