

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

Minutes

Bill Spindler, Director UIT Business Services

Restructuring the Annual Departmental Core Telecommunications Fee

The goal of restructuring the Annual Departmental Core Telecommunications Fee is to have a methodology for including new departments and to develop a methodology for the campus, going forward.

- The Network Service Center operates on a chargeback basis.
- The current chargeback is approximately \$3.3M per year. This has been the chargeback for the past 12 years.
- The current chargeback methodology is based on the number of phones each area has. However, per IT's review of how other universities handle the chargeback, this is an obsolete methodology as it does not account for computer use, wireless networks, and other network services.
- IT has determined that the new methodology will be based on the number of employees.
  - Including student employees is being looked at (see below) and will include temporary employees such as adjuncts, but excludes certain employees (primarily custodial and grounds) that do not have phones or computers.
  - IT has not determined if they will use headcount or FTE
  - IT will look at what the rates would be if students were excluded, as many areas have large numbers of student employees that do not have phones or computers.
  - The current estimate, which includes students, is approximately \$45/month per person, which is less than the per phone charge of \$56/month.
- IT would like volunteers for a group to review their methodology. If you would like to volunteer, please contact Bill Spindler.

Karin Livingston, Controller

Revenue Contract Form

- SAM 03.A.05 always required that Revenue Contracts be reviewed by the Tax Director, the Senior Associate Vice Chancellor/Vice President for Finance, and the Associate Vice Chancellor/Vice President for Administration.
- SAM 03.A.05 was recently updated to require this review only for contracts over \$50,000
- To help assist in the review process, the Revenue Contracts Administrative Review and Approval Form was created.
- The form requires general contract information (purpose, term, amendments, dollar amounts) and the approval of the College/Division Business Officer and AVP or Dean.
- The form is routed to the Tax Director who will review for UBIT and other tax reporting requirements. The Tax Director will then route the form for review and approval for Debt Compliance (to ensure that the contract does not affect the status of non-taxable debt issuances), and Auxiliary Enterprise Review (to ensure no conflicts with auxiliary contracts and activities)
- The form is available on:
  - The Finance Forms Page - <https://uh.edu/finance/pages/forms.htm>
  - The Finance References Page – <https://uh.edu/finance/pages/References.htm>
  - The Tax Office Information Page - <https://uh.edu/office-of-finance/tax-information/>

Texas Public Information Act Changes

- There are changes to the Texas Public Information Act that are effective January 1, 2020

- All communications between University personnel and vendors, contractors, potential vendors, and potential contractors must be preserved pursuant to the University's records retention schedule. Campus departments should retain communications with their contract vendors along with other contract documentation.
- Solicitation documents will be updated to include new requirements for vendors on contracts of at least \$1M.
- All contracts of at least \$1M must have the "Certification Form – TIPA Requirements 1M+". Campus departments must attach the form to their contracting packets for processing.
  - The form is being developed and will be available by January 1.
- A Vendor FAQ page is being developed and will be available on the Purchasing website by January 1.a

The RFP for Vendor Management Software will be published in early January, and we hope to have a winning vendor by the end of February with a goal to implementation by the end of the fiscal year. A committee has been formed to look at Digital Signatures. We plan to issue interim guidance in the next few weeks.