

College/Division Administrator Meeting Minutes
June 9, 2011

Christopher Burton, Director, Purchasing

Hub Event

Handouts for the Hub Cougar-Connect Event on June 23rd were distributed.

Anne Sherman, Director, Office of Contracts and Grants, Pre-Award

Research Administrator's Certification Program (RACP)

The Division of Research has revamped their RACP with new speakers, new tools for users, and the program will continue to grow and improve.

RACP training is available to all faculty and staff. The program takes 9 months to complete, because many topics in Research are complex and require in depth understanding.

If departments have new hires who need to start working on Research immediately but have not completed the training, Department, College, or Division Administrators can contact Anne Sherman 3-9240 or acsherman@uh.edu to discuss the possibility of the individual being approved prior to completing the training. The new hire would work under the direction of departmental personnel and would be required to complete the training as it becomes available. In cases where new hires have considerable experience with Research at the University of Houston or other Research facilities, it may be possible to have the RACP training requirement waived. Those requests should also be submitted to Anne Sherman, and will be evaluated on an individual basis.

Specialized Training Offered by the Division of Research

In addition to RAMP (Research Administrators Portal) training, the Division of Research is offering targeted training for faculty, staff, or both at the request of College, Department, or Division personnel. This training will be conducted on-site in the College/Division/Department, and can address topics such as Effort Reporting, Export Controls, or any other Research related subject (full list of suggested topics in the handout). These presentations and training will be developed at the request of the College/Division/Department and will utilize the subject matter experts within the Division of Research.

Maribel Salazar, Communications Manager, Research Information Center

New Division of Research Website

The Division of Research's website has been redesigned. The website address is <http://www.research.uh.edu>. Highlights of the site include:

- Forms page with forms, calculators, documents, and links to information by subject. Because some forms have been reformatted, you are encouraged to check to see if a new version is available.
- Search function that only searches the Division of Research site

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- Section on the main page to highlight exciting and interesting events in Research, hot topics, new pages and functions, and frequently sought items.
- RAMP login links
- Quick links at the bottom of each page
- Directories to Division of Research personnel, including organization charts.

Any area that has suggestions, comments, questions, or can no longer find something that they used to use (such as forms) should contact Maribel Salazar at 3-9279 or msalazar@central.uh.edu.

Regina Ragusa, Manager, Bank Reconciliations

FY 2012 Cash and ACH Deposit Journal Changes

To help identify deposits of cash/checks/coin and electronic deposits, departments are asked to use the following deposit format for bank lines (Account 10510, Fund BANK) beginning 9/1/2011:

- Cash: Last 4 digits of bank account number on deposit slip, date of deposit, department ID.
- ACH/Wire: ACH, date ACH/Wire posted to bank, department ID.

Deposit formats are available online at http://www.uh.edu/finance/pages/GA_Bank_Recon.htm. Departments are welcome to implement the change earlier if they choose.

Nicole Broyles, Executive Director, IT Business Services

Upgrades to the Telecommunications Billing System

University Information Technology is working to better integrate the telecommunications work order process with the trouble ticket system at the Help Desk, while also developing a shared services approach to user support. In addition, UIT plans to upgrade the billing system which will provide improvements in access to customer bills through the billing website. To help shape these initiatives and improve service delivery overall, David Johnson, Executive Director of Technology Services and Support, will be conducting focus groups with college and division technology managers and administrators. In the mean time, UIT proposes to simplify delivery of telecommunication work order and cellular invoices, which currently cannot be posted to the billing website, by posting them on college and division fileshares, rather than inter-office mailing them. Nicole Broyles will send a proposed process to the CDA listserv for input before finalizing it.

Karin Livingston, Director, Accounting Services

Electronic Funds Update

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Payments between campuses should select ACH for payment type. Non-voucher transfer options include setting up receivables/payables and sending notification to Accounting, or requesting transfers of funds from Treasury. Questions on the journal process can be directed to General Accounting, http://www.uh.edu/finance/pages/GA_fin_acct.htm.

Direct Deposit will be requested for employee Accounts Payable payments as of September 1, 2011.

Cost savings measures for FY 2012 will likely include requiring all vendor payments to be made by electronic methods. Information will follow in future meetings on this subject