

College/Division Administrator Meeting Minutes
May 14, 2009

Chris Hobza

Contract Administration Process Changes

The following changes are being implemented to improve the efficiency and effectiveness of the contracting process:

1. A Standard Contract Addendum, which is signed by the University and contractor, will take the place of Contracts Administration's review of non-standard agreements under \$25,000. Chris distributed a two-page draft of the Standard Contract Addendum.
 - Some contracts will still require Contract Administration's review, such as consulting contracts.
 - Chris will notify the administrators when the final Addendum is available for use and will include details for proper use of the document.
2. Effective immediately, contracts that require review can be submitted electronically to Contract Administration at contractadmin@uh.edu, rather than by inter-office mail. Chris distributed instructions.
 - If the contract is in Word format (preferred), the Contract Coversheet and Recommendation for Award form can be submitted as a separate PDF.
 - If the contract is not available in Word, the Contract Coversheet and Recommendation for Award can be scanned with the other contract documents and submitted as one PDF.
 - Also, unless notified otherwise, departments can begin acting upon a fully executed (signed by both parties) contract that is received electronically or by fax, while they are waiting on the original signed contract to be returned by mail.
3. Departments who want training on the contracts process should complete the Training Request Form distributed by Chris.
 - Submit the Training Request Form to contractadmin@uh.edu.
 - Contract Administration will try to combine small groups to most effectively use the training time when possible.

Raymond Bartlett and Deborah Marks

New Employee and Student ID Cards

- The Cougar Card Office (formerly Cougar One Card Office) will issue new ID cards to all faculty, staff, and students over the next several months, so that everyone has the same type of ID card. Currently, some people have red photo ID cards and some have black HigherOne ID/debit cards with a 16 digit account number.
- The new ID cards are red, contain a photo, and have a unique number (no employee ID, student ID or card number on the front of the card).
- Those who want a HigherOne debit card can apply for one at <http://www.higherone.com/>, but this card will not serve as a UH ID card. The HigherOne debit card will be administered through Student Financial Services instead of through the Cougar Card Office.
- The new ID cards have a magnetic strip on the back that will allow access to buildings and secure areas like the previous cards.
- The new ID cards can also be used to store Meal Plans/Cougar Cash and to make purchases at on-campus restaurants and other businesses like the previous cards.

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- Faculty and staff ID cards will begin to be distributed to a representative from each division within the next couple of weeks for distribution to faculty and staff, and will continue over the course of a few months.
- Among students, new students will receive their cards first via Dean of Student Orientation sessions. Returning students enrolled in the fall will begin picking up their ID cards in August/September, assuming they were not issued a replacement Cougar Card due to a reported lost or stolen card.
- Once received, the new ID cards need be activated on the Web within 30 days of receipt (instructions are included with the cards). However, the Cougar Card Office realizes that many faculty members will not be here this summer, and they will send reminders to those who have not activated their card in 30 days.
- Once the new ID card is active, the old ID card will automatically become inactive and should be cut up and thrown away.
- If you have questions, call Deborah Marks at 713-743-5881.

Joan Nelson

Summer Flextime

- Human Resources is trying to determine the effectiveness of summer flextime, so Joan asked the administrators for feedback. If anyone has additional comments, they should email Joan at jmnelson2@uh.edu. Joan will relay the comments to Dr. Carlucci, who will decide if we will have summer flextime.

Monica Morgan

PCD Deadline

- The deadline for submitting PCD Checklists for all employees and the PCD Addendum for those with Exceeds Expectations to Human Resources is May 15.

Faculty Climate Survey

- The University Women's Commission would like to encourage more faculty members to complete the Faculty Climate Survey. Monica will send a link to the survey to the college/division administrators, so that they can forward to faculty in their area.
- Link to Faculty Climate Survey: www.survey.uh.edu

Benefits Fair

- The Benefits Fair where employees can meet with insurance representatives and others to discuss insurance coverage, retirement planning, etc. will be held on July 15 in the Houston Room at the University Center.
- Human Resources will forward new insurance rates to employees as soon as they are received.
- Employees can change insurance and other coverage during open enrollment, which is July 3 to July 31 this year.

Mandatory Training

- Mandatory training at all UHS campuses will be completed between October 1 and November 30 this year.
- Employees who do not complete their training by November 30 will not be eligible for any merit pay increases.

HR Customer Service Survey

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- Monica asked administrators to complete the HR Customer Service Survey so that HR can effectively serve the needs of the campus.

Margot Frye

Faculty/Staff Campaign

- The Faculty/Staff Campaign in which employees contribute money to university projects and scholarships is now year-round instead of just six weeks a year.
- The FY09 campaign is still going and the FY10 campaign will begin September 14.
- The Faculty/Staff Campaign website is www.uh.edu/uhgivesback

Other items from the group