

College/Division Administrator Meeting  
Zoom  
May 13, 2021 - 9 AM to 11 AM

Minutes

**Nadine Dimaliwat, Program Manager, Auxiliary Services Operations**

- Fresh Fork (Chartwells catering)
  - All schools/departments are requested to provide information on returning staff schedules, preferably with building information to better serve the campus population by having a sufficient inventory of snacks and beverages in all the buildings around campus.
  - Fresh Fork is UH internal catering services. With staff returning back to campus, Fresh Fork have nice snacks/goodie options available for purchase for any mini-celebrations such as “Welcome Back Bash” for staff members. For information on catering, contact Fresh Fork Catering + Events at (713)-743-2202 or [catering@uh.edu](mailto:catering@uh.edu)
  - A brief vending survey will be sent out before the end of this week or next week to provide the best possible service and meet our community’s catering needs.
  - See attached Fresh Fork Catering Flyer.

**Lauri Schneidau Ruiz, Senior Assistant General Counsel**

- Presentation on Conflict of Interest Compliance and Forms
  - Annual disclosure of activities is required to remain compliant with applicable laws and policies. Disclosure does not mean that an employee is doing something improper or against the law. Transparency and approval help ensure compliance.
  - Please remind your respective areas especially faculty and other staff members to complete the annual Consulting/Related Party acknowledgement form for 2020.
  - Please additionally remind employees that they should also complete a ‘Consulting and Paid Professional Service form if they have or will be starting outside employment, consulting or a start-up company. For ongoing activities, this form should be filled out each fiscal year. Employees are supposed to obtain approval prior to engaging in the activities.
  - Query HRMS\_CONSULTING\_REL\_PARTY\_NO provides listing of employees who have not completed. Should you have questions please contact Sandra Armstrong.
  - See attached HR notification that has previous gone out to all employees.

**Neil Hart, Executive Director, Parking and Transportation Services**

- Faculty and Staff Permit Registration
  - Zone parking replaces faculty and staff ungated permits. Zone parking will eliminate the need to circle the campus for a space on a daily basis. Employees will have available parking within their assigned zone every day because a limited number of permits sold to students and faculty-staff for each of the zones. Parking is restricted between the hours of 7AM—3PM Monday-Thursday and you must park in your designated area during that time.
  - Zone new permits become effective 08/16/21)
  - Automatic parking permit renewal for employees who have a current, active permit for garage, gated, or reserved parking and pay through payroll deduction. No action needed by employees in such case. This does not apply for Zone parking. To opt out of the automatic renewal, you must log into the parking portal by June 30, 2021.
  - Encourage everyone to get their parking as soon as possible.

- Department/College parking spaces will continue to pay and have certain designated spots.
- See attached faculty-staff permit registration flyer.

**Other key items from the group**

- MAPP Policy Exception Form
  - Use the updated-correct form; complete all sections of the form; submit editable form.
  - The form is available at  
<https://uh.edu/finance/Forms/Policy%20Exception%20Memo.pdf>  
<https://uh.edu/office-of-finance/forms/policy-exception-memo.pdf>