



MINUTES OF THE JANUARY 11, 2012  
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

**Members Present**

Robert Schneller  
Raymond Bartlett  
Chris Burton  
Brenda Cook  
Mary Dickerson  
Mike Glisson  
Ted Hair  
Kevin Klotz  
Craig Ness  
Carla Ponzio  
Kirstin Rochford  
Mark Vitek  
Brad Wigtil

**Members Absent**

Steve Bangerter  
Valerie Coleman-Ferguson  
Kristen Gibson  
Floyd Robinson  
Emmett Sullivan

**Others Present**

Darryl Creeks  
Don Guyton  
Cydney Rax

The meeting convened at 9:01 a.m. in Room 183E of the General Services Building, with the UH Institutional Compliance Officer, Robert Schneller, conducting the meeting.

- **Review of Minutes**

The Committee reviewed and approved the October 6, 2011 minutes.

- **BOR Report – Don Guyton**

Guyton reviewed the Institutional Compliance Status Report. He noted a new section under “Changes in Laws and Regulations,” which requires youth camp leaders to be trained to recognize sexual and/or child abuse.

- **MySafe Campus**

Schneller reviewed and explained the MySafe Campus updates.

- **Matrix Updates**

The deadline for 2012 updates is March 31, 2012.

## **Round Table Discussion**

- Carla Ponzio of Human Resources (HR) stated that the mandatory training percentage for the entire system was 94.4% and 94.2% for UH.
- Mike Glisson of Finance announced that 143 UH departments completed the annual Department Fraud Risk Survey. Each department answered 98 questions about their implementation of internal controls that help reduce the risk of fraud and non-compliance.
- Raymond Bartlett of the Treasury Department reported that his department is wrapping up an annual endowment external audit. They have also updated an appraisal on property in the Texas Medical Center. In addition, Treasury has sent out forty letters to various investment managers and financial advisors regarding bonds and financial conflicts of interest.
- Schneller remarked that Environmental Health and Safety (EHS) received approval for new air emission permits for the Power Plant's new boilers by the Texas Commission of Environmental Quality (TCEQ). The new boilers will reduce regulated air emissions by 60%. He also said that the TCEQ's investigation of last July's Freon release violation is complete and no violations or fines were issued.
- Ted Hair of Facilities Management (FM) reported that the Job Order Contract (JOC) program is expanding. FM is currently reviewing the financial limitations of the program.
- Mary Dickerson announced that University Information Technology (UIT) is continuing to work with all the campuses regarding Identity Finder. In addition, local IT departments are conducting their own on-campus security risk assessments.
- Kevin Klotz of Athletics stated that his department is finalizing their compliance manual and will roll it out to coaches and staff within the next several weeks. It was also reported that the NCAA passed a new bylaw which gives student athletes a \$2,000 miscellaneous expense allowance. Athletics is working with Financial Aid to determine how the stipend complies within federal financial aid regulations. In addition, Athletics is working with Student Financial Services to hire a full-time staff person who will be responsible for monitoring student financial aid granted to athletes.
- Brenda Cook said Enrollment Management has completed an internal business audit.
- Brad Wigtil of the Department of Public Safety reported that DPS is required to complete a racial profiling report which is due on March 1. They are also maintaining a juvenile jail log which documents the reasons for incarcerations and

length of time held. DPS must show it is in compliance with the jail hold time requirements.

- Mark Vitek of Residential Life and Housing (RLH) stated that his department is preparing for the beginning of the spring 2012 term and are alerting incoming students about the bacterial meningitis vaccine. Students over the age of 30 are not required to get vaccinated.
- Chris Burton of Purchasing has wrapped up a HUB opportunity event which attracted approximately 100 HUB vendors to the campus. In addition, Purchasing is working on an RFP on the recycling of old computers.

### **Next Meeting**

The next committee meeting is scheduled for Wednesday, April 11, 2012, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:50 a.m.