

University of Houston
Division of Administration and Finance
Leadership Meeting
Elizabeth D. Rockwell Pavilion – MD Anderson Library
October 13, 2010

Minutes

Purpose & Scope:

The A&F Leadership meeting is Dr. Carlucci's initiative to provide an update on A&F Operations and to set goals for A&F Leaders to implement and engage to be tier one status.

GOALS: The followings are goals for you to implement and engage for your staff.

- 1) Start thinking now of creative ways to absorb reductions without losing sight of university priorities
- 2) ePerformance Training is a mandatory training: Two ways of getting trained
 - Classroom session – contact Cari Baugh at 3-3647
 - On-line training - <http://www.uh.edu/hr/emplrelations/eperformance.htm>
- 3) Continuing Changing the Game, and to be a Game Changer.
 - To be part of a team, and to be sure your staff are part of the team:
 - ❖ Need to be involved, engaged and executed
 - ❖ Make sure your staff wear Red on Friday
 - ❖ Make sure your staff start and continuing to recycle

Budget Overview – Mr. Tom Ehardt, AVC/AVP Finance

- FY2012 is shaping up to be a tough budget year
- Legislative Session will start January 11 thru May 30
- Have been asked to plan for a 10% reduction in State GR Appropriation
- 10% GR for UH = \$14.8 million, UH System = \$21.3 million in FY12 (in addition to the base reduction in FY11 of \$7.8 at UH, \$11.2 UHS)
- If taken across all funds, FY12 base reduction will average 3.2% for state reduction only—without reallocation for priorities
- Start thinking now of creative ways to absorb reductions without losing sight of university priorities

Leadership Training – Joan Nelson, Exec Dir Human Resources (HR)

- Impact Leadership program
 - ❖ HR have developed a Business Plan for Tom's review which outlines the following:
 - ❖ Details of how the training program will align with the "business strategy and goals" of the university's strategic initiatives
 - ❖ The tools HR will use to identify the high potential employees who should participate in the program

1. Currently evaluating the Lominger and the DDI models – evaluating both programs to determine best fit for the university.
- ❖ HR is testing the training materials through pilot programs to ensure the participants will be able to demonstrate the value and ROI to the university.
- **Discover UH – The Vision, The Culture, The Pride:**
- ❖ HR had their 1st training program of Discover UH (DUH)- with about 30 participants in the Fall session. DUH is a five week program which helps leaders and staff better understand the internal structure of the University.
 - ❖ HR plans to offer this training in the Fall and in the Spring.
 - ❖ HR is now in the process of rolling out Understanding UH Business
 - Target audience are department business administrators
 - The training introduces the business operations of the university
- **ePerformance Training:**
- ❖ HR has initiated the intact training for supervisors. They have also developed on-line training for those supervisors who are unable to attend a scheduled training session for their areas.
<http://www.uh.edu/hr/emprelations/eperformance.htm>
 - ❖ HR is also scheduling training for employees to introduce the ePerformance module to staff.
 - ❖ If you have not attended a training session and would rather attend a “class-room session” instead of the on-line training, please contact the training department (Cari Baugh) at 3-3647.

Emergency Response – Malcolm Davis, Chief of Police

- **Emergency Management:**
- ❖ Emergency Management Plan is near completion. Annexes will accompany the Emergency Management Plan detailing more specific requirements needed of particular departmental/individual responsibilities
 - ❖ The Department of Public Safety will be hiring a new Emergency Management Director to head up Emergency Management for the University of Houston.
- **Criminal Statistics:**
- ❖ The completion of the Annual Clery Report was announced on October 1, 2010. The Annual Security and Fire Safety Report can be found on the department website, www.uh.edu/police.
 - ❖ Chief Davis shared the actual statistical data and also some comparison data with the groups.
 - ❖ The Fire related data was also shared as it is now to be included in the annual report.

- New Vision for the Department of Public Safety
 - ❖ Items implemented from the Presidential Task Force on Safety and Security were shared with the group, including the high visibility uniforms and the new Security Officer enhancements.

Changing the Game: Each Department has listed what they've done to change the game as to meet high expectation while facing budget cuts for the last few years. Detailed information can be found on the A&F website, <http://www.uh.edu/af/afleadership.htm>

Next A&F Leadership Meeting:

January 19, 2011

1:00pm to 3:00pm

EDR Pavilion, MD Anderson Library