

College/Division Administrator Meeting
Room 302, Melcher Hall
August 8, 2019 – 9 AM to 11AM

Agenda

Lauri Ruiz, Senior Assistant General Counsel

Introduction of Max Trinidad, Assistant Compliance Officer

- Max will be managing all policies and compliance functions.

Facilities Reservation rental Policies – Pending Revisions

- MAPP 09.03.01 (Reservation and Rental of University Facilities) is currently being reviewed for the updates. Changes can be made before the revised policy is finalized.
- E&G (Education and General) space is used for academic purposes and primarily supported through state appropriations. Auxiliary space is not included in E&G space, and it is not supported through state appropriations.
- Under the updated policy;
 - Entities not associated with UH (outside entities) can rent auxiliary space without university sponsorship.
 - E&G space will no longer be available for rent to outside entities.

Keith Gernold, Tax Director

Stipend – A Myth

- “Stipend” should not be used to describe payments, since the word can be used indecisively. The classification “stipend” is currently used for scholarships, payroll, payments for services, travel allowance, etc.
- Without a clear understanding of the facts and circumstances, it is quite impossible to determine what a request for a “stipend payment” might mean.
- Payments currently categorized as “stipends” may affect the forms 1099, W-2, 1042S, and 1098-T report processing.
- Some of the payments classified as “stipends” are actually scholarships which should be routed through the Office of Scholarships and Financial Aid.
- For any “stipend payment”, one must request further clarification in order to determine the actual type of payment needed.

- Never use the word “stipend” if you want the payments to be processed properly.

Pam Muscarello, Executive Director, Business Operation, Division of Research
Faculty Startup Distribution

- DOR Business Operations will be distributing all faculty startup before 9/1.
- DOR Business Operations discovered a situation earlier in which early release was requested, but the faculty member had started already.
 - It should be noted that early release is defined as the release of the funds to start on a date earlier than the start date of the faculty member’s assignment (or earlier than the distribution timeline listed on the offer letter).
 - Therefore, this situation was not in fact early release, but rather a late regular release.
 - This will be processed as soon as possible.
 - Please notify DOR Business Operations if this happens in your area so immediate corrections can be made.
- Feel Free to contact Elyse Davis concerning any faculty startup requests or information.

Jack Tenner, Director of Purchasing
Tim Henry, Purchasing Manager
Spot Bid Fair

- Spot Bid Fair notice was sent out twice. The CDAs will be receiving the third notice on 08/09/19.
- The College/Divisions started submitting bids for Spot Bid Fair on 08/01. The last day to submit bids to Purchasing is 08/15.
- On 08/20, for each College/Division that has not submitted an opportunity, Purchasing will select one eligible requisition for the Spot Bid Fair. Purchasing will select the requisition at any amount.
- Requisitions for Spot Bid Fair should have:
 - No vendors (leave the vendor blank)
 - Reference “This is for the HMSDC Spot Bid Fair” in the comment section.
- If a requisition is sent back for corrections, create a new requisition (new requisition number) and submit it to Purchasing.