

Margaret Watson, Associate Dean, Graduate and Professional Studies

Out-of-State Waivers for Graduate Assistants

- Texas Education Code Section 54.063 permits Teaching Assistants and Research Assistants who are not permanent residents of Texas to receive an out-of-state tuition waiver, so that they pay the same tuition rate as Texas residents.
- Historically, Graduate Assistants have also received out-of-state tuition waivers at UH. About 450 UH students were employed as Graduate Assistants in the Spring 2010 semester, and 350 of them received out-of-state tuition waivers.
- Because Graduate Assistants are not required to be involved with instruction or research, they will no longer be eligible for out-of-state tuition waivers beginning with the Fall 2010 semester.
- According to UHS General Counsel, students who are in a university position that promotes or contributes to teaching or research may be classified as Instructional Assistants or Research Assistants, instead of Graduate Assistants.
- The job description should clearly indicate how these positions promote or contribute to teaching or research. Margaret has asked General Counsel for clarification about what types of activities promote or contribute to teaching or research.
- Of course, Texas residents don't need an out-of-state tuition waiver and can be classified as Graduate Assistants without any problem.
- Non-resident graduate students should not be given a Research Assistant or Instructional Assistant position only for the purpose of receiving an out-of-state tuition waiver. They should be given the position that best matches their actual duties. However, departments may want to direct non-resident graduate students to research or instruction-related jobs, so that they are eligible for the out-of-state tuition waiver.
- Margaret will investigate whether and how the out-of-state tuition waiver is affected for graduate students that have two or more assignments when one assignment relates to instruction or research and the others do not.

Joan Nelson, Executive Director, Human Resources

Benefits Fair

- The annual Benefits Fair where UH employees can ask questions about their benefit options (e.g., medical insurance, life insurance, etc.) will be held Wednesday, July 14 from 10:00 AM to 4:00 PM in the Houston Room of the University Center. (See Benefits Fair Flyer.)
- Representatives from Human Resources, Payroll, and vendors that provide benefits will be at the Benefits Fair to answer questions.
- The open enrollment period when employees can change their benefits is July 5 through July 30. All changes will be effective September 1, 2010.

Merit

- Dr. Carlucci sent a memo to the Vice Presidents and Deans that addressed FY11 staff salary increases, which will be based on performance and limited to a 3% salary pool of eligible employees. (See Merit Memo.)

College/Division Administrator Meeting Minutes
June 10, 2010

- The memo described the criteria for eligibility to receive a merit salary increase effective September 1, 2010 and provided recommended ranges of percentage increase based on an employee's PDC rating.
- These ranges are just recommendations and not meant to imply that all employees who received a PCD rating of "Generally Meets Expectations" or better are entitled to a merit increase or that departments can't give employees a higher or lower percentage increase than the recommended range.
- Approximately 200 staff did not complete FY10 mandatory training by the December 4, 2009 deadline. Most have completed their training since that date, but 28 staff have not. Those staff who completed training after the deadline will be eligible for a merit increase, including the 28 who have not completed training yet provided they complete their training by August 31, 2010.

Furlough

- Employees who did not take their mandatory furlough day by June 1 but are required to must take their furlough day as soon as administratively possible.
- Voluntary furlough (up to 24 hours) may be taken between June 1 and July 31. Use earning codes 427 (bi-weekly) and 428 (monthly) for voluntary furlough.
- Human Resources will send the College/Division Administrators a report at the end of July that lists those employees who did not take their mandatory furlough.

Salary Increase Hold Release

- The hold on salary increases that was implemented in October 2009 was released effective June 1, 2010. (See Salary Increase Hold Release Memo.)
- Salary increases cannot be retroactive prior to June 1, 2010.
- Departments requesting a salary increase must obtain the approval of the division AVP, VP designee, or college Dean.
- Any salary increases greater than 10% will make that staff employee ineligible for a merit increase on September 1, 2010.

Monica Morgan, Director, Human Resources

ERS Benefit Changes

- Monica reviewed an ERS presentation on FY11 benefits changes. (See ERS Plan Year 2011 Changes and ERS website <http://www.ers.state.tx.us/news/articles/20100525.aspx> for more information.)
- Human Resources will send an email to all employees with a summary of the benefits changes for FY11.
- All benefits changes effective September 1, 2010 must be made during open enrollment (July 5 – July 30) by logging onto the ERS website.
- Employees should make sure that all individuals claimed as dependents on their insurance are eligible to be considered dependents, and drop any that ineligible during open enrollment.
- ERS is going to audit 100% of dependents claimed to verify their eligibility, and issue severe penalties to employees who are claiming ineligible dependents. Penalties may

College/Division Administrator Meeting Minutes
June 10, 2010

include permanent loss of ERS insurance coverage for that employee and criminal prosecution if fraud is suspected.

Clausezette Davis, Employment Supervisor, Human Resources

Recruitment and Hiring Process

- Beginning July 1, 2010, the Hiring Compliance Checklist must be uploaded in the UH online job system (OJS) with the request for offer (RFO) under the job compliance tab.
- Resumes do not have to be uploaded in OJS with the Hiring Compliance Checklist because they are already uploaded with the job application. The Checklist will be changed to remove resumes as a required attachment.
- Interview notes do not need to be uploaded with the Hiring Compliance Checklist either until the department receives UH Interviewing and Hiring Process training from Human Resources, which takes about two hours. This training is required for all employees who use the OJS.
- UH Interviewing and Hiring Process training is offered once a month. See the HR training calendar: <http://www.uh.edu/hr/training/hrtraining.htm> Employees register through P.A.S.S.
- Departments can also contact Clausezette Davis (crdavis5@central.uh.edu) to schedule training in their area or for their group.
- Make sure all documents uploaded to the OJS only contain appropriate job-related information, since these documents are subject to public records request.
- Human Resources plans to approve job offers within 24 hours of submission.
- After a position is filled, departments will not have access to that position any longer in OJS. If there is a need to leave OJS open longer, notify Human Resources.

Approved Offer Letters

- Six pre-approved offer letter templates are available on the Human Resources website. See "Employment Offer Letter Templates" <http://www.uh.edu/hr/resources/hrforms.htm>.
- Beginning July 1, 2010, UH departments must use one of these templates for job offers.
- Any changes, additions, or deletions to the template must be preapproved by Sandy Coltharp in Human Resources at scoltharp@uh.edu.

New Hire Orientation

- Currently, about 90% of new hires do not have their ePAR approved by Human Resources prior to new employee orientation, which prevents the employee from receiving a parking permit, CougarNet account, and other university services.
- Beginning July 6, 2010, no one will be able to attend new employee orientation until their ePAR has been approved by Human Resources, and HR will not approve the ePAR until the new employee has completed his/her payroll direct deposit and I-9 forms.
- Contact Clausezette Davis (crdavis5@central.uh.edu) if you need to make arrangements for new employees who are coming from outside the Houston area to complete their I-9 or payroll direct deposit forms prior to coming to Houston.

See Hiring at the University document, which was updated with the above changes.

Mike Glisson, Executive Director, Finance

Copier RFO Update

- Vendor responses to the UH Request for Offer (RFO) for copier services are due on June 23, 2010. The evaluation committee will evaluate the responses and recommend a vendor. We hope to have a contract signed this summer with copier leases available under the new contract beginning September 1, 2010.
- Departments that have copier leases that expire on August 31, 2010 should not enter into a new lease for FY11 until a vendor is selected for the university-wide contract.

New Corestaff Payment Process

- Accounts Payable has been working with Corestaff to develop an electronic invoicing process that will eliminate the need for departments to create vouchers for Corestaff invoices. Corestaff is still working on some aspects of the process.
- Mike discussed the planned process with the College/Division Administrators to receive their feedback. Recommended changes to the proposed process include:
 - Add a drop down box for contracted job titles that departments can choose from when requesting a temp employee in the Corestaff online system, which would also display the hourly rate and typical duties of these positions.
 - Permit support staff to upload a document (i.e., email or memo) to the Corestaff system that indicates a certifying signatory has approved the request for a temp employee and the cost center to be charged. This would allow support staff to complete the online request, rather than the certifying signatory.
 - Allow departments to enter multiple cost centers in the Corestaff system for one temp employee, which would be charged on a percentage basis determined by the department during the setup.
- The new process will not be put in place until it is thoroughly tested and administrators have been given advance notice of the change.

HUB Vendor Show

- The annual HUB Vendor Show will be held today from 1:30 PM to 4:30 PM in the Kiva Room of Farish Hall. All employees are invited to attend.

Key Dates Calendar

- The FY10 and FY11 Key Dates Calendar for UH/UHS Departments is on the Finance Calendars and Schedules page: <http://www.uh.edu/finance/pages/Calendar.htm>
- This calendar contains important tasks and deadlines that UH administrators should be aware of during the end/beginning of the fiscal year.
- Mike Glisson will offer an auditorium session within a couple of weeks to review the Key Dates Calendar and answer any questions.

Other Items from the Group

- Joan Nelson said that the online UH phone directory may not be ready by September, and asked if the administrators thought it was necessary to publish a paper directory in the interim. The administrators said that it is not necessary to publish a paper directory.

College/Division Administrator Meeting Minutes
June 10, 2010

- Nicole Broyles said that University Information Technology (UIT) is developing a Telecommunication Expense Management (TEM) review to help colleges and divisions find cost savings. The review will provide summary data and recommendations on ways to achieve savings. Since UIT was already assisting the Bauer College of Business in analyzing their telecommunications expenses, UIT is using Bauer data to pilot the TEM review. The TEM review is part of a larger review of information technology UIT is organizing for the colleges and divisions. The College/Division Technology Reviews will assess a variety of information technology areas and needs, including recommendations from UIT for standardization, opportunities to leverage UIT services, and others. The Colleges of Pharmacy and Education are the first colleges UIT will be reviewing, leveraging a process UIT piloted with Plant Operations.