

College/Division Administrator Meeting Minutes
August 8, 2013

David Johnson, Executive Director of Technology Services and Support

Process for Adjunct Faculty to Access Blackboard

- David distributed draft instructions for new faculty to access PeopleSoft, CougarNet, and Blackboard, which are posted with these minutes.

Viewing Actual Charges for Telecom Work Orders

- Telecom is only charging departments for work orders that involve physical changes to the infrastructure, such as running a wire or adding a switch. There is no charge for repairs or changes to a phone number.
- David will send the CDAs a link to the Telecom price list for billable services.
- David is working with various people to finalize the expenditure transfer for FY14 Telecom service. Beginning with FY15, this will likely be accomplished through a budget reduction instead of an expenditure transfer.

Mike Glisson, Controller

Introduction of Tejas Office Products Personnel

- The following representatives from Tejas Office Products were introduced
 - Stephen Fraga, President
 - Lynette Read, Manager of Sales and Marketing
 - George Cosakis, Account Executive
- George will be the primary contact. His office phone is (713) 864-6004 and email is georgec@tejasoffice.com

Tejas Contract Overview

- The three-year office supply contract starts September 1, 2013 and there are two one-year optional extensions.
- UH departments are required to purchase office supplies from Tejas and may (but are not required to) purchase other items from Tejas (furniture, break room supplies, medical supplies, janitorial supplies, etc.).
- All orders will be placed through the Tejas online system, though Tejas customer service can help anyone find an item or with the order process over the phone.
- Orders placed by 5 PM will be delivered the next business day.
- Tejas accepts P-Cards (or vouchers if the department does not have a P-Card) for orders \$5,000 or less and POs for orders over \$5,000.

Tejas Vendor Show and Training on August 19

- On August 19, Tejas will host a vendor show in the Rockwell Pavilion of the MD Anderson Library from 8:30 AM to 4:00 PM.
- Training for placing orders (30-45 minutes) will be at 9 AM, 11 AM, 1 PM, and 3 PM.
- Several manufacturers that sell products through Tejas will be at the show to display and talk about their products. Some will also have free samples.

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- Tejas will hand out printed catalogs as well, though the prices in the catalogs will not reflect UH contract pricing which is only available through the Tejas online order system.

Susan Nester, Director of Compensation and HRMS

TRAM Project Update

- Moving from recording bi-weekly time on paper timesheets to having time calculated automatically based on when a bi-weekly employee clocks-in and clocks-out is a very big process change both for the employee and the supervisor.
- Enough problems were found in the pilot group that HR determined it was better to roll TRAM out in phases rather than all at once after the pilot. Any problems found during one phase will be addressed before starting the next phase. Currently, about 360 bi-weekly employees are using TRAM and there are about 5,000 bi-weekly employees system-wide.
- Bi-weekly time will be rounded up or back in 15 minute increments. In the following examples, the employee is scheduled to start work at 8:00 AM.
 - If the employee clocks in at 7:50 AM (10 minutes before the hour), TRAM will consider that the employee started work at 7:45 AM, since 7:50 AM is closer to 7:45 AM than 8:00 AM.
 - If the employee clocks in at 7:53 AM (7 minutes before the hour), TRAM will consider that he/she started at 8:00 AM.
 - If the employee clocks in at 8:05 AM (5 minutes after the hour), TRAM will consider that he/she started at 8:00 AM.
 - If the employee clocks in at 8:09 AM (9 minutes after the hour), TRAM will consider that he/she started at 8:15 AM.
- Automatic cascading of vacation and comp time for leave not requested will be eliminated, since it caused too many unintended problems. The supervisor can add vacation hours to an employee's timesheet to make him/her whole, if desired. Otherwise, the employee will be docked for hours not worked.
- Shift differential will be paid at \$0.75 for evening shifts (2 PM to 10 PM) and \$1.00 for night shifts (10 PM to 6 AM).

Georgeann Smith, Director of Business Services, Plant Operations & UIT

FAMIS Update

- Georgeann distributed instructions for running FAMIS reports, which are attached to these minutes.

Keys Update

- Georgeann distributed a list of charges for requesting keys, which go into effect September 1.
- Departments can choose to pay for keys via the new key request form which will bill through the FAMIS work order system or require the employee to pay for them.
- Starting September 1, an online Key Request form (PDF) will replace the existing pre-printed forms.

Mary Dickerson, Executive Director of Information Technology Security

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Digital Signature Project

- Mary reviewed the digital signature project and options for using digital signatures and digitized signatures in a presentation, which is attached to these minutes.
- Departments can use a signature capture device, if desired, to sign any document where a scanned signature is accepted.
- Since there is currently no UH standard for signature capture devices, departments may use whatever device they choose, including iPads, etc. Therefore, questions about installing and using these devices should be directed to the vendor or the department's technical support person, not UH IT.
- Departments that need verification of the signer's identity that would stand up in court (like a notarized signature would) may want to explore digital signatures with Mike Glisson. He will involve UIT Security for technical assistance, if needed.
- UIT is implementing encrypted email capability through the college/division information security officers (ISOs), who will work with employees who need to send or receive encrypted email.

Mike Glisson, Controller

Copier Payments

- Currently, Accounts Payable pays the monthly lease or rental charge for all copiers and forwards the invoice to the department if there are in copy charges to pay. The department is responsible for paying copy charges on their P-Card or a voucher.
- Mike suggested that Accounts Payable beginning paying the copy charges as well starting with invoices dated September 1, 2013 and after. They would add a line to the PO voucher used to pay the lease or rental charge and use the same cost center as the lease or rent. The college/division administrators agreed this was a good idea.
- Accounts Payable will send a copy of invoices with copy charges to the departments marked "paid" for their information.