

College/Division Administrator Meeting Minutes  
April 12, 2018

**Maya Thornton, HUB Operations Director**

HUB Goal Setting

- Handout provided to College/Division Administrators with new HUB Goals effective May 1, 2018. New Goals are more in line with the College/Divisions spending patterns. New goals are based on a weighted average of prior year purchases.
- Incentives will be given to Colleges/Divisions that meet their HUB Goals.
  - Ex: Karin Livingston will give 4 hours of her time to the College/Division with the highest HUB percentage increase.

**Penny Maher, Research Compliance Specialist**

UH Responsible Conduct of Research Policy Related to Training

- National Science Foundation (NSF) requires all undergraduates, graduate students, and postdoctoral researchers receiving support from NSF funded research projects receive appropriate training in the Responsible Conduct of Research (RCR).
- US Department of Agriculture, National Institute of Food and Agriculture (USDA/NIFA) requires program directors, faculty, undergraduate student, graduate students, postdoctoral researchers, and any staff participation in the awarded research project receive appropriate training in the RCR.
- The training required is an online course, the Collaborative Institutional Training Initiative (CITI). The course is located at [www.citiprogram.org](http://www.citiprogram.org). Instructions to login in under UH's account and the appropriate module to complete is located at <http://www.uh.edu/research/compliance/res-conduct/RCR-CITI-instructions.pdf>.
- Training will only be required if the College/Division receives funding from NSF or USDA/NIFA.
- In order to be compliant with UH policy and federal regulations the training requirements of NSF and USDA/NIFA, the DOR Research Integrity & Oversight Office is requesting the College/Division Business Offices provide CITI training instructions to all undergraduate, graduate, and post doc added to payroll or given a stipend/scholarship from NSF or USDA/NIFA award.
- CITI training will be required every 4 years.
- DOR Research Integrity & Oversight Office will review records quarterly for NSF and USDA/NIFA awards.

## **Sandra Armstrong, Executive Director Human Resources Operations**

### HR Reminders and Introduction of Compensation Manager, Thomas Turrubiates

- College/Divisions were reminded to submit CY18 E-Performance Goals.
- CY19 E-Performance Goals will be rolled out in December in order for goals to be aligned with CY for the employee.
- Employee self-evaluations are now mandatory.
- 360 Evaluations will be coming soon. Implementation will require a lot of training.
- Request was made for College/Divisions to run debt queries on regular basis to identify and notify employees that have University debt. Employees who owe debt to the University are not eligible for merit if merit is available.
- Introduction of Compensation Manager, Thomas Turrubiates
  - He has worked in Compensation and Compliance at UHD 24 years and TSU 3years.

## **Gretta McClain Gibbs, Director of Accounting Services**

### SC Vendor Purchases

- Quotes are not needed for purchases from SC Vendors because purchase are internal transactions within the University and payments are not generated.

### Internal Approval of Large Dollar Amounts Recorded on Journals

- New Policy for internal approval of large dollar amounts recorded on journals system wide.
  - Result of Internal Audit Finding, Internal Audit believes large dollar amounts recorded on journals should have a higher level of review and approval.
  - Colleges/Divisions will be responsible for determining who the higher level approver will be the Dean, Vice President, etc.
  - Approval documentation will be needed and maintained by the College/Division and attached to journals.
  - Annually journals will be reviewed for compliance.

### Local Travel Policy Changes – MAPP04.02.01B Updated

- Travel Limits for Texas, Continental US, and Outside the Continental US will be updated annually and published on the AP page, [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm).
- Updates will occur in October, when the GSA (US General Services Administration) publishes their updates.
- Combined meal and lodging limits effective through October 31, 2018
  - In Texas, \$225
  - Outside Texas, within the continental United States, \$380
  - Outside the continental United States, \$420

- Travel for a workshop/conference/convention/training and a specific hotel is used for the event, that hotel can be used along with GSA meal per diem without an exception from MAPP.
  - Document from the workshop/conference/convention/training that lists the hotel and the event hotel room rate must be uploaded to the Concur Expense Report.
  - Within the GSA meal per diem, only actual expenses up to the GSA amount can be reimbursed without an exception from MAPP. Should actual meals exceed the GSA amount, an exception will be required.
  - Workshop, conference, convention, or training travel must be approved by the appropriate Department Chair, Director, Associate Dean, Dean, Assistant/Associate Vice President, President or Chancellor.

#### Hilton Presentation

- College/Division Administrators agreed to have a presentation on services provide by the Hilton at a future meeting.

#### Policy Review

- Review of redline changes to SAM and MAPP. The changes can be important to the Colleges/Divisions. The changes are located on the SAM and MAPP website.
  - SAM 03.A.01- Expenditure and Use of Funds, has a major change in internal documentation requirements for large dollar transactions
  - SAM regarding Moving and Relocation Expenses that are taxable under the new tax laws
  - MAPP 10.030.04-Monetary damages can be assessed against Colleges, Divisions, and Departments for adverse impact from the installation of unauthorized devices.