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Faculty/Staff Parking Registration Process

- Around April 15, Parking and Transportation will send an email to employees that they can register for FY2011 parking. Permits will be distributed to the employee's department during the first week of August. However, permits requested after about July 15 (Parking will announce the exact date) must be picked up at Parking and Transportation.
- Employees and students will use the same online application to register for parking, which will be available at www.uh.edu/parking
- Employees can log into the online application using their Empl ID and their password, which will be their last name (lower case) the first time they log in. After logging in the first time, employees will be asked to change their password.
- Parking rates for FY2011 increased 10% across-the-board to offset expenses. The new rates will be posted on the Parking and Transportation website by April 9.
- Employees and students can pay for parking online with a Visa or MasterCard, which will be charged immediately, or employees can choose payroll deduction.
- If payroll deduction is chosen, Economy, Economy Plus, and Semester parking will be deducted over two pay periods beginning in September 2010. All other parking permits will be deducted over nine or twelve months beginning in September, depending on whether the employee has a nine or twelve month assignment.
- When people complete the online application, they can choose from their existing parking permit type, Economy, Garage, or Ungated. Only people who already have Gated or Reserved (as of April 1, 2010) will have the option of choosing that permit type online.
- People who would like a Gated permit but don't currently have one can put themselves on a waitlist in the online application. People who would like a Reserved permit but don't currently have one should send a request to Hope Salazar in Parking and Transportation at hvsalazar@uh.edu. Requests for Gated or Reserved will be granted based on availability and pay grade.
- All Reserved permits will be assigned a unique permit number beginning with RS and will keep that permit number as long as it issued to that individual. Departments no longer need to send a list of Reserved spaces to Parking and Transportation.
- Individuals with a Garage permit can choose to enter their Harris County Toll Road Authority tag number in the online parking application, so that their toll road tag will automatically open the entrance gate to the garage instead of the individual needing to wave or swipe their card when they drive in. This feature is also planned for surface parking lots in the future.
- Runner's permits will be handled as they have been in previous years. Parking and Transportation will send departments an email requesting the number of runner's permits needed.
- Employees and students at Energy Research Park (ERP) will also have to pay parking beginning in FY2011. The covered parking area will be designated as Ungated and the uncovered area farther away from the buildings will be Economy. Plans are not set for

College/Division Administrator Meeting Minutes
April 8, 2010

the current visitor parking area next to building 3. Parking permits for campus parking are valid at ERP for the same category of parking and vice versa.

Real Time Shuttle Bus Locations

- All UH shuttle buses are now equipped with GPS tracking and passenger counting devices. The GPS tracking devices allow riders to see when the next three buses for a particular route are expected to arrive at a particular UH bus stop. The counting devices provide information about when and where riders use the shuttle bus so routes can be modified, if needed, to provide better service.
- To view the current location and expected arrival time of shuttle buses, click on the NextBus link located on the Parking and Transportation home page: www.uh.edu/parking. The first time you log in, you will need to choose UH from the list of NextBus clients. Afterwards, UH will automatically be chosen for you.
- Riders can also register to receive alerts about when a particular bus is expected to arrive at a bus stop, so that they can plan to meet the bus at that time. Alerts can be by SMS (text messaging), web (if logged into NextBus on the Parking website), or email. In the future, alerts will also be available as one of the UH applications for smart phones.
- Users can also click on the Google Map or Live Map to see where the buses are currently located on their routes. The Google Map displays UH building names, while the Live Map does not. However, the Live Map is updated more frequently with the bus location than the Google Map.

Hertz Connect

- The contract with Hertz is currently being reviewed by Contracts Administration. Hopefully, the program can be implemented by June 1, depending on contract finalization.
- The Hertz Connect program will allow UH employees and students to rent a Hertz rental car by the hour. This program is targeted at people who travel to UH by mass transit and to on-campus residents, though others will be able to use it too.
- Tentative plans for the program include: four to six rental cars will be available to start, which can be rented for \$8 to \$10 per hour, including insurance and up to 180 miles/day. Renters will have to register online and provide a credit card number before they are eligible to rent a car.
- Parking and Transportation will announce the program details shortly after the contract is approved by all parties.

Joan Nelson

Research Position Posting Process

- Effective immediately, all staff research positions must be posted through the UH Online Job System (OJS) in order to comply with state and federal hiring practices.
- There are two categories of staff research position postings: (1) Single Position Posting and (2) Broadband Position Posting.

College/Division Administrator Meeting Minutes
April 8, 2010

- Single Position Posting is the traditional method of posting a position with specific duties and hiring someone for that position. Broadband Position Posting uses generic job descriptions to hire several candidates at various levels throughout the broadband posting.
- See the “Posting Staff Research Positions Memo” and “Posting Staff Research Positions Flowchart” for details.

One-Day Furlough Update

- Unless they fall into one of the exempt categories, all UH employees (full-time and part-time, including students) will be required to take one day of leave without pay on either May 28 or June 1, as a cost savings measure.
- The following employees will be exempt from participating in the mandatory furlough:
 - Employees whose annualized salary is \$30,000 or less
 - H1-B visa employees
 - 100% grant/federal contract funded employees
- Colleges/divisions/departments may also implement up to three days of voluntary furloughs for further cost savings. Half of the savings from the voluntary furlough will be credited to the department and half will be credited centrally to offset the University’s overall budget reduction.
- See “Furlough Program” for details. This document with any revisions will be posted on the HR website. Note the date at the bottom of the document to determine if it has been updated.

Reduction in Force Process

- The Reduction in Force (RIF) Manager’s Tool Box was recently updated and posted on the HR website: <http://www.uh.edu/hr/emprelations/rif.pdf>
- Anyone considering using the RIF process should review this document and contact HR if they have any questions.

Benefits-Related Announcements

- Faculty and graduate students who receive their annual salary over nine months (9 pay 9) will have payroll deductions on May 1 and June 1 for June through August health insurance.
- Benefits open enrollment will be July 5 through July 30.
- The HR Benefits Fair will be July 14 from 10 AM to 3 PM in the Houston Room at the University Center.
- The above announcements are also contained in “Benefits-Related Announcements.”

Mike Glisson

Office Supplies

- UH departments can choose from over 11,000 discounted items in the Today’s Business Solutions (TBS) catalog. In addition, TBS has identified 300 of those items that are frequently purchased by UH departments and discounted these items even more. Starting April 12, these items will be identified as “Coog’s Top Picks” in the TBS online ordering system.

College/Division Administrator Meeting Minutes
April 8, 2010

- When UH employees place orders online through TBS, they will be notified when “Coog’s Top Picks” items are available for the type of items they are buying, so they can choose to save more money if these items meet their needs.
- Most items in the TBS catalog are available for next day delivery. Some items may take two days. The user will be notified of the delivery schedule when they place the order.
- Finance will invite TBS to host an open house on campus in the next few weeks to demonstrate their online ordering process and answer questions.
- Finance and University Services are creating an incentive program to reward UH departments that purchase recycled paper from TBS. Details about the program will be announced soon.

Copier RFP

- Purchasing is drafting a Request for Proposal (RFP) for a sole provider of copiers to UH departments, including copiers that scan, print, etc. in order to save money on the cost of copying, scanning, and printing, improve service, and reduce the time and effort required to manage multiple copier vendor contracts.
- The evaluation committee will consist of eight people:
 - 2 faculty nominated by Faculty Senate
 - 1 student nominated by Student Government
 - 1 representative from Information Technology
 - 1 representative from the MD Anderson Library
 - 2 administrative staff nominated by Craig Ness
 - 1 representative from the Division of Research
- Hopefully, the selected vendor will be chosen and the program will be in place by September 2010, depending on contract negotiations.
- Departments that have expiring copier leases should consider renting on a monthly basis or leasing for no more than 12 months, so they can join the program as soon as possible.
- Departments with existing multi-year leases may choose to complete their current lease before using the new service because of the high cost of breaking their lease.

Running the 1074 by Cost Center Manager

- Finance is currently testing a feature that will allow departments to run the 1074 report for cost centers associated with a particular cost center manager.
- Users will be able to select a cost center manager by name or empl ID and his/her cost centers will automatically populate the report. This will help departments run the Verification Worksheet to verify transactions for a particular cost center manager.
- The only problem encountered so far is that some cost center managers have so many cost centers that it takes several minutes to load all of the cost centers into the 1074 report and several minutes to run the report.
- Departments can run the following queries to see which cost center managers are assigned to each cost center:
 - UHS_CC_LOOKUP – displays all active and inactive cost centers for a department ID or department node and the associated cost center manager
 - UHS_CC_ACTIVE – displays all active cost centers for a department ID or department node and the associated cost center manager

College/Division Administrator Meeting Minutes
April 8, 2010

- UHS_CC_MGR_NONE – displays all active cost centers for a department ID or department node without a cost center manager assigned to it

Corestaff Payment Process

- Finance and Information Technology are working on a process to improve the way we pay Corestaff. Rather than each department creating its own voucher, Accounts Payable will process a voucher created from a file received from Corestaff after the departments have had the opportunity to review their invoices and notify Corestaff of any corrections.
- Departments should continue to create their own vouchers until notified by Finance.