

**College/Division Administrator Meeting**  
**Via Zoom**  
**Thursday February 13, 2025 - 9 AM to 11 AM**

**Minutes**

**Office of Administration Service Updates - Esmeralda Valdez, Executive Director, University Services, Deborah Huebler, Executive Director, Auxiliary Services, Neil Hart, Asst VP, Parking & Transportation Services**

**Dining and Other updates:**

- New dining team members: Erich Geiger VP operations, Benito Gavirio Sr Exec Chef, Patrick Lesanto Resident District Manager
- Updates – graphics Cougar Woods (24/7 operations switched from Moody to Cougar Woods, adding graphics, new furniture, signage updates to CW
- Cougar woods dining commons \$6.75 meals on Fridays when you wear red,
- Retail dining – introduced Deli concept called Houston Street Subs, Asado new snackable bowls, a la carte items
- Einstein’s re-opened
- Use GrubHub for mobile ordering and Starship delivery
- Chick-fil-A – 4 ordering kiosks
- UH Campus Store – Houston blue color, check online,
- CTAP – textbook programs
- Email questions or feedback to [auxiliaryservices@uh.edu](mailto:auxiliaryservices@uh.edu)
- See attached presentation document for additional details.

**Cougar card, Copy, Print & Delivery Services:**

- Digital cougar card available in UH Go app once an approved photo is in the card system. Shasta BUCKS, the campus declining balance program, available to all active employees and enrolled students. The account activates once funds are added either online through Cougar Card Connect in Access UH, through UH Go, or in person at the card office.
- Copy and Print Services has a centralized email account- [cpd@uh.edu](mailto:cpd@uh.edu). You may submit orders to the central email. Copy and Print Services is launching a new online ordering website for non-custom orders.
- Promotional items can be ordered through Copy and Print Services. We work directly with the manufacturer which results in better pricing for the customer. The catalog is available on the website- [www.uh.edu/cpd](http://www.uh.edu/cpd)
- Amazon Hub locker available on campus. Located outside Copy, Print, and Delivery Services on Elgin St. The name of the locker is Amarilda. You may order items directly from Amazon and select pick up at the locker for faster service. When you select the locker, you will be asked to acknowledge that you have access to the locker on the UH campus.
- Delivery Services is currently working with UH Amazon representative regarding the possibility of having Amazon Business orders delivered to the locker. Delivery Services’ new mail and package tracking portal will be available on the department website this semester, allowing customers to track their accountable mail and packages received by central mail services.
- See attached presentation document for additional details.

## **Parking Services:**

- See attached presentation document for additional details

## **Treasury Updates – Louis Edwards, Treasurer, Mary Mbeche, Asst. Treasurer**

- Credit Card conversion updates – The merchant credit card conversion to JPMC is ongoing and nearing completion. However, there are still important actions that must be completed by some merchants to confirm connectivity. Departments/Colleges to review the spreadsheet emailed via UH-CDA listserv and are required to take the following actions to establish connectivity with the Chase platform.
  - Review the attached merchant identification numbers (MID categorized as Ready”). Ready MID’s indicate the merchant is on the Chase platform but no transactions are being or have been processed.
  - Review and confirm the merchant credit card information is correct and updated. Return the updated file to my office and highlight your specific changes.
  - Contact your credit card processor, if you have not already completed this step, and provide the updated JP Morgan Chase banking information. Please let Treasury know if a VAR sheet is required.
  - Initiate a \$10.00 or similar credit card transaction through your credit card processor (i.e. Authorize.net, Cybersource, Freedom Pay, etc.,) to establish connectivity with Chase and confirm your transaction was successfully processed.
  - Contact Treasury via email at [Treasury@central.uh.edu](mailto:Treasury@central.uh.edu) and provide your department, name, etc. with confirmation connectivity with Chase was successful.
  - If your transactions are being processed successfully, please inform Treasury.

### Additional information requested –

- Some areas unable to run report in Chase Commerce. How can departments/colleges get access to the run the report? – Departments/colleges need to complete the credit card training and email Treasury with a request to access Commerce Center.
- Can we use velocity for phone payment? – No,
- Is there a list of what is working and what is not working in Treasury/Banking? This list will be provided at the next CDA meeting
- Contact Stephaney Bradley for endorsement stamps and deposit slips.
- Ensure the back of the checks are stamped.
- Written procedures being developed to include the requirement to endorse the checks.
- Treasury central email is [Treasury@central.uh.edu](mailto:Treasury@central.uh.edu)

## **Payroll-Tax Updates – Kimberly Robinson, Asst. Controller Payroll-Tax Compliance**

- See attached presentation document.
- Tax forms and how to get a copy of W-2; 1099, 1098T, 1042-S, 1095-C
- Paper check reduction (W-2 Consent for electronic delivery)
- Other paid leave compliance
- Emergency leave

Additional information requested –

- Will PeopleSoft provide a warning that a comment is required when selecting Other Paid Leave? – This is do-able and will require modification and approval.
- Is there a report available to reconcile UH Payroll entries, such as weather emergency and holiday pay? Yes, Payroll-tax office will provide the query and/or report. Currently this is a query being used. **PY\_DEPT\_OTHER\_PAID\_LEAVE**
- Provide a business processes, query, and reports to review and reconcile ‘Trial and final – entries’ holiday pays, central level and missed, leads. Yes, Payroll-tax office will provide the query and/or report.

**Other items from the group**