

**Ginger Walker, Emergency Management Specialist**

Business Continuity Planning Template changes

- Business Continuity Planning (BCP) template and presentation are online at: <http://www.uh.edu/emergency-management/planning-and-response/business-continuity-plans/>
- The purpose of BCP is to focus on preparedness, which includes identification of essential functions as well as the resources and assets associated with those functions
- BCP template has been updated
- Template now uses fillable fields
- Updated template helps department to identify and define critical and essential functions
- Updated template has added the identification of internal and external interdependencies, including requiring communication, which will assist both the department and the internal interdependent areas in planning
- BCP plans should be communicated within departments
- BPC plans should be approved within the department
- Ginger recommends that campus departments to exercises to test the plan, such as round-table discussions

**Lieutenant Chad Leveritt, UHPD Training Coordinator**

UHPD Money Transmittal Request Schedule Change

- The UH Police department currently picks-up and transports between 55 – 60 deposits per day
- A new Money Transmittal Request schedule has been developed to allow the department to improve the efficiency and organization of the pick-up process
- The schedule is available on the UHPD website at: <http://uh.edu/police/transfers.html>, by following the link “Submit A Money Transfer Request” and then selecting the “Deposit Request Schedule (available here)” link
- The times listed in the schedule are the deadline for making a request for same-day pickup.
- Requests made after the deadline will be picked up the next business day
- Emergency requests may still be submitted by contacting Lieutenant Leveritt directly
- In addition to the new schedule, the UHPD requests that deposits less than \$100 be held for the maximum allowable time per policy of 5 working days
- Lieutenant Leveritt is the primary point of contact for all Money Transmittal activities; he can be reached via the UHPD at 713-743-3333 or at [cmleveritt@uh.edu](mailto:cmleveritt@uh.edu)
- Lieutenant Leveritt will look into having an automatic confirmation sent when an Money Transmittal Request is received
- As additional information, potential statutory changes that will allow concealed carry on campus by license holders will add officers and responsibilities to the UHPD. If bills are passed, the UHPD will be doing training for campus departments in the future

**Pam Muscarello, Research Division Administrator**

**Cris Milligan, Assistant Vice President for Research Administration**

**Danny Guffey, Senior Project Manager**

FY 2016 Start Up Funds

- FY 2016 budgeting of FY 2015 start up funds is limited to budgeting fund balance under these provisions;
  - No 1099 carryforward is allowed
  - If the funds expire by or before 8/31/15, fund balance should not be budgeted
- Beginning in FY 2016, all start up funds will be distributed with a project cost center
- Departments can email Division of Research Business Operations at [dorbizop@central.uh.edu](mailto:dorbizop@central.uh.edu) with questions

Start Up Funds for Renovations of Labs

- Start up costs for renovations and lab build outs are often much greater than expected
- Cost thresholds that require review by engineers and architects are fairly low, ranging from \$8,000 to \$50,000 depending on the project
- The current average UH cost per square foot for lab space is \$567
- Much of the UH infrastructure is older and renovations often require mitigation of asbestos and changes in safety and structural items to be compliant with current code
- Lab space cannot be below ground and also be used as Class B labs (chemical storage); while older labs are grandfathered in any renovations require meeting current standards
- Research would like earlier identification of and involvement in the use of start up funds for renovation and lab build outs. The optimal time to begin identification of space needs and potential costs is when the search request is submitted.
- All renovations must be done via UH Facilities Management and Facilities Planning & Construction
- Danny Guffey will assist departments in the planning process
- Research will fund start up renovation and construction projects directly with Facilities Management and Facilities Planning & Construction

**Jenifer McMillin, Director HRIS Applications**

**Sandra Armstrong, Director Human Resources Operations**

Human Resources Updates

- John Chen has been hired as the new Compensation Manager; two compensation analysts are being hired
- Reports of performance evaluation scores exist in HR to assist departments in doing merit increase analysis. The reports and queries are security based so can only be accessed by persons with appropriate access.
  - Report (pdf): HRMS HR > E Performance Reports
  - Query: HRMS\_EMP\_RATINGS
- Payroll has hired consultants to review the system wide payroll organization structure and business processes

Affordable Care Act

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- Key concepts in understanding the Affordable Care Act are
  - Measurement Period - time frame to evaluate whether existing employees have worked enough to be eligible for benefits
  - Administration Period - the time used to identify people and notify them so they can enroll in benefits
  - Stability Period - the time period in which the employee is entitled to the benefits regardless of changes in employment levels so long as they remain an employee
  - Initial Measurement Period - time frame to evaluate whether new employees will be eligible for benefits
- Employee statuses may be:
  - Always Eligible – full time, benefits eligible employees
  - To Be Determined – hourly variable employees that may or may not be eligible
  - Eligible – once the TBD employees are reviewed after the Measurement Period, they may be eligible. This status may change in the next measurement period
  - Ineligible – once the TBD employees are reviewed after the Measurement Period, they may be ineligible. This status may change in the next measurement period
- Eligibility is calculated once each year. Existing employees will be calculated on a June 3 to June 2 basis; new employees will be calculated based on their starting month
- Eligibility is based on all hours worked at all jobs on all campuses
- The only exempt jobs are Federal and College work study
- Breaks in service have differing effects
  - Less than 4 weeks counts as 0 hours worked per week
  - 4 – 26 weeks break is excluded from the calculation
  - 26+ weeks in considered a new hire
  - FML, military service leave, and short work breaks are excluded from the calculation
- Benefits will be paid by all departments that the employee works for and prorated
- Benefits costs to the department and the employee are the same as for full time employees
- There are significant risks associated with non-compliance. If the University does not offer benefits to at least 95% of full time employees, the fines would exceed \$14 million
  - Risk mitigation includes timely processing of e-PARs for hiring and termination, as well as accurate records of standard hours for adjunct faculty
- At present, there are approximately 100 employees system-wide that will be offered benefits
- HR will work on having the metrics loaded to their SharePoint site, and is working on additional HR web pages with more information on the ACA

#### PeopleSoft Upgrade

- Human Resources is being upgraded to PeopleSoft 9.2
- Some changes will be to add manager dashboards and to modify and streamline the TRAM approval processes

#### **David Johnson, Executive Director Tech Services & Support**

##### Lync phone systems

- The initial deployment of equipment and migration to link is substantially complete.

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- Over 7,000 users and 10,000 phones have been updated
- Remaining items are call centers and some infrastructure modification such as the 911 functionality of mobile devices
- There are no long distance charges made to users, which has generated significant cost savings
- IT is working on a contract to buy blocks of long distance time, which may eliminate the need for domestic long distance codes. Long distance codes will still be required for international long distance calls
- The new long distance system and process is planned to be functional by this fall; prior to deployment IT will work with the College/Division Administrator group on whether long distance codes should still be required for domestic long distance use. If codes are still to be used, they will likely be assigned by the Colleges.
- There are many options for using the Lync system in addition to desk and wall phones. Examples include portable phones, headsets, software on mobile devices, and conference room devices with cameras.
- IT has no phones left for distribution. Departments can purchase equipment from any source, but CougarByte should have the best prices. Any “Lync optimized” equipment will work, but non-standard equipment may present support issues.