

College/Division Administrator Meeting
Via Zoom
Thursday January 11, 2024 - 9 AM to 11 AM

Minutes

Senator West Spot Bid Fair – Linelle Clark, Director HUB Operation

- See attached presentation materials

UHS Banking Change Overview – Louis Edwards, Treasurer

UH Treasury is at the phase of the project wherein Treasury team is meeting with key operational areas, colleges and JP Morgan team to gather information pertinent to the conversion. Testing phase in progress and participation is encouraged and needed.

- See attached business process and merchant card project implementation schedules (subject to change and no timelines are final.)

Export Control and Foreign Influence Prevention- Angelica Grado-Wright, Export Control Officer

- See attached presentation materials to the below topics
 - Overview of export control initiatives
 - Deemed export
 - H-1B and J-1 visa candidate assessment forms
 - International travel form

Tax and Payroll Updates - Kimberly Robinson, Asst. Controller, Tax and Compliance

- Tax and Payroll updates – W-2s; 1099's & 1098T

Foreign Travel Insurance – Allyson McDonald

- On Call International is the new university partner for International travel assistance as of March 1,2023. Presentation by On Call representative, Victor Abramson, included discussions of their 24/7 global response center and the online resource hub. Additional topics discussed were the medical assistance benefits allowed while traveling internationally, as well as the entire list of included benefits pursuant to the new insurance policy.
- Additional comments came from the University's insurance broker representative, Joan Rupar (Arther J. Gallagher). Her comments included a strong recommendation for this program and the added benefits that are afforded to all students, faculty, staff, alumni, chaperones and volunteers while traveling abroad on an academic program or business
- See attached presentation materials – On Call UH Leadership Overview.pdf

Other items from the group

Announcement:

The Office of Contract Administration has a new Contract Manager: Gillian Bautista. Gillian used to work at the Division of Student Affairs, and is being onboarded right now as the new Contract Manager. The email addresses and all procedures and processes at the Office of Contract Administration remain the same, and Gillian is managing the email accounts. Donna Halton, the former Contract Manager, is now Executive Assistant to the UH System General Counsel, Dona Cornell.