

College/Division Administrator Meeting Minutes
September 14, 2017

Karin Livingston, Assistant VP of Finance and Controller

FY2018 Surplus Transfer Program Update

- Due to budget cuts, the funding for the Surplus Transfer Program has been reduced by two-thirds for FY2018.
- College/Division allocations are published on the Property Management website (http://www.uh.edu/finance/pages/PM_Website.htm)

Miscellaneous

- There are no objections to updating the Certifying Signatory Form to include a signature box for the College/Division Administrator. This signature will provide assurance to the Vice President or Dean that is approving the Certifying Signatories.
- There are no objections to modifying MAPP 04.01.01, § III.F.4.a to require that when bids are required, one bid must be obtained from the University Printing Department. Offset printing services provided by the University Printing Services Department may still be procured without competitive bids.
- Karin Livingston will request a report that provides the paycheck numbers of outstanding suspense items in suspense cost centers. Finance Issue FS-IS000042 has been created.
 - In the interim, Linda Garza, Director – Business Services, recommends using the following report and query to identify potential suspense issues within each division
 - HRMS > Main Menu > UHS HRMS BUDGET > POSITION FUNDING REPORT
 - HRMS Query HR_EMPL_FUND_SOURCE_DIV_ACCT, after encumbrances load

Bob Browand, Director for Parking and Transportation

Parking Lot Access Conversion

- Parking will be converting all faculty/staff gated parking lots from their current BASIS system to their new T2 system. Lot 1B is excluded from the conversion as it will be affected by the construction of Parking Garage 5.
- The process will begin between mid-October to early November and should be complete by mid-Spring of 2018.
- Lots will be converted one at a time, beginning with lot 18B.
- Each lot will take approximately 4 to 5 days to convert and an additional 1 to 2 days for testing.
- While lots are being converted, Parking will have personnel at the entrances and exits to provide assistance to parkers.
- After conversion, all lots will have an intercom so that parkers can contact the Parking & Transportation Call Center (during business hours) or the UH Police Department (after business hours) for assistance with access.
- After conversion, parkers:
 - Will use their parking permit itself as access to the lot

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- Will be able to use their toll-tag instead of their parking permit, if they register the toll-tag either during their annual UH Parking Permit purchase or by sending the toll-tag information to Parking & Transportation.
 - People can send the toll-tag to Parking & Transportation in advance of their lot conversion; Parking & Transportation only needs the numbers of the tag.
 - If using the toll-tag, the UH Parking Permit must still be visible in their vehicle to avoid ticketing.
- Will have to swipe in and out of each lot.
- Parkers with a master gate card will need to continue using that card until all lots are converted. This includes runner permits. Once converted, the permits will access all gates.
- Visitor key-pad access will still be provided.
- All parkers will receive notification from Parking & Transportation regarding the conversion.
- The conversion will allow Parking & Transportation better data that will promote better lot utilization, and will limit improper use of the lots.

Other Parking Updates

- Daily parking passes are being phased out for use during the fall and spring terms. The daily passes make it difficult to effectively manage parking availability, and sufficient visitor lots and parking garages exist. Passes will still be available during the summer terms.
- Parking permits may only be used in the assigned lot and lot types.
- Construction is scheduled to begin on Garage 5 in May of 2018 and the garage is to be open for the Fall 2019 term. Garage 5 will be in lot 18B, and will have approximately 2,500 spaces plus office and retail space.
- Lot 13A is opened in the afternoon on Fridays to allow customer access to the Religion Center. If there are parking issues, please notify Parking & Transportation.
- Parking & Transportation is looking at identifying designated Uber pick up and drop off areas on campus.