

College/Division Administrator Meeting
Zoom
October 14, 2021 - 9 AM to 11 AM

Minutes

Dr. Emily A. Messa, Associate Vice Chancellor/ Associate Vice President for Administration

- Economic and Supply chain issues – Please see attached document addressed to Campus Community with details of shortages in various industries.
- Strategies to mitigate the challenge - Key take away for all us is departments to partner/collaborate and communicate in advance on all year end, fall and spring events, any promotional item needs so that Auxiliary and Service departments could prepare ahead for the overall success of the events.

Esmeralda Valdez, Executive Director, University Services

- Renaming
 - The City of Houston passed an Ordinance 2021-769 authoring portion of Calhoun Road on UH campus (4600 through 4900 block) renamed to Martin Luther King Boulevard (4100 to 4400).
 - This change becomes effective December 01, 2021. The change impacts 22 buildings and 100 departments, impacting 3400 faculty and staff. 4800 Calhoun address will not be recognized. Stop using this address immediately. (See attached document for additional details.)
 - Copy, Print and Delivery Services will be managing the project web page. Website notification will be sent out the following week.
 - FPC will coordinate signage migration.
- Delivery Services Parcel Locker Program
 - 3 Phase project to support students, faculty and staff. Phase 1 includes Residential facilities, Tech Bridge and UH Sugarland; Phase 2 is the Quad Project and Phase 3 are the departmental lockers and College of Medicine.
 - This initiative has gotten positive feedback from students and staff on the improved operational efficiencies, streamlined processes and reduced expenditures.
 - Current locker sites include – Bayou Oaks, Cougar Place, Cougar Village 1, Cougar Village 2, Moody Towers, University Lofts, The Quad, Tech Bridge Building 1 and Building 4; Sugarland.
 - See attached document for details

Lauri Schneidau Ruiz, Senior Assistant General Counsel

- Types of Conflicts of Interest –
 - See attached documents for details.
- ‘Introduce’ the Landing page for Conflict of Interest (COI) and Related Disclosures
 - The link for the UHS Conflict of Interest and Related Disclosures landing page is: <https://uhsystem.edu/compliance-ethics/conflicts-of-interest/index.php>
 - The website is being built further to assist employees in complying with COI requirements and disclosures.

Dr. Linelle F. Clark, Director, Historically Underutilized Business Operations

- Annual HUB Contest 2021 Winners with Methodology
 - First Place - Conrad N. Hilton College of Hotel & Restaurant Management 19.52% of expenditures were with HUB Vendors exceeding the assigned goal by 10.62% - Prize- \$550
 - Second Place - Administration & Finance 27.83% of expenditures were with HUB Vendors exceeding the assigned goal by 4.83% - Prize- \$350
 - Third Place- College of Arts 9.04% of expenditures were with HUB Vendors exceeding

the assigned goal by 4.04% - Prize- \$300

- College/Division Prize options are cash prizes allocated to cost center identified by each winner.
- FY2022 HUB Goals –

A comparison was made of the most recent year's actuals with adjustment for the following:

- Colleges/Divisions achieving **more than 20%** of assigned HUB goal in 2021
 - FY 2022 Growth expectation is 110% (FY21 goal x 110%)
 - Colleges/Divisions achieving **less than 20%** of assigned HUB goal in 2021
- FY 2022 Growth expectation is 125% **Note:**
- Maximum goal is 35%;
- Minimum goal is 5%

Rob Adkins, Director Purchasing; Shawn Rand, Manager Fleet Services; Otu Inyang, Manager Environment Health and Safety

- Effective November 1, 2021, the three purchasing forms are implemented.
 - [Pre-Approval Form for Requisitions with Environmental Health and Safety \(EHS\) Hazardous/Regulated Materials](#) (Formerly Addendum B)
 - [Vehicle Purchase/Replacement Request Form](#)
 - [Summary for Purchases Exceeding \\$100k](#) (Formerly Addendum C.)
- The forms are all editable .pdf, were redesigned to reduce administrative burden and number of required pages, as well as to make the titles more descriptive. (The form titles are hyperlinked to respective websites.)
- Summary of form changes:
 - EHS Hazardous/Regulated Materials Form
 - Removes Addendum B name.
 - No longer required for vehicle purchases.
 - Removes list of hazardous/regulated materials, which is now hyperlinked to EHS website.
 - Includes an attestation that requestor has disclosed all hazardous/regulated materials to be purchased.
 - Vehicle Purchase/Replacement Request Form
 - Adds Purchasing and AVP Facilities review and approval.
 - Removes requirement to submit "Addendum B" with vehicles purchase.
 - Summary for Purchases Exceeding \$100k.
 - Removes Addendum C name.
 - Includes "CDA" to the "Dean/Director" signature block
 - Includes BOR approval date, when applicable.
 - Contacts
 - Robert S. Adkins, Purchasing Director
 - 713-743-7488; rsadkins@central.uh.edu
 - Shawn Rand, Fleet Services Manager
 - 713-743-2453; lrand@central.uh.edu
 - Otu Inyang, Environmental Health and Safety Manager
 - 713-743-5858; ehs@uh.edu
- See attached document for additional details.

Other items from the group

- Adroid liability needs to be cleared.
- Payment works anniversary training. It is a system wide training. Please sign-up
- PS 9.2 upgrade scheduled on 12/5/2021
- PSAM – CR will be re-issued for Property Management form(s) to be tested in workflow
- Updates to Property Management account codes
 - **58615**: change Title to (**AIRCRAFT, AIRPLANES, DRONE**) and change Description to (“CAPITALIZED AIRCRAFT, AIRPLANES OR DRONE COSTING \$5,000.00 OR MORE AND HAVING A USEFUL LIFE OF ONE YEAR OR MORE”)
 - **54355: (COMPUTER EQUIP-STATE CONTROLLED)** change Description to (“DESKTOP, LAPTOP, HANDHELD COMPUTER AND IPAD WITH A COST BETWEEN \$500.00 TO \$4,999.99 AND HAVING A USEFUL LIFE OF ONE YEAR OR MORE”)
 - **54354: (Equip-STATE CONTROLLED ASSETS)** change Description to (“ALL FIREARMS REGARDLESS OF AMOUNT. ALL STEREO SYSTEM, CAMERAS, VIDEO CAMERAS, VIDEO RECORDER/LASERDISK PLAYERS CAMCORDERS, TELEVISION/VCR COMBINATIONS, TELEVISION SETS, VIDEO CASSETTE RECORDERS, DATA PROJECTORS, AND UNMANNED AERIAL VEHICLE (UAV) DRONES COSTING FROM \$500 TO \$4,999.99 AND HAVING A USEFUL LIFE OF ONE YEAR OR MORE”)
- CDA-Controller’s office Taskforce- 8 CDA’s SME with expertise from the Controller’s office. The purpose is to collaborate, advice, review current processes and procedures and to provide business solutions that are SMART (Specific, Measurable, Achievable, Relevant and Time-bound) adhering the laws and the policies.
- Digital Signature Software Solution and Services - This is awarded to Carahsoft Technology Corp (DocuSign). We are in the process of preparing all of the contracts documents, and will have an implementation plan to roll out.