

**Deborah Davis, Director, Auxiliary Services**  
**Sally Rowland-Ketley, Director, Printing and Postal Services**

New Campus Addresses

- Effective August 1, 2015, UH campus addresses will officially change to include the 77204 zip code plus the existing 4-digit mail code.
- The new addresses will be recognized by US Postal Services, overnight delivery services (UPS, FedEx, etc.), 911 dispatchers, and GPS software. (The new addresses should not be used for shipping, calling 911, or GPS before August 1.)
- A campus addressing website will be launched shortly to help identify building addresses. Email Sally Rowland-Ketley or Deborah Davis if an address is needed before the website is launched.
- Departments can continue to use their existing stationary with old addresses until December 31, 2015. Departments can order new stationary at a discount for a limited time from the Printing Department.
- Mike Glisson will notify Tejas Office Products and Xerox about the new addresses.
- Though UPS is aware of the new addresses, if someone orders UPS pickup from their desktop, which requires entering a pickup address manually, they will need to enter the new address starting August 1. Please help us notify faculty and staff in your area who request UPS pickups from their desktop.
- Accounts Payable will coordinate changing addresses on P-Cards after August 1 and notify cardholders and business contacts about the change. Since Travel Cards all have the same address (5000 Gulf Freeway), they don't need to be changed.
- See the attached presentation for more information.

**Mary Dickerson, Executive Director, Information Technology Security**

New Information Technology SAMs

- Three IT SAMs were recently approved.
- SAM 07.A.06, Email Retention (same as MAPP 10.03.07, which will be rescinded since the SAM applies to all UHS campuses). This SAM identifies the three types of email.
  1. Personal email, which should be deleted as soon as it no longer needed.
  2. Transitory email, which should be deleted as soon as it is no longer needed.
  3. Business record email, which should kept according to the Records Retention Schedule. See SAM 03.H.01, Records Retention, for records retention requirements.
- SAM 07.A.08, Data Classification and Protection (same as MAPP 10.05.03, which will be rescinded since the SAM applies to all UHS campuses). This SAM lists three levels of data.
  1. Level 1 data: Confidential, sensitive, or mission-critical data, such as SSNs, student data, health care data, customer data, credit card, bank, and financial information, and data critical for university operations.
  2. Level 2 data: Protected information that can only be released by a public information request, such lecture notes for a future lecture.
  3. Level 3 data: Public data in the public domain, such information on a public website and an employee/student's UH email alias.
- SAM 07.A.07, Employee Messaging

College/Division Administrator Meeting Minutes  
July 9, 2015

1. Employees must use university-offered messaging services (email, IM, video chat).
  2. Employees must use university assigned email alias/address for all official university business and set as their destination address in PASS.
  3. Employees must use passwords or other security on personal devices if accessing university e-mailboxes
  4. Employees going out on leave should set out of office/auto response messages and/or mail forwarding rules.
  5. Employees may not keep their email alias or mailbox when leaving the university.
  6. Employees should contact their IT department if they have a need to email a large number of recipients (100+) from their individual UH mailbox.
- UIT will be communicating these changes to employees over the next several weeks through email notices and workshops.
  - Administrators should read the new SAMs, ask any questions about the SAMs, attend one of the scheduled workshops or request a workshop for their area, and be patient as the changes are implemented. It will take some time for everyone to understand and comply with the new requirements.
  - See the attached presentation for more information.

WiFi Update

- There are three wireless options at UH:
  1. UHWireless for visitors and guests is an open and unsecure wireless network. Starting August 3, UHWireless users will see a splash page when they sign on that asks them to accept the UH Usage Policy. Some devices must be registered through AccessUH by clicking the “Register My WiFi Device” icon. This would require the user to obtain a CougarNet user ID and password.
  2. UHSecure, which is faster and more secure than UHWireless, is available to UH students, faculty, and staff who log in with their CougarNet user ID and password.
  3. Eduroam is for visiting faculty and staff whose home institution participates in eduroam. It allows these visitors to sign into a secure network without the need for a CougarNet account.
- See the attached presentation for more information.

**Joan Nelson, Assistant Vice President/Assistant Vice Chancellor, Human Resources**

New CoreStaff Representative and Temp Services Contract Update

- Sandi Gardea recently retired. Jessica Stoner is the new CoreStaff representative and can be reached at 713-438-1312 (office) or 281-732-1579 (cell).
- Corestaff’s contract will be extended until a vendor is selected for a new temp services contract. A Request for Proposal (RFP) was conducted to select one or more vendors but a final selection has not been made.

Merit Update

- About 150 merit recommendations from departments were outside of the allowable parameters announced by Human Resources, so HR will be contacting those departments to receive clarification on the recommendation.

College/Division Administrator Meeting Minutes  
July 9, 2015

- Some employees may receive a one-time merit payment if the recommended merit amount will cause the employee to exceed the salary cap for their pay grade.

HR PeopleSoft Access Audit

- Jennifer McMillin is reviewing everyone's HR System access to make sure it is appropriate and necessary. She will notify users if a change is needed to their access.

Affordable Care Act (ACA)

- Thirty (30) part-time, non-benefits eligible employees System-wide worked an average of 30 or more hours per week in the past year, which could make them eligible for full-time benefits, such as health insurance under the ACA. After removing recent retirees from the list who returned to work part-time, only about 10 employees were left.
- Human Resources will notify the affect departments that these employees should work no more than 20 hours a week, in accordance with their non-benefits eligible position. If the employee has more than one assignment, hours worked for all assignments combined cannot exceed 20 hours per week.
- While student employees should work no more than 20 hours per week during the fall and spring semesters, they can work up to 40 hours a week during holiday breaks and the summer. This will not change their status as a non-benefits employee under the ACA.

Equifax Workforce Solutions

- Equifax Workforce Solutions will provide the following services:
  - Verifications of Employment
  - Verifications of Income
  - Social Service Verifications
- The tentative go-live date is August 17, 2015

Same Sex Fringe Benefits

- The Employee Retirement System (ERS) announced that employee benefits (health insurance, life insurance, etc.) would be extended to same sex couples starting July 1, 2015.
- Deanna Holmes, Senior Benefits Coordinator, will be conducting seminars on same sex benefits.
- To be eligible for same sex benefits, the couple must either have a marriage license or court document declaring they have a common law marriage.

E-Verify

- Beginning September 1, 2015, all new employees must be verified to be eligible for employment through the federal government's E-Verify system. Previously, only employees working on federal contracts needed to go through E-Verify.

Benefits Fair

- Based on feedback, the Benefits Fair will be held during the summer enrollment period, instead of in the fall as it was 2014.
- There will not be a Benefits Fair in 2015. The next Benefits Fair will be during the summer 2016 enrollment period.

**Pam Muscarello, Division Administrator, Division of Research**  
**Tammy Maugans, Department Business Administrator, Division of Research**

RDF Closeout

- Research Development Funds (fund code 1099) must be expended or encumbered by August 31, 2015 or they will be returned to the state.
- DOR sent a list of RDF cost centers to the affected departments to help ensure that all funds are used.
- See attached presentation for the timeline associated with the RDF closeout.

Faculty Startup Closeout

- The schedule for closing out faculty startup cost centers by the end of FY15 was reviewed.
- Regarding reallocations of unallowed expenses on startup cost centers, DOR Business Operations does not need to review reallocations for NA, R, or I project IDs.
- See attached presentation for more information.

Faculty Startup Distribution Process

- DOR will confirm the list of new faculty that need startup funding and establish cost centers with appropriate funding for FY16.
- See attached presentation for more information.

New Core Research Support Fund

- Effective September 1, 2015, RDF will merge with the Technology Competitive Knowledge Fund (TCKF) to create the new Core Research Support (CRS) fund (fund code 1124).
- Funding for CRS will not be available until September 1, 2015.

Budget for New R and I Project IDs

- Effective immediately, new cost centers with R or I project IDs will be budgeted with Adjustment Budgets only, not Original Budgets, which is necessary for proper reporting in the Data Warehouse.
- This change will not impact cost center reporting or budget checking. On the 1074 and 1063 reports, instead of the budget appearing in both the “Base (Original)” and in the “Current (Original + Adjustment)” columns, the budget will only appear in the “Current (Original + Adjustment)” column.

**Maya Thornton, HUB Program Director**

HUB Audit Results

- The State Auditor’s Office just completed their audit of the UH HUB and State Use programs for FY14 and found them to be 64% compliant overall. Several changes have been implemented to improve compliance, but there is still room for improvement.
- One of the areas that needs improvement is the monthly submission of Progress Assessment Reports (PARs) by prime contractors to UH that indicate how much the prime contractor paid their subcontractors (both HUB and non-HUB) in the previous month. PARs are

College/Division Administrator Meeting Minutes  
July 9, 2015

received by the contracting department and forwarded to HUB Operations, which uses them to create reports for the state and track vendor performance.

- HUB Operations will be providing training to affected departments about PARs.

Monthly Expenditure Review for HUB Spending

- HUB Operations started sending reports a couple of months ago to the College/Division Administrators about areas where departments have had little or no HUB spending.
- Staff are encouraged to use HUB vendors whenever possible and required to obtain quotes from at least two HUB vendors when conducting informal bids.
- Instructions to “Search the Central Master Bidders List (CMBL)” to find HUB vendors by type of good or service are located on the HUB Resources page:  
<http://www.uh.edu/administration-finance/hub/resources/>
- Please contact Maira Artola for assistance in locating a HUB vendor.

Opportunities to Meet HUB Vendors

- Since January 2015, HUB Operations has held a monthly HUB Vendor Showcase where a HUB vendor gives a brief presentation about their business, answers questions, and meets UH employees who might be interested in their goods or services.
- Attendance at the monthly Showcases has been low, so please encourage staff to attend if your department currently buys (or may buy) the type of good or service offered by the HUB vendor. There is no obligation to use the HUB vendor if you attend.
- The next HUB Vendor Fair, in which approximately 100 HUB vendors are expected to be represented, will be held October 14, 2015. The vendors will distribute samples of their products and be available to answer questions. Broadcast announcements will be made closer to the event.

**Mike Glisson, Controller**

Travel Management System Update

- The Financial Connector, which will provide the automated creation of vouchers and journals in PeopleSoft based on Expense Reports created in Concur, should be moved to production by the end of July.
- UH Enterprise Systems is working on an employee self-service page so that employees can designate themselves as a traveler in Concur. This will make setup of employee travelers faster and easier. Non-employee travelers and support staff who make travel arrangements through Concur or who create Requests or Expense Reports in Concur will still be setup by submitting a Concur Access form to Finance.
- Once the self-service page is completed, we will begin rolling Concur out to all of the departments at UH.

Purchasing Department Update

- Purchasing recently hired three employees, who are in training:
  - Carlos Viteri, Buyer 2
  - Tim Henry, Senior Buyer
  - Louis Maryland, Buyer 1

College/Division Administrator Meeting Minutes  
July 9, 2015

- Purchasing has interviewed candidates for a vacant Buyer 1 position and expects to make an offer soon.
- Purchasing has seven positions, including Jack Tenner, Director, and the vacant Buyer 1 position.
- Updated Buyer assignments to colleges/divisions will be announced within the next couple of weeks.

P-Card Review for Business Purpose

- P-Card Guidelines indicate that the cardholder and a certifying signatory are required to sign the Expense Report. However, if the certifying signatory works in another office and is not familiar with the purpose of the P-Card transactions, College/Division Administrators may require the cardholder's supervisor (or someone with more knowledge of the transactions) to review and sign the Expense Report as well to verify all of the transactions are necessary for university business.
- The additional signature is only required, if needed, at the discretion of the College/Division Administrator. Accounts Payable will not review Expense Reports for the additional signature. This would be an internal college/division requirement.

Cost Center Verification Procedure Update

- The Cost Center Verification Procedure (under Cost Center Verification Toolkit on the Finance References page) was updated to indicate that budget and fund equity balances must be included in the monthly review of cost centers.
- Any negative budgets or deficit equity balances should be examined to determine if the negative budget or deficit equity balance will exist at year end. If so, action should be taken to avoid this from occurring, if possible.
- The Controller's Office will send deficit equity reports to the Division Administrators after the close of periods 6, 9, 11, 12, and 998 to help them identify cost centers with deficit equity balances.

Warning Message on Vouchers, Journals, and Requisitions

- Within the next couple of weeks, a warning message will start appearing on vouchers, journals, and requisitions if the document contains both a federal fund code and an account that is normally not allowed on federal funds.
- The warning message will ask the user to verify that the account is correct. If it is correct and the user believes the expense should be charged to the federal cost center, the document must be routed using electronic workflow through the Office of Contracts and Grants (OCG) for approval.
- The document approver should deny the document back to the originator if the OCG workflow path is not selected, and instruct the originator to re-route it through OCG.
- A list of federal fund codes can be found in the Fund Codes list on the Finance References page (filter by "Federal" in the "Sub-Type" column), and a list of accounts normally not allowed on federal funds can be found in the Account List on the same web page (filter by selecting "No" in the "Allowed on Sponsored Projects" column). The Finance References page is at: <http://www.uh.edu/finance/pages/References.htm>

College/Division Administrator Meeting Minutes  
July 9, 2015

Federal vs. Non-Federal Fund Purchases

- Mike distributed a table summarizing the differences between federal and non-federal procurement thresholds for spot purchases, informal bids, and formal bids.
- Following the meeting, the handout was updated regarding the threshold of informal bids for purchases using both federal and non-federal funds. In addition, DIR announced that state universities will not have to follow the new DIR contract restrictions in Senate Bill 20 (84<sup>th</sup> Legislature). Only state agencies will be subject to the DIR restrictions, according to DIR. Therefore, the handout was updated to reflect these changes.
- The revised handout is posted with these minutes and on the Finance References page under Transaction Processing: <http://www.uh.edu/finance/pages/References.htm>

New Chartfields in PeopleSoft

- The Project Costing module is scheduled to be implemented on August 2, 2015, if final testing goes well. Project Costing is one of the modules that will be used to improve billing and receivables for research grants.
- Three new fields will be added as a result of implementing Project Costing: (1) PC Business Unit, (2) Analysis Type, and (3) Activity ID. All three will automatically populate when a cost center is entered, so they should be transparent to users. The new fields are not considered part of the cost center string, which consists of Business Unit, Fund Code, Department ID, Program, and Project ID.

State Use Program

- The UH State Use Program was recently audited by the State Auditor's Office in addition to the HUB Program. The State Use Program is the requirement to purchase goods and services from the Texas Institute for the Blind and Handicapped (TIBH), and/or businesses registered with TIBH that employ individuals with disabilities, when TIBH sells goods/services that will meet our needs. Purchasing oversees the State Use Program for UH.
- Purchasing has to submit a monthly list of purchases that were not made through TIBH (or one of the registered businesses) for goods/services provided by TIBH and indicate why we did not purchase from TIBH (inferior quality, wrong quantity, delivery time too slow, etc.). Price cannot be a reason for not buying from TIBH.
- As stated in MAPP 04.01.01, Purchase of Good, Materials, and Supplies through the Purchasing Department, is that the requirement to purchase from TIBH only applies to state funds.
- Finance will develop a method for collecting information from users (probably using the requisition) about whether certain items purchased with state funds are available from TIBH and, if so, why TIBH was not used.

Senate Bill 20 – Procurement and Contracting Changes

- Senate Bill 20 was signed by Governor Abbott in June and becomes effective September 1, 2015. It contains several new requirements related to procurement and contracting.
- Some of the most significant changes include:
  - A list of all contracts (signed agreements and POs), regardless of dollar amount, must be posted on the UH website, as well as the associated RFP, if any, for as long as the contract is active. In order to do this, all new expense contracts (not revenue

College/Division Administrator Meeting Minutes  
July 9, 2015

- contracts), regardless of dollar amount, must be encumbered on a PO if the contract is signed on September 1, 2015 or after. Finance will upload the PO information to the web. Additional information will be provided on this process in the near future.
- All contracts over \$1 million, regardless of type or duration, must be approved by the Board of Regents. Previously, only non-construction contracts over \$1 million in a fiscal year or over \$10 million for construction contracts had to be approved by the Board.
  - All contracts and associated solicitation/bidding documents must be retained for seven years after the contract expires or is completed. The signed contract, recommendation for award, sole source justification (if any), contract coversheet, and any vendor quotes must be uploaded to the requisition. Purchasing will maintain formal solicitation responses, evaluation matrices, and other documentation in their secure share drive.
- See the attached handout for more SB20 changes. Please note that the DIR requirements in SB20 have been removed from the handout since DIR has determined that they don't apply to state universities.

Conflict of Interest

- Mike reminded the CDAs that they must avoid situations where an independent observer might question whether employees are acting in the best interest of the university, such as purchasing goods or services from a business owned by an employee in the college or division, or the employee's family member, or where the employee or family member would receive a sales commission for selling to the university.
- SAM 02.A.29, Ethical Conduct of Employees, says in part:
  - 4.3 An employee shall not transact any business for the University with any entity of which he or she is an owner, officer, agent, employee or member or in which the employee or the employee's immediate family owns any significant interest or accrues any benefit.
- SAM 02.A.02 is located at:  
<http://www.uh.edu/af/universityservices/policies/sam/2HumanResources/2A29.pdf>