

College/Division Administrator Meeting
Skype
August 13, 2020 - 9 AM to 11 AM

Meeting Minutes

Mary Dickerson, AVP/AVC IT Security
David Johnson, AVP/AVC Tech Services and Support

Use of Hosted/Cloud Services

- SAM 07.A.08 – Data Classification and Protection requires security and a contract for any data hosted on an external server.
- Even if it is a free trial, or a free service, protections must be in place. Data breaches that involve UHS data are the responsibility of the System.
 - Contracts that specify responsibilities and protections are critical to the System meeting its responsibilities to protect data.
- Many services are provided by the University and are free of charge.

Email for Former Employees/Employees on Leave

- Plan ahead when employees are separating/terminating to ensure that they
 - Put an out of office message
 - Put a rule in their mailbox to automatically forward mail to their supervisor
 - Remember that there are automatic rules to disable employee accounts on their last day
- SAM 07.A.07 – Use of Electronic Messaging by Employees addresses emails for former employees
- The University cannot automatically forward email from the addresses of terminated employees.
 - Approval is required from HR and General Counsel to put these rules in place

Two Factor Authentication Implementation

- Something you know and something you have is what you use for access
 - You validate your identity through a secondary means such as a registered cell phone or email address or a pass code
 - Many people have experience with this from banking and other websites
- This protects users because if someone got a user name and password, they probably won't have the cell phone or access to the email account where the passcode will be sent.
- This will begin for ACCESSUH beginning on Monday August 17th
 - Users can check a box that says “remember me for 30 days”, and as long as you use the same machine and browser, they will not have to re-authenticate for 30 days.
 - AccessUH was selected because most people use AccessUH.
 - The date was selected to get people enrolled before the beginning of the semester.
 - People can pre-register, from the IT website listed below
- This should be easy for people to log in and use the authentication.

- There is an IT web site for the authentication that provides explanations of how it works, the ways to get your authentication (duo application on your cell phone which you can use to actually approve, phone calls or text message with a passcode), why this is useful, how the Duo app works, and other frequently asked questions.
 - <https://uh.edu/infotech/services/two-factor-authentication/>
- Most solutions are free, but people can get a hardware fob that will generate the passcode. The cost is \$24 and individuals can buy one personally (ex: students) or departments can buy for their employees if they choose to do so.
 - Contact software@uh.edu
 - The fob must be picked up and activated at the IT Support Center. They are not shipped, and the user must come in person.
- The IT Support Center can generate passcodes or initiate notifications for users that are having trouble.
 - Certain systems, like BlackBoard and PeopleSoft, have a back-door that they can get from the IT Support Center if they need immediate access and are having difficulty with ACCESSUH. Security will be added to these pages and links later in the term.
 - The Help Desk has additional personnel to support the change.

Email Security Changes

- Implemented ProofPoint in July
- There has been a big reduction in malware, job scams, gift card scams, and impersonations; several have been blocked in the past two weeks. As they fine tune the system, fewer of these will come through to users.
- There were some configuration issues that have been resolved, such as
 - Legitimate third party senders that are used to mail information being blocked in error. Additional issues may come up, and they will be resolved, contact IT security if you have any problems.
 - Low priority bulk email filtering was trying to help with notifications and lists of emails that were removed so that people could choose what to keep. Many of these were listservs that users signed up for. This function has been turned off. Users can go into their own settings in ProofPoint and make changes to turn this off for their address.
 - Users are getting two digest messages, if they have an @uh.edu and an @central.uh.edu, IT is working to resolve this issue.
- Contact Mary and David with questions.

Beginning of semester information

- Hy-Flex
 - At present, there are 259 classrooms used for HyFlex teaching. These classrooms are used for face-to-face (with social distancing) and online at the same time using Teams and Zoom (problematic and requires extra steps).
 - Reduced room capacity due to social distancing
 - Classes will be recorded for students that missed the class.
 - IT has a web site with information on the classrooms that can be used for this, how to set up/launch the class.

- Website: <https://uh.edu/infotech/services/facilities-equipment/hyflex-classrooms/index.php>
- IT will hold town hall meetings for questions
- Synchronous Online Classes
 - This means that there is a set time and date for the classes and students are expected to attend online. As opposed to an asynchronous online class, where there is no requirement for face-to-face meetings.
 - UH has two approved platforms
 - Teams is licensed for all Faculty, Staff and Students
 - Zoom licenses are purchased through UIT; Zoom has to be licensed through IT. Licenses are relatively inexpensive, about \$45 per license. Licenses can be shared, but use must be scheduled. These classes must be recorded, and with Zoom the recording can be difficult because if it is recorded to the cloud there are privacy issues.
 - Other platforms are not allowed

Connie Kemp, Executive Director HR Services

Flexible Workplace alternatives

- Remote work – allows employees to work at an alternative location or their official domicile
- Modified schedule – allows employees flexibility to work at adjusted hours (other than 8 – 5)
 - This can be helpful for employees that are going to have to teach their students at home
 - These hours must be approved by the supervisor in advance, and make sense for the business operations of your area
- Temporary redistribution of responsibilities – allows supervisors to delegate tasks are different from normal job duties.
 - This may include sending employees to work in other departments
 - This helps ensure that employees can stay busy and lets the department get everything done
- Family Medical Leave – this can be used to supplement hours worked for employees that qualify.
 - This may requires a physician’s note if related to a medical condition
 - This can be requested for employees that are caring for a child whose school or place of care is closed due to COVID19.
 - Effective 4/1/20 – 12/31/20
- Professional Development and Training – this may be available to employee’s who cannot perform their job duties.
 - Should not exceed 5 hours a week on average
 - Includes webinars, online learning, job shadowing
- Roll Up Your Sleeves UH
 - New program
 - Work exchange program that allows eligible employees to work in different UH departments in jobs that differ from their regular responsibilities.
 - Available until October 31, 2020

- Example: HR is currently taking many trainings and moving them to a virtual platform; if there are people on campus that have this skill set that do not have as much to do, they can go over to HR and help.
- Nothing changes with the funding of the salaries/benefits. This is about departments helping each other.
- If you have a need for this program, or have someone that wants to volunteer, contact HR.

New Taleo update – Fluid Recruiter

- Training is available virtually
 - Register at <https://uh.edu/human-resources/talent-development/virtual-training/>
 - Dates in August, September and October
 - Can also request training just within your department or division
- New Features
 - Mobile design
 - User dashboards
 - Requisition Summary
 - Candidate Summary

Remote Training Sessions

- HR has virtual training on their website
- Catalyst@home, Taleo Fluid Recruiter, Managing Employees Remotely, and Creative Problem Solving
- You can sign up for these at <https://uh.edu/human-resources/talent-development/virtual-training/>

HR Service Center Update

- Beginning August 18th, will have a rotating schedule of on-campus people on Tuesday, Wednesday, and Thursday between 8 – 4, by appointment only
- Remote work and efforts will continue during normal business operation hours (M-F, 8-5)
- In person hours will be adjusted as needs change.
- A notification will be sent to campus listservs and hours will be on the HR website.
- All other HR personnel will be working remotely but will still provide the same services

Sandra Armstrong, Executive Director HR Operations

Refreshment on “Leave” Types

- Federal Medical Leave Act – regular FML
 - Employed 1 year or 1,250 hours before taking
 - Serious health conditions for self, spouse, child, parent
 - 12 weeks, unpaid, but employees can use accrued time
- Emergency FMLA Expansion Act
 - Expands to child care for caring for children when their school/care is closed
 - Requires 30 days employment
 - 12 weeks

- First 2 weeks are unpaid, but accrued leave can be used, as can Emergency Paid Federal sick leave
- In effect until December 31
- Emergency Paid Sick Leave
 - Can take 2 weeks of paid leave, this is not from their employee's accrued leave
 - Eligible from first date of employment
 - Reasons: subject to quarantine, advised to self-quarantine by a medical person, experiencing symptoms of COVID, caring for a person with COVID, caring for a child due to their school closing, or experiencing substantially similar conditions as COVID.
 - Pay is subject to limits, the limits vary depending on the reason.
 - The limits and reasons are on the HR website
- Emergency Leave Forms <https://uh.edu/human-resources/hr-service-center/fml/>
 - FFCRA Required Notification
 - FFCRA Leave FAQs
 - FMLA Application Portal

ERS Covid19 testing-What is covered? How does it work?

- Through the benefit plan from ERS (Blue Cross Blue Shield) provides free COVID19 testing
- Must get your primary care physician to issue an order for the test
- Started in March of 2020, and expanded to include out of network labs in April
- Link: <https://uh.edu/human-resources/> (in the announcements section)

Temporary employment challenges and limitations

- This is an ongoing issue, with people that work for a specific length of time may be considered permanent employees.
- HR has had to define temporary employment
- TRS Definition: employment of 4 ½ months or 18 weeks or less in a school year, maximum 125 days.
 - This is based on total employment, which is the amount of time they are employed not just the dates they work – weekends and holidays count.
 - If they go over 125 days, and work over 20 hours a week, they become TRS eligible from the date they started working at the UH System.
 - It doesn't matter if they were in a different department/
- UH Definition: all temporary employment must not exceed 125 calendar days of total employment, and includes all days (weekends, holidays, and days not worked) during the period.
- Two definitions of temporary employment
 - Temporary Casual – less than 20 hours a week and can be indefinite
 - Temporary Short Term – total of 125 days, and works between 20 and 40 hours a week
- Key Points
 - A break in service does not reset the status
 - Temporary employee cannot exceed 125 calendar days from the date of first hire

- If a Temporary employee reaches the 125 calendar days they cannot be rehired in a temporary status for one calendar year plus 1 day from the termination of their last temporary assignment.
- Must consider employment at all UH System campuses
- Student employment is not considered for TRS eligibility

Carla Martinez, Financial Aid Program Coordinator

College Work Study Updates

- Recent changes to work study are due to COVID and ensuring regulatory compliance
- On-campus work study agreement (attached)
 - Training must be attended by supervisor to obtain the agreement
 - Lists the supervisor
 - Requires agreement to requirements of work study, such as hours worked, monitoring funding, start and end dates of the year, maintaining appropriate records, notify OSFA of changes in their employment and enrollment.
 - This is a result of the requirements of Federal and State work study programs; non-compliance could cause the loss of work-study and other aid programs.
- Students must also receive and review a Work-Study Handbook (attached), and acknowledge their understanding of the requirements.
 - The handbook is online, students can access it from the acknowledgement form
 - Requirements include minimum enrollment and the maximum hours they are allowed to work during a normal academic session and during academic breaks.
- Process:
 - Department: post position in Cougar Pathways
 - Supervisor attends training and signs the agreement
 - Department submits agreement to OSFA
 - OSFA makes the position live
 - Student: receives work-study funding
 - Student accepts award
 - Student is assigned the task of completing the handbook acknowledgement
 - Student completes the Acknowledgement
 - Acknowledgement is reviewed by OSFA to confirm that it is complete. If incomplete, is returned to student.
 - Approved acknowledgement is sent to Career Services so they can receive and approve the student's resume
 - Student creates an account and submits resume to Career Service
 - Career Services reviews the resume and approves the student to apply for positions
 - Student applies for positions
- Forms take less than one day to turn around

Linelle Clark-Brown, HUB Director

HUB Vendor Database

- As a state agency, the University has goals for working with Historically Underutilized Businesses
- HUB team has three members, and each member is assigned a College or Division to work with as their primary contact. Anyone from the team can help you, as well.
- Each College/Division is assigned a HUB goal at the start of each fiscal year
- Shalayna Williams is the primary contact for the HUB database
- HUB Database
 - Allows departments to find HUB vendors for particular items that they want to buy for Spot Bids and Informal Bids
 - Does not replace the Central Master Bidder's List that we use for formal solicitations done by Purchasing (Procurements of \$25K and up); these will still be posted on ESBD and be sent to HUB vendors in the CMBL and the HUB Database
 - Link to database: <https://uh.edu/office-of-finance/hub/vendors/profile/index>
 - Staff select "Vendor Database" and use Cougarnet credentials
 - Search by the type of vendor or good or service that you are looking for.
 - When you log in, it will show every vendor; the search lets you return only the ones you want
 - You can review information about any vendor, such as types of goods and services, whether or not they have a cooperative contract with the contract number, and at least three key clients that you can contact if you want to.
 - You can select "request a quote"
 - You will fill out information about your contact information and the project scope
 - We ask that you give them 3 – 5 days turnaround time
 - It is automatically emailed to the vendor
 - The vendor will respond back with quotes
 - If you search and cannot find a vendor, or not enough vendors, contact the HUB department and they will try to find vendors.
 - If you have a vendor that you normally use, let the HUB department know so that they can get them added.

Elyse Davis, Division Business Administrator, Division of Research

Faculty Startup

- DOR is working to complete project setups to be available by 9/1/20
 - Contact Elyse if you have questions or concerns
- Renovations
 - If you have renovations included in the startup, the funds will not be in the departments' cost center, it will remain in DOR for transfer to FCM
 - If you think you need renovation funding, please reach out to DOR (Cris or Danny) to reach out to project managers

Accounting end dates are similar to cost center end date extensions

- We are receiving additional scrutiny from the State regarding some of our carry forward balances.
- It is important to spend Internal Funding within the deadlines.
- Please be mindful of the cleanup period
 - 90 days in most instances
- Extension requests
 - Research Investments within 90 days of end date
 - On 91st day they will be automatically rejected
 - Internal Awards
 - Most will not be accepted unless it is something that extends the Tenure clock
 - If you need an extension or have extenuating circumstances, just reach out to us before the end of the award
- Internal Funding operates similar to NA cost centers
 - There is a budget period
 - Cannot reallocate expenditures across fiscal year lines

Karin Livingston, Controller

- Vendor management system update
- Account-Fund Error Messages
 - Request for testing volunteers
- P-Card Document Uploads
 - Reminder: 9/30 deadline for uploading backup documentation for Pcards with activity during COVID without receiving a missing documentation violation against the card. With CDA approval will we grant an extension on a case by case basis for cardholders still at home without the ability to scan their documentation.
 - Any colleges/divisions that had missing uploads from prior to COVID received an email from Cassandra Lopez on 8/5. This is in addition to the email for missing uploads during COVID (March-June), with a same due date of 9/30.
- Sharp Copier Information – will be in the meeting minutes website, and contains information about the vendors, accounts, purchase orders, and payments.
- COVID19 travel restrictions are updated on the COVID19 website