

College/Division Administrator Meeting Minutes
January 14, 2016

Mark Yzaguirre, Associate General Counsel, Contracts Administration

Information Security for Cloud/Third-Party Server Contracts

- Contracts for software or services that involve hosting of University data on third party systems/cloud environments must be sent to Mary Dickerson at mdickerson@uh.edu in UIT Security before they are sent to the Office of Contracts Administration (OCA) for review, along with the new “Information Security Hosted Services Contract Checklist.”
- The reason for this is for best practices and to comply with laws and regulations related to information security. It is a similar concept to what we are doing with Risk Management and review of non-standard insurance language.
- The department will complete the top part of the Checklist and send it, along with the proposed contract, to UIT Security, which will complete the remainder of the Checklist. UIT Security will return the completed Checklist to the department, which must include it with the contract packet sent to OCA.
- The Information Security Hosted Services Contract Checklist is posted on the OCA Miscellaneous Contracts and Forms page: <http://www.uh.edu/legal-affairs/contract-administration/contract-documents/miscellaneous-contracts-and-forms/>
- This process goes into effect immediately.

Bob Browand, Director, Parking and Transportation Services

Introduction of Pam Collins, Transportation Demand Management Coordinator

- Pam Collins helps students and employees find alternatives to driving their own car to campus in order to reduce parking congestion and reduce the need to build more parking garages on campus.

Transportation Options

- Pam is putting together a list of several transportation options to choose from, including:
 - Metro Ride Share Card for employees with a 25% monthly subsidy.
 - Metro Q Cards for students with a 50% discount.
 - Zip Cars for employees and students that rented by the hour. Currently, five Zip Cars are available.
 - Car/van pooling for employees.
 - Other options are in development.

College/Division Contacts for Future Meetings

- Bob will send an email to the CDAs requesting a contact person for each college/division that Pam can work with in order to organize future meetings with employees and students at which Pam will discuss various transportation options.

Sandra Armstrong, Director, Human Resources Operations
Jennifer McMillin, Director, HRIS Applications

Affordable Care Act (ACA) Update

- The IRS has extended the deadline for employers to mail the 1095C Form to employees to March 31, 2016.

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- UHS employees will receive one 1095C Form from the Employee Retirement System and another one from UH System (Human Resources).

W-2 Form Update

- Employees can now see a link in PASS (W-2 Consent) that allows them to elect to print their W-2, instead of receiving it by mail. Electronic W-2s save the University money because UH does not have to pay for postage or envelopes.
- Once an employee elects to receive his/her W-2 electronically, he/she will continue to receive it electronically in the future unless he/she changes the election in PASS.

PeopleSoft HR Upgrade

- The upgrade of the HR System to 9.2 went well, though it took one day longer than expected due to technical difficulties. The old system (9.0) went down the evening of January 7 and the upgraded system (9.2) came back up the morning of January 12.
- HR has been notified that some queries are not running after the upgrade and they are working to correct them. Please report any problems with HR queries to Jennifer McMillin.
- Helpful TRAM queries and reports can be found in the TRAM WorkCenter (under Manager Self-Service in PASS).
- Group IDs, which were manually created before the upgrade, are no longer available. Users should run reports by department, college, or division ID.
- TRAM Administrators (called Payroll Administrators or PAs before the upgrade) can run reports to tell if leave or time needs to be approved, but they cannot approve it. Only the Reports To Manager can approve it.
- The Reports To Manager can delegate his/her approval authority to someone else when the Reports To Manager is not available to approve (out on vacation or sick leave, for instance). However, until the delegation period ends or until the delegate revokes the delegation, whichever comes first, only the delegate can approve. The Reports To Manager cannot approve at the same time as the delegate or vice versa.

ePerformance

- As discussed at the December CDA meeting, the deadline for completing 2015 ePerformance evaluations has been extended to March 31, 2016 due to the upgrade.
- Starting April 1, 2016, managers will create evaluation criteria for their employees for calendar year 2016 using a new ePerformance template. All criteria should be completed by May 31, 2016.

Mike Glisson, Assistant Vice President for Finance and Controller

HB1295 Procedure for Contracts Requiring Board of Regents Approval

- House Bill 1295 (passed during the 84th Legislative Session) requires state agencies and universities to obtain a Certificate of Interested Parties form from the contractor when the contract equals or exceeds \$1 million, or otherwise must be approved by the Board of Regents, and to send the complete form to the Texas Ethics Commission within 30 days of the contract being signed. This requirement went into effect on January 1, 2016 and applies

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to contracts (including amendments and extensions) signed on January 1, 2016 or after. It does not apply to sponsored research contracts or interagency agreements.

- The procedure to comply with HB1295 requirement can be summarized as follows:
 1. Departments seeking to enter into a new contract, amendment, or extension after December 31, 2015, when the contract value equals or exceeds \$1 million or must be approved by the Board of Regents, will submit their contract documents (i.e., Contract Coversheet, Recommendation for Award form, unsigned contract, and proof of Board of Regents approval (i.e., memo from the Board of Regents Office) to UHS Office of Contracts Administration for review.
 2. Contracts Administration will assign a contract (K) number to the contract and notify the department and UH Finance when the contract has been approved to form.
 3. UH Finance will notify the vendor of the UHS contract number and ask the vendor to log into the Texas Ethics Commission website to complete the Certificate of Interested Parties form online.
 4. The vendor will print, sign, and notarize the form and email it to UH Finance.
 5. UH Finance will (a) log into the Texas Ethics Commission website to acknowledge receipt of the form and (b) notify the originating department that they can obtain signatures on the contract. The Certificate must be received and acknowledged by UH within 30 days of signing the contract.
 6. The Texas Ethics Commission will publish the completed Certificate of Interested Parties form on their website within seven days of receiving it.
- Mike distributed two flowcharts, which are attached to these minutes. One flowchart outlines the process for signed agreements, which is also posted on the Contracts Administration website. The other flowchart outlines the process for non-contract POs that require Board approval, which is posted on the Purchasing Information page. The flowcharts attached to these minutes and on the OCA and Purchasing websites are consistent with the above procedures and include some changes that were made after the CDA meeting.

New Warning Messages on Vouchers and Requisitions for Federal Cost Centers Being Tested

- Finance is testing three new warning messages related to the purchase of capital equipment on federal fund cost centers. When the warning messages are moved to production, Mike will notify the Finance Listserv.
- The following conditions will create a warning message:
 - Voucher Message – Invoice Date is less than 180 days from the Grant End Date on a federal fund cost center when paying for capital equipment (account 58xxx). Message says to route voucher through the Office of Contracts and Grants for approval.
 - Requisition Message 1 – Requisition Date (date Requisition is created) is less than 180 days from the Grant End Date on a federal fund cost center when purchasing capital equipment (account 58xxx). Message says to route requisition through the Office of Contracts and Grants for approval.
 - Requisition Message 2 – Requisition Date is between 180 and 270 days from the Grant End Date on a federal fund cost center when purchasing capital equipment (account 58xxx). Message warns that the capital equipment must be received and invoiced at least 180 days before the Grant End Date. There is no requirement to route it through Contracts and Grants for approval.

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- These warning messages will appear for the Requisition creator and each workflow approver, so that the approver can verify the Voucher or Requisition was routed through the Office of Contracts and Grants, if needed.