

College/Division Administrator Meeting  
Room 302, Melcher Hall  
March 14<sup>th</sup>, 2019 - 9 AM to 11 AM

Meeting Minutes

Valerie Coleman-Ferguson, Associate General Counsel  
Kate Hammons, Immigration Specialist

- H-1B Processing and Approvals
  - Extensions
    - Should be submitted to General Counsel 6 – 7 months in advance of the current expiration date
  - Amendments
    - Changes in wages, department, job title, job duties require an amendment
    - Amendments must be filed before the action takes place
    - General Counsel must be notified at least 30 days in advance.
  - Applications
    - Current processing times at U.S. Citizenship and Immigration Services (USCIS) are 10 ½ and 13 ½ months to process under regular processing.
    - It is recommended that Premium processing be used
    - USCIS Premium Processing turnaround time is approximately 30 days.
      - Requests for additional evidence can add a significant amount of time.
      - The number of requests for additional evidence are increasing.
      - Common requests are to document that the specialty degree is actually a requirement, or to explain why the degree listed in the advertising is not the degree that the applicant holds.
      - The current premium processing cost is \$1,410
  - Dependent Applications
    - Now each dependent must file a separate application
    - The fees for each person are \$370 for the application and \$85 for the biometric fee
    - Allow extra time for General Counsel to review the forms, as they need to confirm that the individuals have used the current forms.
  - Applications for the Fall 2019 term
    - Should be submitted between now and the end of the term. Those submitted in the Summer may have delays.
    - Should use a start date of 8/12 so that the faculty can enter the country and attend orientation and other required sessions.
    - Could be problematic if the individual does not already hold the degree required (ex: they will finish their degree in June) to be processed. General Counsel can assist with some options such as using other statuses temporarily.
  - Prior applications still pending for UH are from as early as April and May of 2018.
    - If possible, these should be upgraded to Premium processing so that they can be completed.
    - Individuals can be forced to stop work if the delay is too long from their last approval date.
- Permanent Residency Applications

- Denials are increasing
- One way to reduce the number of denials is to provide the advertisement and to ensure that the advertisement is in line with the job description.
- The Chronicle of Higher Education should be used as this is an accepted advertisement.
- Foreign National Addendum for Speaker and other contracted services
  - The number of submissions has increased, and this needs to be simplified
  - The form does not have to go to General Counsel if they are in B-1 status.
  - All other statutes have to go to General Counsel because the University does not want to pay someone and put their status at risk.
  - It would help General Counsel if departments could ask the contractor's to provide their documents in advance, such as emails from their institution that they are allowed to be paid for work

#### Request from the Office of Compliance and Ethics

- Three policies are coming up for review that are new, have not been modified in many years, or have undergone extreme change:
  - MAPP 09.03.03 – Space Management Policy. This is a new policy which the Chancellor has asked everyone to review for understanding of content and the process for asking for a utilization of space review.  
[http://www.uh.edu/af/universityservices/policies/review/mapp/193/090303\\_r\\_02042019.pdf](http://www.uh.edu/af/universityservices/policies/review/mapp/193/090303_r_02042019.pdf)
  - MAPP 09.03.01 – Event Reservation and Rental of University of Facilities. This policy has not been approved in five review cycles and has been revised many times and could affect Colleges and Divisions that reserve space for various functions.  
[http://www.uh.edu/af/universityservices/policies/review/mapp/193/090301\\_r\\_12032018.pdf](http://www.uh.edu/af/universityservices/policies/review/mapp/193/090301_r_12032018.pdf)
  - SAM 05.C.03 – Student Travel. This document has been extensively rewritten.  
[http://www.uh.edu/af/universityservices/policies/review/sam/193/05C03\\_r\\_01302019.pdf](http://www.uh.edu/af/universityservices/policies/review/sam/193/05C03_r_01302019.pdf)

#### Karin Livingston, AVP for Finance & Controller

- West Spot Bid Fair
  - Please submit 5 opportunities per College/Division
- Business Meals and Sales Tax
  - Updated guidance will be coming soon
- Gift Cards
  - Cash handling policies are being updated to include gift cards as a cash equivalent.
- Sole Source on Spot Purchases
  - Sole source forms are not required for spot purchases (currently, those under 5,000)
- Purchasing update
  - The current requisition turnaround average time for February is just under 7 days.
  - Purchasing has one open position to fill and will have two more after their new space is complete
  - HUB will identify a list of HUB vendors that provide coffee services for distribution.