

College/Division Administrator Meeting Minutes
February 12, 2009

Dr. Carl Carlucci

- Budget Reduction
 - All UH System components should prepare for a possible mid-year 2.5% budget reduction in FY09
 - A 5.0% budget reduction is likely for FY10
 - Some of the campus-wide options being considered to reduce the budget include:
 - Cancelling one or more summer sessions, although this has a negative impact on revenue
 - Freezing salaries for executive administration (non-faculty)
 - Administration & Finance is also considering the following options, among others, for reducing the budget:
 - Slowing down hurricane preparations, such as reducing the number of fuel storage tanks purchased for emergency generators
 - Reducing or not renewing property insurance policies
 - Reducing cell phone allowances for A&F staff
 - See the A&F Budget Information website for more information and updates:
<http://www.uh.edu/af/budget09.htm>
- Administrative Oversight
 - College/Division Administrators (CDAs) are reminded that they are primarily responsible for ensuring compliance with University policies within their college/division
 - CDAs should notify Dr. Carlucci (through Craig Ness or Mike Glisson) if they are not getting cooperation from their Dean or VP to maintain compliance within their college/division
 - Dr. Carlucci will gladly accept an invitation to speak to the Department Chairs and Dean's Council meetings about compliance

Don Guyton

- Introduction of Internal Audit Staff
 - Don introduced the Internal Audit staff to the group
 - A picture and brief bio of each staff member is on the Internal Audit website:
http://www.uh.edu/audit/Our_Team.htm

Joan Nelson

- I-9 Process
 - Joan would like departments to initiate a ePAR into workflow (i.e., the creator of the ePAR approves it, so that it is submitted to the department approver in workflow) before the new employee delivers the I-9 to Human Resources, which will allow HR to retrieve employment information about the new employee from the HR System
 - Several questions/suggestions were made, so Joan decided she would contact some administrators after the meeting to further discuss and refine the process
- Performance, Communication, and Development (PCD)
 - Joan distributed and discussed a draft PCD form, which must be reviewed and approved by Dr. Carlucci

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- The administrators offered some suggested changes to the form and timeframe for annual completion, which Joan will consider before giving her final draft to Dr. Carlucci for approval
- FY09 PCDs, which cover the period June 1, 2008 to March 1, 2009, will be due on April 15, 2009
- Introduction of Sandy Coltharp
 - Sandy's title is Director, Talent Management and her phone number is x34143
 - She will oversee professional training for employees, the Employee Service Center, and the new employee orientation process
- New Deadline for Mandatory Training
 - All campuses are moving to a October 31 deadline for mandatory training starting in FY10 (October 2009)

Raymond Bartlett, Marli Bober, and Joan Nelson

- Payroll Direct Deposit and Pay Card Distribution
 - Currently, 792 employees are not signed up for payroll direct deposit, compared to 1,800 employees in October 2008. A list of the 792 employees was distributed by department to the CDAs, so that the CDAs can encourage those employees in their college/division to sign-up for direct deposit.
 - Those employees who do not have direct deposit will receive a letter through interoffice mail, which indicates they should come to the basement of E. Cullen on March 2 (monthly employees) or March 13 (bi-weekly employees) to pick up their pay check between 7 AM and 4 PM. The letter will also indicate that they can sign-up for direct deposit when they pick up their check and they should bring their banking information with them to do so.
 - Treasury, HR, and Payroll staff will distribute printed pay checks on March 2 and 13 from tables setup in the basement of E. Cullen. At that time, they will ask the employee to either enroll in direct deposit or sign-up for a pay card.
 - Employees who cannot sign-up for direct deposit because they do not have a bank account can open a free checking account at Woodforest Bank (located in the University Center) without undergoing a credit check, or open a OneAccount with their CougarOne Card by following the instructions at:
<https://cougarone.higheroneaccount.com/>
 - When new employees present their I-9 form to HR, they will be asked to sign-up for payroll direct deposit or a pay card. It was discussed that new employees need to be notified to bring their bank account information with them to HR, so they have the information to enroll in direct deposit.

Marli Bober and Carla Ponzio

- Timesheet Processing Changes
 - Beginning April 1, 2009, monthly employees (Time Reporters) will log into PASS to record any leave taken. Supervisors (Time Approvers) will log into the HR System to verify the leave taken by their employees. When the Time Approvers have finished their online verifications, the administrative person who coordinates payroll for their department (Payroll Approver) will log into the HR System to verify the leave taken for all of the employees in their department who

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- took leave. This process of recording and verifying leave online is called Time and Labor. Time and Labor for bi-weekly employees will be implemented later.
- All employees will continue to complete Leave Requests after April 1 to request leave and supervisors will continue to sign them, until we implement Absence Management (online request and approval of leave) at a later date. Time and Labor is intended to record and verify leave that was previously approved and taken. It is not intended to request leave or approve it for the first time.
 - The Research Division will issue procedures for recording time and effort expended by Principal Investigators and other employees on research grants, which is not part of Time and Labor.
 - The HRMS Security Form (located at <http://www.uh.edu/hrms/>) has been updated to include the following roles related to Time and Labor:
 - Time Approver Only - for supervisors who only need access to the HR System to verify leave for their employees and add/remove employees (Time Reporters) from their list
 - Time Approver/HR View – for supervisors who also need to view general HR information for their department
 - Payroll Approver – for administrators who coordinate payroll for their department, including the verification of leave taken by all employees in their department
 - Training to enter and verify leave using Time and Labor will begin on March 2. Training times and locations will be announced later.

Sandi Gardea, DD Carpenter, and Gudelia Coria

- Update from Corestaff
 - Corestaff is the contracted temporary services firm at UH.
 - Call x35627 or stop by the Corestaff Office in room 345 McElhinney for assistance.

Emily Messa

- Recycle Mania
 - UH is participating in a nation-wide recycling contest with other colleges and universities called Recycle Mania. This is the third week of the 10 week contest.
 - Currently, UH is ranked 50th based on actual and estimated weight of recycled materials and 16th based on actual weight only.
 - As part of Recycle Mania, groups of interested employees and students are invited to participate in a recycling contest at UH. The winning group will receive a \$150 party and trophy. Second and third place prizes will also be awarded.
 - A&F is also looking to hire students at \$8.00/hr to help with recycling. These positions will continue after the Recycle Mania contest ends.
 - UH is currently recycling 39% of its waste, which is up from 24% in early January.
 - Items eligible for recycling are paper, all types of plastic, and aluminum cans. Recycling receptacles are located throughout campus.

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Mike Glisson

- Pharmacy College Administrator
 - Charles Henry, the College Administrator for Pharmacy, is transferring to Texas Southern University. His last day at UH will be February 18.
 - Stephanie Ledet will serve as the Interim College Administrator for Pharmacy.
- Research Division Assistant Director
 - Rhonda Stafford, formerly a Department Business Administrator in Engineering, is now the Assistant Director of College/Division Business Operations for Research Financial Services. She reports to Selestia King.
- Red Flag Rules Workshop
 - A Red Flag Rules Workshop is being held on February 26 from 1 PM to 3 PM in the Atlantic Room of the University Center for those departments who were identified as having “covered accounts” under the guidelines issued by the Federal Trade Commission. Those departments have already been invited.
 - The workshop will discuss procedures for preventing, detecting, and mitigating identity theft.
 - Anyone else who would like to attend must send a request to Mike Glisson at mtglisson@central.uh.edu. Seating is limited and we want to encourage discussion in the workshop by keeping the size of the group small.