

College/Division Administrator Meeting Minutes  
August 12, 2010

**Bob Bowden, Fire Marshall**

Have an Exit Strategy

- The State Fire Marshall's Office received a \$600,000 grant last year, which they used to purchase fire safety promotional materials for state agencies and universities.
- Bob disseminated posters, CDs, buttons, and other items received from the State Fire Marshall's Office to remind everyone to "have an exit strategy" in the event of a fire. Administrators were encouraged to distribute these items in their college/division to raise awareness of everyone's personal responsibility to have a plan for exiting a building fast.
- In the future, building and department evacuation plans will be developed with the help of the building coordinators.
- Bob is speaking to several groups about fire safety, including the freshmen in Cougar Village, and will speak to other groups if asked. Bob's direct office number is x35866.

**Joan Nelson, Executive Director, Human Resources**

FY11 Merit Communication

- Changes to merit files are due to HR by 5 PM on August 13.
- Departments that send merit letters to employees should ensure that the letters indicate:
  - The monthly or hourly rate (not the annual salary) and
  - The letter does not constitute a contract for employment with the employee.
- Administration & Finance will send merit letters on August 16 or 17 to all A&F employees who received merit. Other employees will not receive a letter.
- HR encourages supervisors to talk to their employees before they receive merit letters about the merit increase, so they will know what to expect in the letter. Likewise, supervisors should inform employees who will not receive a merit increase of the reason(s) they will not receive an increase.

**Monica Morgan, Director, Human Resources**

ePerformance Implementation

- The "reports to" data in the HR System, which indicates the employees that report to each supervisor, is 90% complete.
- HR is implementing a phased rollout of ePerformance from August through October.
- Online training will be available.
- The HR website contains FAQs and other information about ePerformance:  
<http://www.uh.edu/hr/emprelations/eperformance.htm>

**Gretta McClain, Manager, General Accounting**

Recording Gifts and Gifts-in-Kind from Foundations

- General Accounting has revised and simplified procedures for recording gifts and gifts-in-kind from support organizations, which are effective September 1.
- Simplified procedures include:

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- Department completes one form (instead of two) to request a foundation payment and sends a copy of the form to General Accounting, which makes the journal entry.
- The form (Word document) contains drop-down menus to make completion easier, faster, and more consistent.
- A short list of expense accounts were created just for foundation gift-in-kind payments, which departments can choose on the form.
- General Accounting will provide training on the new procedures and form in room 224, building 2, at the UH Energy Research Park from 10 AM to 11 AM on August 23, 24, and 25. Staff can register at: <http://www.uh.edu/adminservices/training/finance.htm>

**Alex Vuong, Manager, Bank Reconciliation**

Processing Credit Card Journals

- Beginning with FY11 credit card journals, General Accounting will record the actual credit card commissions and fees for all departments on a monthly basis. Therefore, departments will no longer include estimated credit card commissions and fees on their journals. (Departments should continue to enter estimated commissions and fees on FY10 journals.)
- The new procedure will simplify the creation of credit card journals for departments, since they only need to record the gross revenue for credit card sales.
- The new procedure will also eliminate the time required for Bank Reconciliation to reconcile and adjust estimated credit card charges booked by departments to actual charges on the bank statement.
- Bank Reconciliation will send an email to all department contacts for credit cards to obtain a cost center for General Accounting to use in booking the monthly credit card commissions and fees.
- Instructions for credit card journals and a list of credit card merchants are located on the Bank Reconciliation website: [http://www.uh.edu/finance/pages/GA\\_Bank\\_Recon.htm](http://www.uh.edu/finance/pages/GA_Bank_Recon.htm)

**Mike Glisson, Executive Director, Finance**

Foreign National Tax Processing

- The Foreign National Tax Specialist position in the Tax Department is currently vacant.
- Mike will meet with Human Resources and announce an interim plan for processing foreign nationals until the position is filled.
- On August 13, Mike sent an email to the College/Division Administrators indicating that Victor Machado-Hurtado, Immigration Specialist in HR, would assist the Tax Department in processing foreign national tax forms until the position is filled.

Corestaff Payment Processing

- Mike handed out draft procedures for requesting temp employees through Corestaff and electronic invoicing. The new procedures will be implemented later.
- Individuals with certifying signature authority will be allowed to request temp employees for their department and indicate the cost center to be charged. However,

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College/Division Administrators can designate additional individuals for these tasks, if they wish, by sending an email to Aida Hermosilla in Accounts Payable.

- Accounts Payable will contact several departments to participate in a pilot project using the new procedures to work out any problems. Afterwards, all departments will begin using the new process.

#### Copier Contract Update

- Xerox representatives are contacting UH departments that have expiring leases and rental agreements, so that copiers can be delivered by September 1.
- Departments should contact one of the following individuals if they need a copier and have not heard from a representative:
  - Edward Coleman, (713) 979-1500 ext 206, [ecoleman@xerowgraphics.com](mailto:ecoleman@xerowgraphics.com)
  - Morris Schwartz, (713) 979-1500 ext 202, [mschwartz@xerowgraphics.com](mailto:mschwartz@xerowgraphics.com)
- If for some reason, a Xerox copier cannot be delivered by September 1, the department should notify their Buyer in Purchasing as soon as possible. Purchasing will notify the vendor that the department will be renting for an additional month to allow more time for the Xerox copier to arrive. (Purchasing previously notified all vendors that copiers with leases expiring August 31, 2010 and rented copiers should be picked up September 1, 2010.)
- Departments with existing leases that expire after September 1, 2010 should send a requisition to Purchasing for that lease, because they will continue to use that copier until the lease expires, and then they will switch to a Xerox copier.

#### AT&T Long Distance Credit Cards

- Only nine out of approximately 400 long distance credit cards were used over the past year. Therefore, these cards will be cancelled.
- University Information Technology will coordinate the cancellation of these cards and assist with the communication to users.
- The use of long distance credit cards greatly reduced as people starting using cell phones, most of which have free long distance within the continental US.
- Employees traveling outside the US often use other avenues for making long distance calls, such as purchasing a temporary phone or SIM card in the foreign country, purchasing a pre-paid long distance card, using Skype, or using their all-purpose credit card.

#### Quotes for State Fund Purchases

- The Comptroller's Office just completed a post-payment audit of state fund transactions for UH. One of the pieces of documentation the Comptroller's Office looked for in their audit is something that indicates what the department agreed to purchase before they received the invoice, such as a PO, contract, or quote. That way, the department can compare the PO, contract, or quote to the invoice and verify that they are receiving the goods or services they ordered for the agreed upon price.
- Most departments already obtain quotes, but not all attach them to the voucher because it is not currently required.

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- Mike will send an email to the departments indicating that quotes should be uploaded as part of the backup documentation to state purchase vouchers, so that they will be available for auditor review during future post-payment audits.
- This request is not meant to require departments to obtain any more documentation than they currently obtain, but for them to include existing quotes in their backup documentation on state purchase vouchers. (Quotes are not needed for local purchase vouchers.)