

College/Division Administrator Meeting Minutes  
May 12, 2011

**Dr. Carl Carlucci, Executive Vice Chancellor, Administration & Finance**

Delegated Signature Authority

The College/Division Administrators need to know and follow the state's rules for doing business and university policies related to those rules. If administrators are asked by anyone to approve or do something they feel is against the rules, they can report it to Dr. Carlucci, Craig Ness, or Mike Glisson and they will intervene on the administrator's behalf. Administrators can also make reports to MySafeCampus, if they want to remain anonymous.

Administrators who do not follow and enforce the rules will have their delegated signature authority removed. Dr. Carlucci will back any administrator who is trying to follow the rules, but they need to report it as soon as they recognize a problem that requires intervention.

The CDAs indicated that a best practices session is needed to remind administrators about documentation requirements for contracts and purchase orders that require executive approval. The CDAs also thought that Deans and Department Chairs could benefit from some high level training about procurement procedures. Dr. Carlucci said he will talk to Craig Ness about it.

**Susan Nester, Director, Compensation/HRMS**

ePerformance with Implementation of Ratings

On May 9, 2011, Human Resources sent an email to all UH managers to notify them of:

- Next steps to complete their performance documents for direct reports
- Deadline for submitting all ePerformance documents to Human Resources (July 1)
- Upcoming initiatives related to ePerformance
  - Documents for executives should be available in a few weeks
  - Documents for calendar year 2011 should be available shortly after 2010 documents are completed

On May 11, 2011, Human Resources sent an email to the CDAs that indicates:

- Various stages of workflow for ePerformance documents
- HR report for monitoring the status of ePerformance documents
  - UHS HRMS HR > Reports > EPM Document Status Report

**Carla Ponzio, Director, Human Resources**

Optional Benefits Update

MetLife and Aflac are offering optional insurance benefits. Employees can enroll in these benefits this year between May 5 and August 5. In future years, existing employees can only enroll during the normal enrollment period.

MetLife and Aflac representatives will have offices in Human Resources (McElhinney) until August 5. They can make presentations to departments or meet with individual employees as requested. They will also be at the July 13 Benefits Fair to answer questions.

The main contacts are:

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Brenda Wilder (MetLife) at 866-998-2915  
Terrance Cornell (Aflac) at 832-390-2536

**Christopher Burton, Director, Purchasing**

Cougar-Connect HUB Event

Purchasing is planning a HUB vendor show on the UH campus for June 23. The UH Small Business Development Center and representatives from the other UHS campuses will also participate in the event. The primary purpose of the event is to provide an opportunity for P-Card and spot purchase decision makers to meet with HUB vendors so that these businesses may be considered when making purchases in the future. Christopher will announce the time and location of the event, as well as the vendors expected to attend, once it is finalized.

**Mike Glisson, Controller**

Direct Deposit for Employee Reimbursements

In the next couple of months, all employees will be required to receive their Accounts Payable reimbursements by direct deposit, instead of by check. (Employees already receive payroll payments by direct deposit.) This is a cost saving measure to reduce the expense associated with printing and mailing checks.

For the past several months, employees have been able to self-enroll in Accounts Payable Direct Deposit through P.A.S.S. Those employees who are setup for AP Direct Deposit receive an automated email message when a direct deposit is issued and the email contains a link to more detailed information about the payment.

Once AP Direct Deposit is required, departments should not forward vouchers to Accounts Payable for employee payments until the employee is setup for direct deposit. Finance will announce when AP Direct Deposit will become mandatory.

Draft Export Control Procedures and Form

Mike Glisson reviewed the draft export control and travel embargo procedures and form and received feedback from the CDAs. The travel SAM and MAPPs will be updated to reflect the new procedures. The Office of Contracts and Grants will post the new form on their website but employees will not be required to use it until the SAM and MAPPs are updated.

Under the new procedures, all employees who travel outside the United States on university business must complete the Export Controls and Travel Embargo Form, regardless of the source of funds used to pay for the trip or whether trip expenses are paid by the employee or a third party. This form must be attached to the Travel Request when the TR is routed for approval.

In most cases, no additional approval is required on the Export Controls and Travel Embargo Form. However, if the form indicates additional approval is needed (based on answers provided by the employee), the Office of Contracts and Grants must approve the form. If OCG needs to request a license for the employee to travel to the intended destination or carry restricted items or information, the approval process may take up to six months depending on the federal agency.

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Cost Center Verification and Management Q&A

The 1074 Verification Worksheet was modified recently to provide a list of cost centers run, their status (active or inactive), the cost center manager, the project end date, and whether the cost center had any activity in the period run. Departments should use this tool to identify cost centers that need to be inactivated or modified (e.g., change cost center manager).

Finance is working with the Research Division, Academic Affairs, and Human Resources to develop new procedures and reports for better managing grant cost centers.