

## College/Division Administrator Meeting Minutes November 13, 2008

### Dr. Carl Carlucci

- The Provost, Vice Presidents, Deans, Directors, and Department Heads set programmatic goals that determine the budget for their areas. Finance, at the direction of the CFO, creates procedures to ensure that revenues and expenditures are appropriate and properly recorded.
- Two key points about the Sarbanes-Oxley Act: (1) the CEO can't say, "Gee, I didn't know" and (2) the CFO is also held responsible for misdeeds and oversights in the organization. The UHS Chancellor and CFO sign an annual certification, which is sent to the Board of Regents, that adequate controls are in place to ensure fiscal compliance and accurate financial reports.
- MAPP 01.02.01, Business Administration, says that the College/Division Administrators have a dotted line reporting relationship to the CFO. This helps the CFO ensure that colleges and divisions follow the procedures implemented by Finance that lead to fiscal compliance and accurate financial reports.
- If administrators have questions about possible violations of university policy, they can talk to Craig Ness or Mike Glisson, who will work with the CFO, if necessary, to address the issue. Dr. Carlucci will stand behind administrators who feel pressured to violate university policy or who report suspected policy violations. Suspected fraudulent activity should be reported in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts. One reporting method is through MySafeCampus: [www.mysafecampus.com](http://www.mysafecampus.com).
- Dr. Carlucci is reorganizing a number of areas within A&F to create more checks and balances. All revenues and expenses should flow through Finance. Considering that only about 1/3 of our revenue comes from the state and that 2/3 is collected from tuition, fees, auxiliaries, donations, etc., it is especially important that we confirm that revenue is booked timely and accurately and that we keep our bank accounts reconciled.
- A&F has created a Budget Information page that includes the budgeting calendar and process: <http://www.uh.edu/af/budgetinfo.htm> More information will be added to the page as we get closer to the budget cycle.

### Dr. Teri Elkins Longacre

- Dr. Elkins Longacre distributed and discussed an overview of the Office of Ombuds Services 2007-2008 Annual Report.
- 46.5% of the cases handled by the Ombudsperson involved interpersonal conflicts between employees compared to 44% the previous year. The university should develop more comprehensive civility policies to set clear expectations for employee behavior.
- When supervisors observe uncivil behavior, they should (1) clearly communicate to all involved that this behavior is unacceptable and (2) determine why it is happening. If the cause is job related, the supervisor should try to solve the problem (train the employee, change the process, etc.) or explain why the problem cannot be eliminated (state requirement, necessary internal control, etc.). If the cause is not job related, the supervisor should not get involved but can inform the employee of the Employee Assistance Program offered through Human Resources if he/she wants assistance.
- College and department policies should be posted on college websites for easy accessibility.
- The University's smoking policy (MAPP 06.03.04) should specify the minimum distance that smokers must stand from building entrances and exits.
- Colleges should develop a post-doc appointment letter template, annually review all post-doc appointments, and issue annual renewal and nonrenewal letters to all post-docs. This will eliminate confusion among post-docs as to whether they are appointed for the new year and clarify that reappointment is not guaranteed.
- Administrators should clearly communicate leave request policies to all employees and consistently enforce these policies within their departments, so that there is less confusion about whether leave is approved.
- Prior to the formal disciplinary process, employees can seek mediation help from the Office of Ombuds Services or Human Resources. Once the formal disciplinary process has begun, employees should only work with Human Resources. If there are any legal issues, the Ombudsperson will seek assistance from the appropriate office (Affirmative Action, General Counsel, etc.). Employees who make reports to or seek assistance from the Office of Ombuds Services can be assured that their names will be kept confidential.

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- The Ombudsperson reports to the Provost and submits quarterly and annual reports to the Provost on her activities, which do not include the names of the employees involved. The Office of Ombuds Services web address is: <http://www.uh.edu/ombuds/>

### Chris Hobza

- Chris joined UH in early September as the Executive Director of Contracts Administration and is assessing how his office can best meet the needs of departments. He wants Contracts Administration to be perceived as an ally instead of a bottleneck.
- There appears to be a need for departmental training on contracts procedures. If a department has specific issues that they would like training for, they can contact Chris (713-743-9169) or Tom Tracy (713-743-5650). Tom does most of the training.
- Chris will consider whether WebCT might be a good vehicle for training that involves frequently used forms and standard procedures. Putting FAQs on the Contracts Administration website was also suggested as a helpful tool for departments.
- Chris would be glad to meet with departments that have a large number of contracts, so he can understand their needs and improve the turnaround time for these contracts.
- Chris is reviewing whether and when faxed contract signatures can be used by departments, as opposed to original contract signatures which are currently required on all contracts.
- Currently, all revenue contracts must be submitted to Contracts Administration, which sends them to the Tax Department to determine if it might result in unrelated business income. Some of these contracts (e.g., donations) never result unrelated business income and could be excluded from review. Chris will review this process with the departments most affected (e.g., Center for Public Broadcasting) and the Tax Department.
- Chris will review the standard agreements and forms on the web to determine if some can be eliminated or consolidated to reduce confusion about which agreements/forms to use.
- Current signature authority rules for signing contracts are complex. Chris will determine if these rules can be simplified and clarified.
- Contracts that are funded by both sponsored project funds and other funds require two contract coversheets – one designed by and for the Office of Contracts and Grants and the other designed by and for Contracts Administration. Chris will talk to the Office of Contracts and Grants to determine if one coversheet can be eliminated in these cases.

### Drew Helmey

- The University Copy Center is offering a satellite pack & ship service, in which they will set up a table in the lobby of a building for a morning or afternoon to pack and ship personal holiday packages for employees and students at the request of departments. This service is currently offered at the Copy Center's Welcome Center location as well.
- The Copy Center accepts cash, checks, and credit cards and can ship packages via the US Postal Service, FedEx, or DHL.
- The Copy Center may be used by departments for university-related purchases or by employees and students for personal purchases. For personal purchases, such as shipping personal holiday packages, employees and students must use their own money. They may not pay with a university P-Card, voucher, or receive reimbursement for personal items or services.
- Call or email Dale IZard (713-741-5200 or [ship\\_it@universitycopycenter.com](mailto:ship_it@universitycopycenter.com)) if you would like the Copy Center to set up a table in your lobby. They will need about a 10' X 10' space with access to an electrical outlet.

### Monica Lawrence

- As part of the realignment within A&F, the Customer Service Center will now be managed by Human Resources and will focus more on HR-related services. The Center will be renamed the Employee Service Center to indicate its new focus.
- Human Resources and HRMS will introduce ePRF, ePOI, and el-9 in December. New employees will go to the Employee Service Center to complete their el-9 after their user profile is created in the HR System. More details later about this process.

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- Human Resources is hosting a Banking Fair on November 19 from 10 AM to 2 PM in the Mediterranean Room of the University Center Underground. Representatives from several banks will be available to speak to employees about opening a bank account. Employees who do not have a bank account are encouraged to open one and set up direct deposit for payroll into that account. In March 2009, all employees who do not have direct deposit for payroll will be paid on a pay card. Contact Cody Pelletier at [cpelletier@uh.edu](mailto:cpelletier@uh.edu) or 713-743-5915 with questions.
- As a reminder, pay advices (i.e., pay stubs) will no longer be printed and distributed after December 31, 2008. Employees can log into PASS and view or print their own pay advices whenever they like.
- Human Resources is hosting Financial Services Workshops on November 14 and November 20 that are open to all UH employees, which discuss the current market volatility and options for employees with investments in retirement accounts. The November 20 workshop is from 2 PM to 3 PM in the University Center Underground Atlantic Room. Registration is not required. Contact Cody Pelletier with questions.
- The final deadline for employees with a Tier 3 TDA/ORP to select a Tier 1 TDA/ORP provider is December 1. Only a dozen employees have not made that selection. They have been notified by phone, email, and letter about the deadline. HR will continue to contact them until December 1. If anyone has not made a selection by that date, their future ORP contributions will be transferred to a Fidelity default account and for TDA contributions their future payroll deductions will cease.