Maya Thornton, HUB Operations Director

- HUB Operations is putting more focus on internal outreach and in assisting the Colleges and Departments in achieving their HUB Utilization goals.
- Meeting HUB goals is important for many reasons:
  - The Board of Regents is interested in how current vendors have complied with HUB goals, particularly for large contract renewals.
    - If you have large contracts with HUB goals, you can contact the HUB Operations Department to find out how well your vendor is meeting those goals.
  - State legislation requires that the University make a good faith effort to procure from HUB Vendors
  - The University must report to the legislature our performance against our goals, explain any shortfalls and identify plans for future.
  - Twice per year all state agencies report on their performance against our goals; these reports are published and available to everyone.
- Internal Outreach Initiatives
  - For FY2019, HUB Operations developed individualized HUB goals for Colleges and Divisions. These goals are based on a three year weighted average of actual performance. Goals are for Commodities, and where applicable, Professional and Other Services. Goals do not include Construction and Special Trade activities.
    - HUB Operations will continue to send monthly reports to the Colleges and Divisions of their performance.
    - The program will have incentives – the top performing College/Division will receive an ipad, and the next two highest performing will receive a kolache breakfast
    - Eventually incentives will also be geared towards increasing participation
  - Assist Colleges and Divisions in finding appropriate HUB vendors
    - HUB Operations will request information from Colleges and Divisions on planned procurements and on each areas preferences and expectations for a Vendor.
    - HUB Operations will review planned procurements, College/Division expectations and preferences, and identify appropriate HUB Vendors
    - HUB Operations will provide vendor information to the College/Division and will facilitate an in person meeting if the College/Division desires
  - Departmental Fair
    - Some University departments have very high spending in categories where there are many HUB vendors, such as promotional materials or coffee/water/tea service.
    - 8 – 10 of these departments will be invited to a Departmental Fair, where 1 or 2 representatives from the department can meet with different HUB vendors and learn about products and services offered.
  - Tickets to expositions and other HUB events

- HUB Operations will offer tickets to departments to HUB expositions and events that may be of interest to them.
- The goal of the internal outreach is to try to help Colleges and Divisions find good HUB vendors.
- HUB Vendor Information
  - There is a list of HUB vendors on the HUB Operations website http://www.uh.edu/administration-finance/hub/ but it is not currently easily searchable
  - HUB Operations is working to find a way to make the database searchable by category and offer additional details on vendors.
  - The HUB Operations website also lists the HUB resellers and has the HUB Resource Guide
- The FY2019 goal is to focus on spot and informal procurements, which will not only allow us to attain growth but will provide the opportunity for departments to develop relationships with vendors over time

Raymond Bartlett, Senior AVC/AVP for Finance
- The University recognizes the importance of improving our HUB outcomes
- The University realizes that effort is not always reflected in the outcomes and recognizes and appreciates the commitment of all Colleges and Divisions
- Our goal is to give ourselves the best opportunity to improve our outcomes
- Commodities are a good opportunity for improvement, as these are items that are purchased regularly throughout the year and on a recurring basis.
- HUB outcomes are very important at the most senior levels of management and to the Board of Regents.
- All university personnel, including executive leadership, are responsible for our HUB utilization and accountable to our external community which includes legislators and the public.

Pam Muscarello, Executive Director Division of Research Operations
- Research seed grants
  - DOR provided 1026 funding for Research Seed Grants, which is not the normal funds that they use for internal awards
  - DOR provided both salary and fringe on these awards
  - With 1026 funding, fringe benefits do not come out of the cost center paying the salaries
  - If a department has a budget line for fringe benefits, they can use those funds for anything related to furthering the project's goals EXCEPT increasing the salary if the Principal Investigators to an amount in excess of what was proposed
- All contracts on internal award funding must use the Office of Contracts Administration forms and be processed via CN730 business unit, not RC730 business unit
  - Internal awards funding are: Cost centers with a project ID beginning in R or I, and all cost centers with fund code 5999
- DOR will be rolling out internal awards in the PeopleSoft Grants system in FY2019

- Currently, the system does not provide a Notice of Award (NOA). DOR Business Operations will use an email to provide a NOA until one can be developed in the system.
- By August 6th, DOR will decide if the PS Grants system is ready for roll out or not.
- If the system is not ready, DOR will use RD2K to deliver faculty start up awards
- If the system is ready, DOR will use PS Grants to deliver faculty start up awards
- Rollovers (Years 2 or 3) of faculty start up awards will continue to come from RD2K for FY 2019 only.

Miscellaneous Discussion Items
- All auxiliaries would like to have the Auxiliary Service Fee and their Service Level Agreements in a separate budget node. Karin Livingston will discuss this with the Budget Office to see if some discussion meetings can be arranged.
- The Tax Department is working on a matrix to make Foreign National Tax Withholding requirements easier to explain. There are multiple paths and options, which makes this subject confusing.
- Speakers that are not defined as companies under the Texas Government Code 808.001 are not required to complete the No Boycott Israel Form.