

UNIVERSITY of
HOUSTON
DEPARTMENT OF RISK MANAGEMENT

MINUTES OF THE APRIL 11, 2012
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Raymond Bartlett
Chris Burton
Valerie Coleman-Ferguson
Brenda Cook
Mary Dickerson
Kristen Gibson
Mike Glisson
Kevin Klotz
Carla Ponzio
Emmett Sullivan
Steve Bangerter
Mark Vitek
Kirstin Rochford

Members Absent

Ted Hair
Craig Ness
Floyd Robinson
Brad Wigtil

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 the minutes from January 11, 2012. Corrections regarding Finance were noted.

- **BOR Report – Don Guyton**

Guyton reviewed a draft of the quarterly Institutional Compliance Status Report. Carla Ponzio of HR will add information to the report in reference to mandatory training.

- **MySafe Campus**

Schneller reviewed and explained the MySafe Campus updates. There were fewer events this quarter than the prior few quarters.

- **Matrix Updates**

Six updates were completed so far. March 31st is the yearly target date for submitting items. Committee members were encouraged to complete the matrices.

Round Table Discussion

- Carla Ponzio of Human Resources (HR) stated that 98% of ePerformance evaluations were completed. The managers of employees that didn't complete the training are being addressed. 2012 Mandatory Training will include an acknowledgement as opposed to completing the full training course. Also, HR is working with the campus community regarding employees receiving special training for children's camps that are held at UH. Training must be taken for all UH employees working in the camps on campus. Lastly, HR is delaying online Time and Labor for Biweekly Employees. It will simultaneously be rolled out with Electronic Leave Form by November 1st.
- Mike Glisson of Finance announced that his department is working on mandatory financial training for next year.
- Raymond Bartlett of the Treasury Department reported that the endowment audit is complete. All disclosure notices were received from financial service providers. Also the Cougar Card Office implemented new software which now makes them PCI Compliant.
- Emmett Sullivan remarked that Environmental Health and Safety (EHS) completed several annual regulatory reports. He announced that ERP will be registered as a "hazardous waste generation" site. In addition, the air permit emission registration is proceeding for the new biomedical building. Finally, he reported on a regulatory violation regarding the inventory of lasers.
- Mary Dickerson announced that University Information Technology (UIT) is focusing on security of sensitive data.
- Brenda Cook said Enrollment Management has started awarding summer financial aid. Also, Scott Moore, previously of Houston Community College, was hired as the new Director of Operations for Financial Aid
- Mark Vitek of Residential Life and Housing (RLH) stated that his department is preparing for the beginning of the fall 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 said his department is working to launch an improved website that they believe will be helpful to its clients. The semi-annual HUB report had been submitted.
- Kristen Gibson of Contract Administration reported the hiring of a new lawyer, Donald Naylor. They are also training DBA's on compliance with contracting policies.

- Valerie Coleman-Ferguson of the Office of the General Counsel (OGC) stated that her department is assuming responsibility for immigration review from Human Resources. They are preparing to conduct one-on-one training to provide guidance on requirements and limitations in employing foreign nationals.
- Don Guyton remarked that the state auditor is coming to campus next week for a review of research expenditures and effort reporting.

Next Meeting

The next committee meeting is scheduled for Wednesday, July 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.