

Karin Livingston, Executive Director, Accounting Services

Surplus Property Discussion

- Karin asked the CDAs for feedback on the process for transferring items to surplus property.
- Suggestions included Property Management:
 - Creating the Physical Plant Work Request to transfer the equipment to surplus property
 - Obtaining Environmental Health and Risk Management (EHRM) approval for transferring lasers and other items that require EHRM approval
 - Completing the transfer within two weeks of the request
 - Providing verification to the department that the equipment has been transferred
 - Providing an updated inventory report to the department
- Karin will develop a draft process based on the administrators' suggestions and discuss it with others involved in the process (Physical Plant, EHRM, etc.) before implementation.
- If CDAs have additional suggestions, please contact Karin at klivings@central.uh.edu or 713-743-4415.

Elsie Myers, Department Business Administrator and Staff Council President

Staff Council Upcoming Events

- Cougar First Impressions (CFI), which was started by Staff Council in 1988, is where faculty and staff give students a friendly welcome to the UH campus during the first two days of the fall semester. CFI volunteers offer students water, directions, and brochures about UH programs and events. Starting in spring 2012, CFI is also conducted at the beginning of spring semester. The goal of CFI is to retain students.
- CFI for fall 2012 (August 27 and 28, 2012) will include the distribution of flash drives to students with information about UH programs and events, so it is not necessary to distribute paper brochures. Departments that would like to put information on the flash drives should contact Staff Council.
- Staff Council just initiated the Cougar Cudos program in which students, faculty, or staff can recognize a staff member who makes a special contribution on campus.
- An online form is used to recognize the staff member, and the employee will receive a certificate by email and will be recognized on the Staff Council website, unless they elect not to be recognized. The employee's supervisor will also be notified of the award. This is not a competition, but a way to promote positive staff contributions.

Ceaser Moore, Chief of Police

Introduction

- Ceaser Moore is the new UH Chief of Police. He reports to Malcolm Davis, Assistant Vice President for Public Safety and Security, who also served as the Chief of Police before Ceaser was hired.
- Ceaser has 27 ½ years experience in the Houston Police Department where he reached the rank of Captain. In addition, he has taught college courses related to police work since 1994. For the past two years, he also participated in the Senior Management Institute at Harvard University.

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- Ceaser's primary concern is to care for the university's students, faculty, and staff. He expects UH police officers to (1) make an effort to do the right thing and (2) show respect for individuals on campus and each other.
- To contact Chief Moore, call the UH Police Department at x33333 from a campus phone.

Kristen Gibson, Executive Director of Contract Administration

Introduction of New Attorney in Contracts Administration, Donald Naylor

- Donald Naylor is the new Manager of Contract Administration. Donald worked in contracts at Exxon Mobil for several years. He looks forward to working with all of the administrators and will try to be as responsive and effective as possible.
- Donald's phone number is (832) 842-7081 and his email address is drnaylor@uh.edu.
- In addition, Donna Halton rejoined Contracts Administration recently. Donna will arrange for small group training sessions with the departments/colleges/divisions.

Mike Glisson, Controller

Furnishings and Equipment Agreement Procedures

- MAPP 04.04.01 requires a Furnishings and Equipment Agreement when goods are purchased that require installation or service (normally training) and the cost of the installation or service is less than or equal to \$25,000. If the cost of the installation or service is more than \$25,000, a Standard Purchasing Agreement would be used.
- Mike presented draft procedures to the CDAs for processing F&E Agreements. The CDAs made some suggestions, including adding a flowchart, which Mike will make and send to the CDAs.

Vendor Setup Procedures

- On February 27, 2012, Accounts Payable announced new vendor setup procedures to ensure compliance with IRS requirements and implement ACH direct deposit to save money related to printing checks.
- Mike reviewed the procedures with the CDAs.