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College/Division Administrator Meeting
Zoom
February 10, 2022 - 9 AM to 11 AM

Agenda

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Richard Zagrzecki, Department Outreach Manager Parking and Transportation

- Parking and Transportation Update

Parking and Transportation Services is switching to virtual permits in the fall 2022 semester. Students, faculty and staff will no longer have a physical hang tag to display from the rearview mirror of their vehicle. Instead, their license plate number will act as their permit. This is why it is important for the UH community to make sure their vehicle information is up to date in their MY "myParking" account. The virtual permits will allow for several new parking permits, including a garage hopper that will allow the owner to park in multiple garages on campus. Since there is no physical permit to swipe to get into garages or gated lots, the easiest way to gain access will be for those who have a toll tag to register it to their "myParking" account. For those who do not have a toll tag, information will be sent to them in the coming months providing other options for entering/exiting. The campus community is welcome to attend any of the upcoming virtual permit information sessions that are being organized by Parking and Transportation Services in the upcoming months, including three set in February. Please see attached presentation.

Varselles Cummings, Director Center for Diversity & Inclusion

- **Diversity 101 presentation –** see attached PDF of key slides from the presentation.
- https://www.youtube.com/watch?v=BQR8x3CCo0A - Chimamanda Adichie, "The Danger of a Single Story," TED video (filmed July 2009, posted October 2009)
- https://www.uh.edu/cdi/diversity_education/workshops-trainings/ - This link to CDI, workshop page where you can register to attend our Signature Workshops and/or request a custom workshop or training.

Usha Mathew, Asst. VP Finance/University Controller

- **MAPP 05.04.08 –** Annual Return of Centrally Funded Equity Balances policy approved.

- **Guidelines – Contracts over $1M** – Available https://www.uh.edu/office-of-finance/purchasing/faculty-staff-resources/guidelines-procedures/guidelines---contracts-over-1m-2-2-2022-reviewed-approved-by-oca.pdf See attached document.

- **Bona Fide Business purpose of spouse/companion travel approval – Prospective Employees**

Summary: IRC Section 162 provides that all ordinary and necessary expenses paid or incurred in the operation of a trade or business are deductible. Treasury Regulation § 1.162-2(c) provides that payments for the travel expenses of a spouse accompanying an employee on a business trip may be

excludable if it can be shown that the spouse's presence was for a **bona fide business purpose**. (See also Treasury Regulation § 1.132-5(t)). The IRC does not define bona fide business purposes other than to say that performance of incidental services does not qualify. However, Publication 463 provides an example and states that a bona fide business purpose exists if you can "**prove a real business purpose**" for the individuals presence, and excludes "incidental services" such as typing notes or assisting in entertaining customers. (See Rev. Rul. 55-57 and Rev. Rul. 56-168).

According to the IRS Spousal Travel guidelines, if at the time the fringe benefit is offered it is reasonable to believe that the employee will be able to exclude the benefit from income as a working condition fringe under IRC § 132, the benefit is excludable from wages.

The System often does nation-wide searches (often with a cost exceeding six figures) to ensure that it can recruit and hire the most qualified individuals, such as Deans, Vice Presidents, Presidents, and highly accomplished faculty, to help ensure that the University can fulfill its mission of teaching, research, and public service with excellence.

Many of these individuals will be required to relocate if they accept employment with the System. Relocation will affect their families, and we recognize that a spouse/companion's opinions and preferences will weigh heavily on the decision made to accept or not to accept an offer. As such, the presence of the spouse/companion at candidate interviews assists with the fulfillment of the business obligations of System.

To help ensure that the spouse/companion is provided with sufficient information and experience of the System and the Houston area, it **is reasonable for the System to consider the attendance of spouse/companion to be a bona fide business purpose**. These individuals will likely participate in the candidate's evaluation of the position and the things that go with it - the surrounding community, schools, housing, and their own employment opportunities – and will be a large factor in the final decision of the candidate.

Policies

- SAM 03.A.21 (Employee Family Travel Expenses) § 2.2 requires the approval of a University President (Chancellor if the spouse is of a President) for family member travel.
- SAM 03.A.03 (Business Travel) § 1.2 requires the approval of the Chancellor, president or their designees for exceptions.
- SAM 03.A.02 § (Entertainment Expenditures) 4.4 clearly states that entertainment expenses of both the prospective candidate and spouse may be reimbursed.

Positions

- Generally limited to high level administrative and executive positions and highly sought after faculty members including Deans, VPs, University Presidents, Chancellors, Other Cabinet members of the Chancellor, Chief Audit Officer, Highly ranking faculty members.
- Positions must be ungraded.

Forms

- Spousal/Companion Travel-Prospective Employee Form is available only on request from the Tax office. Please email Shereese Mayo-Ward at Tax@uh.edu

- The form requires pertinent information such as candidate position, bona-fide business purpose of spouse/companion travel, cost estimate associated with spouse/companion, require appropriate VP approval, Tax office review and approval and Chancellor approval

- **Digital Signature Solution Services update**

Summary: We have a committee of 17 active members (including CDA's and other UH campus representatives) for training, testing and implementation. Our first kick-off meeting was held on 1/11/2022

  o Initial Single Sign-On (SSO) implementation review meeting was held on 2/7/2022. An internal meeting with Keith Martin and IDP/SSO key personnel will be scheduled to meet soon before we schedule a second SSO setup meeting with DocuSign. This will give us a chance to discuss any internal setup questions/concerns beforehand.
  o DocuSign org setup will consist of 1 org; Andrew Hoang is assigned as org administrator. Additional org admin will be added at a later date. Under the UHS org, we will have 4 campuses: UH, UHCL, UHD, UHV. Each campus will determine who the admin will be for each campus. Andrew Hoang will be the admin for UH.
  o The first DocuSign 101 training was held on 02/09/2022. 100+ participants attended the training. All trainings are recorded and will be made available initially only to the committee members and selected few for testing by assigning the role of department administrator and/or initiator. All of the information related to recorded training and demo will be made available and communicated once we have completed all of the set ups, trainings, testing's and finalized the college and division DocuSign admins and initiators.
  o The initial plan is for DocuSign to be used for <u>internal</u> UH documents. At this time **Contracts are not a part of the DocuSign.** We will let you know if and when this changes. Should you have questions, please contact Andrew, Usha or Samantha.
  o A University Forms Inventory list has been created to determine which forms will be used first once DocuSign goes live. Please see attachment.
  o There is a limited amount of envelopes to be distributed to each campus per year. Details on distribution will be provided when finalized and will be made available.
  o DocuSign Sender access will be determined by which forms are approved for initial go live or DocuSign production.
  o Weekly meeting are scheduled for DocuSign Project lead and managers to regroup, go over any questions/topics/concerns
  o FAQ's will be prepared and posted eventually. DocuSign go-live is planned for 9/1/2022
  o Point of contacts at each campuses are: UH- Andrew, Usha and Samantha; UH-Sheeba Thomas; UHD – Lupe Gongora and UHV-Lawrence Nelson.

Other items from the group

- **Accounts Payable Contact:** Please contact Samantha Yurus, Asst. Controller on all AP related matters.