



U N I V E R S I T Y *of* H O U S T O N

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS
OFFICE OF THE DEAN

Date: January 6, 2010

To: Craig Ness, Assistant Vice President, Academic Budgets and Operations

From: Fred McGhee, Director NSM Business Operations

Re: Central-Tracking Systems

As a result of the Academic Affairs College Administrator's retreat, which was recently held, there were areas of concern regarding college-based central tracking systems. These systems are being used to supplement and in some cases provide services that are currently lacking or not existent at this time. Common and requested uses for these systems by college faculty, chairs, deans and other senior administrators include:

- On line Travel Requests
- Internal/Faculty Commitments
- Faculty Search
- Fringe Encumbrance
- Lost Time Reconciliation
- Leave Liability
- On Line Purchase Requests
- Cost Sharing
- Sub Award Management
- Service Center Time Billing
- Property Management Owner versus Custodian
- Equipment Vesting

We understand all of these needs can not be met at once thus we also discussed eliminating the various college based systems with the possibility of moving to a centrally managed alternative. Statistically, there is a huge amount of financial data that on any given moment is not accurately being reflected on the university's formal accounting records (millions in commitments and fringe encumbrance). Thus we view this as a huge liability and concern for all parties. We would like for these areas of concern to be presented to and discussed with the appropriate senior and executive management. Thank you for your attention to this matter.