College/Division Administrator Meeting
Room 302, Melcher Hall
September 13th, 2018 - 9 AM to 11 AM

Agenda

Christa Rieck, Executive Director UA/FP/SM Planning
Nick Merry, Executive Director, Project Management

Overview of Construction Management
- Two main areas: Planning and Project Management
- The Planning group handles planning for projects.
  - Space Management – manages the database of space allocations, conducts the space survey, prepares all required reports to the Texas Higher Education Coordinating Board, and develops space policies.
  - Master Planning – develops master specifications and guidelines, conducts design reviews, oversees the Campus Master Plan, and manages campus sustainability for buildings.
  - Mechanical and Electrical Engineering – participates in design review, inspects building sites, troubleshoots issues, and works on project optimization to reduce energy use and cost.
  - Interior Design – works on programming of buildings, develops finish standards and guidelines, is developing space standards, and provides furniture selection and procurement for capital projects.
  - Planning – project planning for all campuses for projects on the capital improvement plan as well as reviewing work requests submitted via FIXIT.
    - When work requests are submitted via FIXIT, if the work request is not a standard request, the request is:
      - Sent to the triage group which includes representatives from Planning, Minor In House Construction, and Maintenance.
      - This group reviews the request to determine the best method of addressing the work request.
      - Some items can be sent to Minor In House Construction, who will meet with the area to develop a budget and complete the project.
      - Some items are general maintenance and can be sent to Maintenance.
      - Some items may require the planning department. The planning department will assign a planner who will develop a scope with the client, obtain a project manager, estimate the budget, and obtain the approval of funding via the Project Funding Agreement before turning the project over to the Project Management team.
- The Project Management group is the owner representative for projects over $1M
  - Procurement - responsible for appropriate procurement and contract management and works with the Purchasing Department while they identify the right type of contract and procurement, and obtain the correct information to develop good proposals for bid.

- o Design – works with customers and other areas in a very collaborative way to develop the design. Many areas are involved in the design, such as Information Technology and Environmental Life Safety, to ensure that the project is safe, meets all codes, and meets technical standards.
  - o Construction – coordinates with the contractor, customer, other departments, and external agencies to ensure that the project is successful. It is important that any changes for the contractor are done through the Project Manager to ensure that all legal requirements are followed.
  - o Projects in this department have a cost of $1M or more and are often more complex and require more time to plan and implement.
  - o The structure of the Project Management department is:
    - One group works on projects between $1M and $10M
    - One group works on projects over $10M
    - One group works with all component campuses
  - o Facilities Services works on all projects $1M or less including both Minor In House Construction and contracted projects.
- There are many projects that are coming online.
- All construction and renovations, regardless of cost or scope, must be processed through Facilities and Construction Management. This helps to ensure that all safety and risk factors are reviewed and addressed, that appropriate permits are obtained, that the effect of changes on building systems such as HVAC are considered and that design standards are met.

Pam Muscarello, Executive Director Division of Research Business Operations

PeopleSoft (PS) Grants Implementation for Internal Awards and Research Investments
- The implementation has been successful.
- They are working on a Notice of Award and a better approach to correctly identifying in the system who should be receiving the notices on the administrative staff side.

Faculty Startup
- The roll-out was successful. All but one faculty member got their funding and communication by August 31, which was resolved as soon as their Cougarnet ID was received.

Other updates
- Research Administrator training has been moved to TAP. A notification should come in the next week or two about enrollment.
- Of approximately 730 active internal DOR funding cost centers on campus, approximately half are expired, some are recent expirations and some because DOR could not do the close outs during the annual budgeting process. Any that are still active as of 9/1/18 will have all documentation moved from RD2K to PS Grants Management over the next six months.
- Until these awards are set up in PS Grants, there will be a slight delay in project extensions or rebudgeting for older internal funding awards due to the need to move all documentation on older projects from RD2K to PS Grants.

- If anyone has sent a request for a 998 correction to the Division of Research Business Operations and has not heard back yet, please reach out to Pam for follow up.

Karin Livingston, AVP for Finance & Controller

Results for Spot Bid Fair on September 20th
- 40 bids with a value of over $450,000 are going to the Spot Bid Fair
- Almost half of the bids were voluntary

Policies being updated (review at www.uh.edu/sam or www.uh.edu/mapp in the appropriate update tab)
- SAM 01.I.01 – Institutional Compliance and Ethics Program

Other items from the group

- Bill Spindler has been assigned ensuring compliance with Texas Administrative Code §216 which rquires that the university have a single Information Technology Project Management System. Bill will present an overview of the project at the next CDA meeting, and will send notice to College and Division IT personnel this week. This will not affect all projects; it will be based on a dollar threshold and will exclude infrastructure.
- Karin Livingston will request that the Related Party Disclosure process be modified to function more like the annual mandatory training in TAP, including the ability to identify which non-exempt employees should be required to take the training, provision of a confirmation for completion, and the ability to identify whether training has been taken when viewing the form.
- Accounting Services will determine the deadline extensions for period 998 payroll suspense and GL journals and communicate them via the Finance and CDA listserv. The payroll suspense deadlines will be coordinated with the Division of Research.