College/Division Administrator Meeting
Room 302, Melcher Hall
November 8th, 2018 - 9 AM to 11 AM

Meeting Minutes

Allyson McDonald, Risk Management and Insurance Specialist
Wayne Brown, Director Risk Management
Ray Anderson, Insurance Claims Specialist

Risk Management Requirements
- Risk Management's function is to eliminate, modify, transfer and evaluate risk for the purpose of protecting the financial assets and concerns of the System
- Risk Management guidelines are identified in SAM 01.C.01
- Risk Management responsibilities include:
  - Procuring insurance coverage
  - Claims management
  - Contract Review
  - Loss Control
  - Motor Vehicle Report (MVR) Compliance
  - Set the standard insurance requirements in standard contract documents
  - Approval of insurance waivers and deviations
- Risk Management must review the following agreements
  - Standard Purchasing Agreement
  - All agreements that have amended insurance language or waiver request.   (If no changes are made to Section 10, then Risk Management does not need to review.)
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  - Standard Contract Addendum
  - All agreements that have amended insurance language or waiver request
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  - Non-Standard agreements
  - When insurance is requested of the University and/or Contractor
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  - All other University agreements
  - All agreements that contain insurance requirements
- Agreements are reviewed for potential risk, including the scope of the activities
- Agreements and the Certificate of Insurance must be sent to Risk Management to ensure that all information is correct. For example, a COI that does not list the University would not be enforceable; neither would a COI where the vendor name is not the same as in the agreement.
- Insurance requirements can be waived, dependent on the circumstances.
  - This is dependent on the situation
  - In some instances, Risk Management may require a different type of policy. For example, small firms that do not have commercial auto insurance may be required to provide their personal insurance policy.
  - The Standard Purchasing Agreement also has an option to waive insurance and requires the approval of Risk Management.

- o The waiver form is on the Risk Management website at
  http://www.uh.edu/af/riskmanagement/
- There are activities similar to speaker agreements, but are not speakers, where insurance may not be a necessary requirement. Colleges and Divisions will send examples to Karin Livingston, who will forward them to the Office of Contracts Administration for review.
- Vendor agreements may ask for the System to provide proof of insurance; Risk Management provides the proof of insurance which may come in the form of a memo explaining that the System is self-insured.
  - o The System is self-insured for general liability. There are some limits on general liability for the System under the Texas Torts Claims Act.
  - o The System is self-insured for workers compensation insurance as well.
- Risk Management procures insurance coverage for the System
  - o Certain policies are standard, such as property and auto policies, and are sponsored by the State Office of Risk Management (SORM)
  - o Other policies are specialized and for particular purposes such as special events, blanket accident, and inland marine.
    - ▪ All camps must be listed on the blanket accident policy.
    - ▪ If you have special events planned, contact Risk Management for coverage.
- The University's property policy covers buildings and contents.
  - o Contents valuation is complex as the contents change, and there are no inventories of many items that are of a low dollar cost for individual items (ex: desks and chairs)
  - o Risk Management will send out the contents values for Colleges and Divisions to review.
- Insurance claims and potential insurance claims should be reported to Risk Management
  - o Reporting as soon as there is an incident is very important, as it allows the insurance adjustor to view the damages which assists in getting the claim approved
  - o Insurance deductibles are split between the department and Risk Management. That split is currently being reviewed.

Peggy Levy, Policies and Procedures Coordinator

Policy Update Process
- Policy management is done for System Administrative Memoranda (SAM) which applies to all campuses in the System; and Manual of Administrative Policies and Procedures (MAPP) which apply to the University of Houston and it's locations in Katy and Sugarland.
- There are three review cycles each fiscal year
  - o Review cycles are set on the fiscal quarter (ex: Q1 = Sept, Oct, and Nov)
  - o Cycles cover the first three quarters of the year
  - o There is no review cycle during the fourth quarter of the year
- Policies and changes are distributed via three listservs:
  - o SAM
  - o MAPP
  - o CDA
- The University Coordinating Committee (UCC) has approximately 20 members including members from faculty, Staff Council and the Student Government Association.

- o This group meets to determine the stakeholders of each policy and send it to them to review.
- The policy review cycle begins after the subject matter expert has updated the policy:
  - o Campus Review Period – 20 working days, approximately one month. Comments should be sent to Peggy Levy during this period.
  - o Subject Matter Expert Response – 5 working days to respond to questions and concerns
  - o Executive Review Period – 20 working days, approximately one month.
  - o UCC Review Period – 40 working days, but runs concurrent with the Campus Review Period, SME response, and Executive Review Period.
  - o Approval Period – 5 to 10 working days.
  - o The overall time frame for one review cycle is approximately 45 – 50 days
- Changes made to the policy are sent back to the SME, but not always distributed to the campus community except as a finalized, approved policy
- Upcoming policy changes are published at *http://www.uh.edu/af/universityservices/policies/*
- All CDAs should receive the policies during the initial Campus review cycle, which adds to their time to comment when they receive requests from the UCC.

Bill Schaub General Manager, Barnes and Noble

Textbook adoption and affordability
- Affordable textbooks are critical for student success
- The earlier that the bookstore knows what the textbook needs are, the better opportunities they have to source used and lower cost books.
- Late request often result in only new textbooks being available, which have a higher cost

First Day Access
- This is a program to deliver course materials digitally to students on the first day of their class
- Digital deliver would be via the Learning Management System, which is Blackboard for the University of Houston
- Students must have the option to opt out
- The cost of the course materials would be charged to the student's account
- The cost would be less than paper books and materials by 25 – 30%
- Prices would be different for different courses and materials
- A pilot is needed
- Other universities are testing programs

General Bookstore Information
- Offers a price match program
- Offers textbook rentals
- Offers digital materials

Karin Livingston, AVP for Finance & Controller
SAM 03.A.01 reminder

- SAM 03.A.01 (Expenditure and Use of all Funds Administered by the University of Houston System) requires Colleges and Divisions to have an internal guideline for high dollar transactions of any type to be approved at the highest administrative level within their unit. Colleges and Divisions define their own thresholds and maintain documentation of the approvals.
- Division of Finance will annually review and audit transactions to confirm approval.

State P Card Program
- The State P-Card program is ending effective August 3 2019.
- Items purchased on a local P-Card can be reallocated to state funds provided that the original vendor can be identified and set up (or already exists) in the Finance system. Accounts Payable will publish instructions for checking vendors and requesting assistance in verifying their existence in the system. Departments will need to obtain vendor set up forms for those vendors that are not in the system.
- Notices will be sent to the CDA listserv and all state P-Card holders in December, March, June, July, and August.
- Cards will be canceled effective August 3, 2019.