

College/Division Administrator Meeting Minutes  
September 8, 2016

**Karin Livingston, Executive Director, Accounting Services**

Surplus Property Transfer Program

- In order to encourage departments to transfer obsolete and unused capital and controlled assets to Surplus Property, the divisions of Administration and Finance, Research, and Academic Affairs will pay for 1,000 mover-hours in FY17.
- Mover-hours will be allocated by college/division based on the number of assets owned at the end of FY16. Departments will use mover-hours allocated to their college/division on a first-come, first-served basis.
- Departments don't need to do anything differently. They should continue to provide a cost center on the Surplus Property Transfer Request Form, in case the cumulative number of mover-hours used exceeds the number allocated to the college/division.
- Property Management will keep track of mover-hours used by each college/division.
- At least 10 items must be included in a transfer to Surplus Property in order to qualify for the institutionally paid, mover-hour program.
- See "Institutionally Paid Transfers to Surplus Property" on the Property Management website for instructions and the number of mover-hours allocated to each college/division:  
[http://www.uh.edu/finance/pages/PM\\_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm)

**Pam Muscarello, Research Division Administrator**

Faculty Start-Up Distribution

- Pam briefly discussed the distribution of new faculty-startup funds, clean up of some existing funds, and transferring start-up funds from non-project to project cost centers over the next couple of years for better cost center management.
- Pam will provide more detailed information to the College Administrators at their meeting on September 15.

**Joan Nelson, Associate VC/VP for Human Resources**

FLSA Timeline

- The Department of Labor (DOL) established a December 1, 2016 deadline for all employers to comply with the requirement to classify employees who make \$47,476 or less per year as non-exempt. (The previous threshold for non-exempt employees was \$23,660 per year.)
- The DOL will review the salary threshold once every three years to determine if it needs to be updated.
- Teachers, coaches, and academic administrative positions are exempt from this requirement and can be classified as exempt at a lower annual salary.
- HR has already met with most of the VPs and their direct reports to discuss the new requirements, and will meet individually with the College/Division Administrators starting next week.
- HR's deadline for departments to submit ePARs to reclassify positions for the new requirement is **November 11, 2016**.
- Administration & Finance will cover the incremental cost to raise employee salaries for employees who are **paid with state funds, if required by the new DOL rule**. A&F will not

College/Division Administrator Meeting Minutes  
September 8, 2016

cover the cost of additional salaries paid with local funds or for salary increases for unique positions that require more time to evaluate.

HR Business Partner

- HR is conducting a survey to determine how the pilot HR Business Partner program worked in Administration & Finance and in Student Affairs. Early results indicate that it was helpful.
- HR will try to roll out the Business Partner program to other colleges/divisions too, though HR will need to be creative because HR did not receive additional funding for the program.

**Mike Glisson, Assistant Vice President for Finance and Controller**

HUB Initiatives

- The UHS Board of Regents and executive administration strongly support the UH Historically Underutilized Business (HUB) program.
- Mike recently sent an email notifying all UH departments that they must purchase Dell and HP products through Purchasing on a requisition, so that the order could be placed with a HUB reseller. The email also reminded departments that all office supplies must be purchased through Tejas Office Products.
- If FY16, UH departments purchased about 15% of its commodities and services (excluding construction and special trade services) from HUB vendors. Therefore, we are setting a FY17 goal of 20% HUB use for all colleges/divisions.
- HUB Operations will provide monthly reports to College/Division Administrators to let them know how they are doing and provide assistance with helping colleges/divisions find ways to increase their HUB spending when needed.