

Melissa Rockwell-Bellini, Executive Director of Facilities Management

Facilities Maintenance Update

Melissa discussed changes in Facilities Management (FM) over the past six months and plans for the future. Highlights of the presentation included:

- Several shops were combined to save cost and improve customer service.
- Service hours were increased and shop employees are now working staggered shifts so that Physical Plant customer service and most shops are open 7:00 AM to 6:00 PM, Monday-Friday. Future plans will include a scheduled weekend crew for custodial at a minimum.
- Two additional engineers will be hired to review drawings, and three building inspectors will be hired to improve construction quality on all major projects and technically complex minor projects.
- Facilities will begin using commissioning services, which verify and test different phases of building design and construction. This adds about 1% to construction cost but saves at least 10% in post-construction expenses because problems are identified and corrected prior to completion of the building.
- FM is leveling the distribution of custodians by shift and building to provide better service. The goal is to have at least one custodian per 30,000 square feet of building space, which is the level for which they are currently funded. Additional resources can be funded by the department and can be provided with a service level agreement.
- Utilities have been 99.9% reliable the past few years, which is very good for a university environment.
- Though the number of buildings on campus increased by 31% over the last 5 years, recent years, utility usage and costs have decreased during the same period due to energy saving measures implemented by FM.

See the “FM Update 5-13-10” and “FM Contacts and Org Charts 5-13-10” files for more information.

Dina Gonzales, Police Lieutenant

Campus Smoking Ordinance

- [MAPP 07.02.02](#), Smoke Free Environment, prohibits smoking in state buildings or within 15 feet of the building entrance.
- UH police officers who find faculty, staff, or students smoking in unpermitted areas may issue a “referral” to that person, which is routed to their supervisor or the Dean of Students for possible disciplinary action. Visitors are not issued referrals.
- The Texas Penal Code prohibits persons from smoking in the following areas: public primary or secondary school; elevator; enclosed theater or movie house; library; museum; hospital; transit system bus; intrastate bus. Violators are subject to fines not to exceed \$500 (Title 10, Texas Penal Code, Chapter 48; [Section 48.01](#), Smoking Tobacco.). UHPD may issue Harris County citations that include a \$500 fine to anyone who violates this law by smoking in an elevator, theater, library, museum, or shuttle bus on the UH campus.
- Human Resources will send an email reminder to the UH community about this policy.

Mary Dickerson, Interim Executive Director for IT Security

Phishing Emails

- Phishing emails or pop-up messages appear to come from a legitimate source and normally request personal or financial information. However, their true intent is to steal information, plant a virus, and/or disrupt email service.
- A couple of weeks ago, a UH employee who was off campus responded to a phishing email requesting information, which resulted in sending spam email with a UH email address to about half a million people. As a result, several email services (Yahoo, Google, etc.) temporarily blocked all UH email. University IT quickly worked to resolve the problem and the block on UH email was removed.
- Last week, another employee responded to a phishing email but UIT was able to contain the problem more quickly to avoid UH email from being blocked.
- See the “How to Identify Phishing Email” handout or the UIT website (<http://www.uh.edu/infotech/phishing>) for tips on recognizing phishing emails.
- Questions about IT security can be emailed to security@uh.edu or abuse@uh.edu.

Mobile Devices

- Many people use their mobile devices (e.g., iPhones, Blackberries, etc.) to store user names, passwords, and important documents, as well as to access their email and contacts. Therefore, when these devices are lost or stolen, the critical or sensitive information on these devices is lost or stolen as well.
- The following measures can be taken to reduce the risk of sensitive information getting into the wrong hands:
 - Put a password on the mobile device, so that only the owner can access it.
 - Subscribe to a remote wipe service that will delete all files on the device if it is lost or stolen.
 - Do not store critical documents or documents with sensitive information on the device.
 - Subscribe to a “lo jack” type service that will locate the device if it is lost or stolen.
 - In the future, IT will be able to determine the location of UH-enabled mobile devices that are plugged into the UH network using the device’s MAC address.
- UIT will issue guidelines for mobile devices.

Digital Copiers

- Digital copiers store the image of documents copied, scanned, emailed, faxed, and printed on an internal hard drive. Unless these documents are deleted from the hard drive, they pose a security risk.
- UIT is investigating what steps should be taken to reduce the risk of data being lost or stolen that is stored on digital copiers.

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Assistance with MAPP 10.03.06 Compliance

- [MAPP 10.03.06](#), College/Division Responsibilities for Information Resources, requires that each college/division develop policies, procedures, and internal controls to manage information technology.
- In addition, each college/division must assign individuals to the following roles:
 - Information Resource Manager
 - Technology Manager
 - Information Security Officer
- Finally, University IT must provide training, technical information, best practices, meeting coordination, and other assistance to the colleges/divisions to help them fulfill their responsibilities for managing information technology.
- UIT meets with the Technology Managers and Information Security Officers at least once a month, and will begin conducting quarterly meetings with the Information Resource Managers.
- UIT will schedule workshops during the summer where college/division representatives can share ideas and best practices.
- Notify Dennis Fouty, Chief Information Officer, when you appoint or replace someone in one of the three IT positions for your college/division.

Mohammed Soonasra, Application Developer 4, Research Information Center

Research Administrative Management Portal (RAMP) Demonstration

RAMP is a research project management system created by the Research Information Center that PIs are currently using and administrators will use in the near future to get information about their research grants. RAMP uses information stored in RD2K but is more user-friendly and customized to user needs.

Mohammed demonstrated RAMP from the perspective of a PI and a department administrator.

- RAMP will be made available to PIs campus-wide on June 1 and to administrators later in the summer.
- When users log into RAMP, they can use their RD2K or Cougarnet username and password. Future enhancements will include the ability to also use local domain username and password.
- After logging in, users will first see the Home page, which contains summary research information at the UH level. Beyond that, users will only see information about the grants that belong to them or their college/division, depending on their role.
- Some of the pages in RAMP include:
 - Task List that reminds users of pending grant-related tasks
 - IDC Recovery page with estimated current year IDC recovered costs
 - Users can select various actions from a drop down list (e.g., request interim funding, request grant closeout, date extensions, etc.), which will send an email to individuals in the Office of Contracts and Grants and/or the department who need to be notified.
 - One page displays grants with budget balances less than 10% of the overall budget.

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- Another page displays grants that expire within the next 150 days with grants expiring within 90 days highlighted
- When RAMP is implemented, training will be provided at PI/Administrator convenience either in the Research Division facility or their location.

Monica Morgan, Director, Human Resources

E-Verify

- The Office of Contracts and Grants identified some contracts that require the employees paid from those grants to be validated for employment through E-Verify. Human Resources is performing the e-verification process for those employees.
- The deadline required to complete the e-verification process depends on the situation:
 - Newly hired employees who will be paid from a grant that requires e-verification must go through E-Verify within three (3) days of their start date
 - Existing employees who transfer to an existing grant that requires e-verification must be E-Verified within 30 days of transferring to the grant
 - When new grants are awarded that require e-verification, HR must be notified of the intended employees for that grant within 90 days of the award date so HR can E-Verify those employees
- Departments do not need to worry about whether and when employees require e-verification. OCG and HR will determine this. HR will perform the e-verification and OCG will notify the department business administrator and PI when e-verification is required.
- HR will post E-Verify guidelines on the Employment page of the HR website: www.uh.edu/hr

HIRE Act

- Under the Hiring Incentives to Restore Employment (HIRE) Act, two new tax benefits are available to employers who hire people who were unemployed the previous 60 days:
 - The first provides employers with an exemption from the employer's 6.2 percent share of social security tax on wages paid to qualifying employees, effective for wages paid from March 19, 2010 through December 31, 2010.
 - In addition, for each qualified employee retained for at least 52 consecutive weeks, businesses will also be eligible for an additional tax credit of \$1,000 per employee that meets this period of service.
- New employees who indicate on the Personal Data Sheet that they have been unemployed for the past 60 days will be asked to complete an IRS Form W-11, which is an affidavit that confirms this.

New Hire Orientation

- New hire orientation for June 1 is cancelled due to the mandatory furlough.

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Joan Nelson, Executive Director, Human Resources

Consulting Forms

- [MAPP 02.01.07](#), Consulting and Outside Employment – Exempt Staff, currently says that a copy of the Request for Consulting and Outside Employment Form should be sent to the Office of the Vice President for Administration and Finance (paragraph VII.F.).
- Effective immediately, the copy should be sent to Human Resources, which will put the form in the employee's personnel file. HR will modify the MAPP for this change.

Furlough

- HR and the General Counsel's Office are discussing whether Adjunct Faculty members should be included in the mandatory furlough. (After the meeting, it was decided that Adjunct Faculty would not be exempt from the mandatory furlough. Therefore, they will participate in the furlough like other faculty.)
- Some administrators raised questions about how to define Adjunct Faculty. If Adjunct Faculty are excluded from the furlough, HR will need to clearly define this group.
- HR will inform the college/division administrators of the decision.

PCDs

- At UH, 94% of the PCDs have been submitted to HR so far.
- A PCD must be on file for an employee to qualify for a merit increase.

Benefits Update

- We are expecting the cost of benefits for FY2011 to be higher than this fiscal year.
- See the HR website (<http://www.uh.edu/hr/>) for benefits updates.
- ERS will audit 100% of dependents claimed for insurance purposes to verify the person truly qualifies as a dependent.

Lisa Funk, College Business Administrator, Hotel and Restaurant Management

Parking at UH Hilton Hotel

- Metal tokens purchased for the UH Hilton Hotel parking garage must be exchanged for parking passes no later than June 30, 2010 and the parking passes will be valid through December 31, 2010. See Chris Harrison in the Business Office in room 227-A (phone 713-743-2439) to exchange your tokens.
- Daily parking passes for the UH Hilton Hotel are \$9 per day and expire one year from date of purchase. There are no cash refunds or exchanges for expired passes. Parking passes may be purchased at the Front Desk of the hotel with a P-Card.

Mike Glisson, Executive Director, Finance

Today's Business Solutions Workshops

TBS will be hosting two workshops on May 19 in room 160 Melcher Hall starting at 9 AM and at 1 PM. A separate email announcement was sent to departments. Topics covered in the workshops include:

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- How to place orders online through the TBS website
- How to identify frequently-purchased items that offer the best value (Coog's Top Picks)
- How to save money buying recycled paper

Copier RFP

- Finance is planning to post a RFP for copier service in the next few weeks.
- Departments should not sign long copier lease agreements at this time, so that they can participate in the new program sooner.