

College/Division Administrator Meeting  
Skype  
May 14, 2020 - 9 AM to 11 AM

Minutes

**Lauri Ruiz, Senior Assistant General Counsel**  
**Susan Koch, Chief Compliance Officer**  
**Max Trinidad, Assistant Compliance Officer**

Required Training and Protocol for Returning to Work on Campus

- Mandatory training is required to return to campus.
  - HR sent notices for 2 mandatory trainings on how to return and UH protocol and UH Certification for return.
  - All employees should complete this training now, even though we are not returning to campus right away. It is important to do the training so that the phased roll out can occur.
  - If the trainings and certifications are not completed, that person cannot return to campus.
  - Please confirm that your teams have completed the training.
- Campus return will be a phased roll-out, and areas will be contacted to know when to return.
  - People should not be allowed back on campus until the phased roll out is in process.
- Remind people that we are all relying on each other to keep each other safe
- UH Campus has over 50% completion on the training, but need to get it to 100%.
  - HRMS\_TRN\_FY20\_COVID19\_RTN can be used to track whether people have completed the training.
- The Compliance Office is adding guidance and information for employees to the COVID19 page. The page will be updated soon.

Other Trainings

- Mandatory Sexual Misconduct training has not been taken by 100% of UH employees.
- Please ensure that your teams complete the training.

**Magda Alanis, Executive Director Facilities Business Operations and Compliance**

Facilities and Construction Management Services

- Building Coordinator Program and Return to Work
- The Building Coordinator Program
  - Individual staff and faculty volunteers for each building
  - Primary and Alternate Coordinator
  - For someone to be familiar with the building and coordinate with FPC
  - Share information with FPC, and is the contact for repairs, maintenance issues, and construction
  - Share information with building personnel on things like emergencies, signage, campus carry, evacuation plans, door access, and other important issues

- FCM has facilities zone managers
  - 1 for Auxiliaries, and 1 for Research, Medical, Engineering, and Labs
  - Primary contact for those building coordinators
  - Will help monitor facilities issues
- Protocol for Returning to Work Campus
  - Services to facilities have been modified
    - Reduction of services in facilities
  - As you need custodial services, communicate with your Building Coordinator
    - Can request rooms to not be cleaned
    - Can request sanitization
      - Contact Building Coordinator; they will submit request thru Fix IT
  - Summer Custodial Schedule has started
    - If you go to the Building Coordinator Program webpage (link is in the presentation), you can see the scheduling for each service
  - FCM will supply the buildings identified with Large Sanitizers and Wipes at the central location of the building.
    - These are supplies for the central location in the building, not individual items for offices.
    - “Buildings Identified” are buildings that are being occupied during this time. When FCM is notified that a building is being occupied, the building will be added to the list.
    - Departments can buy individual supplies as authorized via vendors such as Tejas and Fastenal. It’s per Department whether employees should provide their face masks or whether the Department will do so. The University has communicated and uploaded the generic protocols on face masks.

### **Karin Livingston, Controller**

- HUB Spot Bid Fair
  - If you have any smaller purchases that you are allowed to make during the Pause, please consider obtaining them at the HUB Spot Bid Fair.
- Update on Vendor Management System
  - The committee is currently evaluating, and we hope to make an award this month.
  - Due to the delay, implementation may take longer than the end of the current fiscal year.

### Other items from the group

- Division of Research does not plan to do blanket extensions of internal awards and research investments (including startup). Departments should submit any requests for extensions with the usual documentation requirements (see <https://uh.edu/research/funding-opportunities/internal-awards/excellence/award-extension-request-form.pdf>). Requests will be reviewed on a case-by-case basis.