

Ginger Walker, Emergency Management Specialist

Business Continuity Planning

- Business continuity plans (BCPs) indicate how a unit will continue its operations in the event of an emergency or unforeseen incident.
- Ginger will provide a template and guide for completing the BCP to the CDAs by email.
- Updated BCPs should be emailed to Ginger by June 1 and anytime throughout the year when changes are needed.
- Ginger will save the BCPs to a secure SharePoint site. Existing BCPs were already moved from Pier to the SharePoint site.
- Administrators will be given view access to the SharePoint site at a later date. It is a good idea to have a printed copy of your unit's BCP, including contact names, phone numbers, and email addresses, in case it is not possible to access the SharePoint site during an emergency.
- A BCP Leadership Group has been established to create a BCP for the whole University. The BCP should be completed by the end of calendar year 2014.
- Contact Ginger if your department would like training or assistance with creating a BCP.

**Valerie Coleman-Ferguson, Associate General Counsel, Office of the General Counsel
Toeur Khuth, Immigration Specialist, Office of the General Counsel**

H1B Visa Update

- The Office of General Counsel (OGC) must be notified when a H1B employee is terminated, so OGC can withdraw the H1B visa. Otherwise, UH may owe the former employee back wages until the H1B visa is withdrawn.
- OGC will talk to HR about the possibility of adding OGC to workflow for terminated H1B employees, so that it is easier to notify OGC.
- If a H1B employee is terminated for cause (involuntary), the department must offer to pay for the employee's transportation back to his/her home country.
- A suggestion was made to post a template termination letter for H1B involuntary terminations on the HR website. Alternatively, OGC could post recommended language to add to the termination letter on their website. In the meantime, OGC will be glad to review H1B employee termination letters to make sure the correct wording is included. This would be in addition to HR's review of the termination letter.
- "Benching" is when an employee has a temporary break in employment ("put on the bench"), such as a mandatory furlough or other break in service. However, benching is not allowed for H1B employees. They must be employed and paid continuously during their H1B assignment.
- H1B holders are eligible for a total maximum stay of six years. The H1B employee is primarily responsible for notifying the department when his/her visa will expire, so that it can be extended, if appropriate and possible, or arrangement can be made to terminate the employee. The department is also responsible for monitoring its employee's expiration date and timely notifying Immigration Services at least six (6) months prior to the status expiring. The department should keep a log of H1B employees and their expiration dates, in case the employee fails to notify them. OGC also maintains an expiration

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report of H1B employees and will notify departments of upcoming expiration dates, when possible.

- H1B employees need to update their I-9 when his/her employment status changes including, when their H1B status is renewed. They are not authorized to work until the I-9 is updated with the HR Department.
- Mike Glisson will check with HR to see if there is a query that departments can run with visa expiration dates. (After the meeting, Mike talked to Raysa Caba and Ann Pino in HR. Departments do not have access to run a query with visa expiration dates because it is considered sensitive information. However, Ann runs a monthly report that identifies visas expiring in the next 90 days and notifies the departments affected.)

Jack Tenner, Purchasing Director

Spot Bids for HUB Event

- Jack will represent the University of Houston at a HUB Spot Bid Fair in Irving, Texas on May 12 and 13. All state agencies and universities are expected to attend.
- All attendees are required to bring procurement opportunities for the HUB vendors in attendance. The HUB vendors will submit bids and the winning bidders will be notified at the event.
- Jack asked if the CDAs would provide spot bid procurement opportunities (under \$5,000) for the event. He will send an email to the CDAs for them to forward to their departments after the meeting. Departments should email Jack by noon on May 9 if they have anything for the event.
- Jack will also look at purchase requisitions in workflow and contact the responsible departments to determine if these purchases can be taken to the event.
- There are two or three Spot Bid Fairs a year that all HUB Coordinators are expected to attend. The next one will be in July at the Comptroller's Office in Austin.

Mike Glisson, Controller

Mixed Beverage Sales Tax

- Starting January 1, 2014, the State of Texas is imposing a mixed beverage sales tax (8.25%) on each mixed alcoholic beverage sold, prepared, or served.
- A mixed beverage is defined as any alcoholic beverage that is mixed with another beverage (alcoholic or nonalcoholic), water, or ice.
- Unlike the mixed beverage gross receipts tax (6.7% starting January 1, 2014), which is imposed only on the vendor, the mixed beverage sales tax may be passed to the customer.
- The tax may appear as a separate line item on the receipt or it may be added to the sales price. If added to the sales price, the receipt must include a statement that the sales price includes the mixed beverage sales tax.
- The University of Houston is not exempt from the mixed beverage sales tax. Therefore, we must pay the tax when mixed beverages are purchased.
- Alcoholic beverages may not be paid with state funds, federal indirect cost funds, most sponsored project funds, tuition, or funds under the control of the Athletic Department. (See MAPP 05.02.02.)

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Travel Management Update

- The Travel Management System is still in the testing phase. Implementation will occur in mid to late July, instead of July 1, due to additional time needed for testing. Concur has taken longer to complete the setup of our test database than expected.
- Mike will give the CDAs a preview of the system before the next CDA meeting and is scheduling a demonstration for the Deans in June through Craig Ness.
- Mike will be asking departments to help with end-user testing in a few weeks and then we will start end-user training after that.
- Since the implementation team at Concur will only be in place for about three weeks after we go live with the new system, the CDAs agreed that it was best to do a campus-wide implementation all at once so that we can try to identify and resolve any problems during the three week period that were not identified in testing.