



MINUTES OF THE APRIL 13, 2011
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Raymond Bartlett
Valerie Coleman-Ferguson
Mary Dickerson
Kristen Gibson
Javier Hidalgo
Carla Ponzio
Mike Glisson
Emmett Sullivan
Rick Valdez
Mark Vitek
Brad Wigtil

Members Absent

Chris Burton
Brenda Cook
Amy Leggio
Kevin Klotz
Marshall Schott

Others Present

Don Guyton
Darryl Creeks for Floyd Robinson
Syed Moinuddin for Kevin Klotz
Cydney Rax

The meeting convened at 9:03 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 minutes from the January 12, 2011 meeting.

- **Introduction of New Members**

The Committee was introduced to Mark Vitek, the new representative for Residential Life and Housing. Javier Hidalgo isn't a new member, but he's now part of Plant Operations and will replace Melissa Rockwell.

- **BOR Report – Don Guyton**

Guyton discussed the draft BOR report and reported that there's been more activity at UH-Downtown. He indicated that eight (8) reports were received during the first quarter from UH.

- **Matrix Updates**

Schneller reported that a new cycle has started. The MS Excel template is located on the website. Six reports were received since the start of 2011. Reports may be emailed to Schneller.

Round Table Discussion

- Carla Ponzio of Human Resources (HR) stated that HR completed the PeopleSoft (PS) 9.0 upgrade. Consultants are on-site working with technical staff to enhance performance of the PS system. HR is currently preparing for a May 17 audit by the Texas Workforce Commission. Also, the department implemented new optional benefits; they are optional life insurance, long-term care insurance and specific-illness health insurance programs. Information sessions start on May 18. Open enrollment is scheduled from May 2 – August 5. In addition, several bills are under review with the state legislature concerning longevity pay and whether or not it will be continued or modified. ERS is in the midst of its 100% dependent verification audit which ends in August. ERS is also requesting a Tex Saver beneficiary designation. Finally, common law marriage requires a certificate in order to allow benefits coverage.
- Raymond Bartlett of the Treasury Department reported that 89 merchants are Payment Card Industry compliant and all but one completed certification. University Services is one area of concern due to the volume of credit card transactions initiated by students, faculty, staff and visitors at numerous point of sale locations across campus. Treasury and UH IT Security are working with University Services to improve their security in accordance with PCI standards. Bartlett also stated that the IRS will visit UHCL, UHD and UH to examine buildings constructed with certain bonds.
- Emmett Sullivan mentioned that Environmental Health and Safety (EHS) implemented a new shop safety program and EHS is working to ensure environmental compliance. He stated that Energy Research Park (ERP) will build new corporate relationships. In addition, EHS is in the process of benchmarking chemical waste management with its institutional counterparts. Finally, the air pollution regulator will require stack testing of the Campus Recreation Center's boilers.
- Mary Dickerson of University Information Technology (UIT) announced that Jana Chvatal was hired as the new IT Security Manager; she will work on compliance framework and will put standard processes into practice. UIT will also implement data protection initiatives which entails working with the colleges and divisions and investigating how many areas are scanned and what percentage of data is sensitive. UIT is also conducting a risk assessment of UIT assets; this includes researching the location of sensitive data, moving it to Enterprise Systems for protection, reviewing UIT SAM and MAPP procedures, and incorporating the guidelines and making sure they're practical and logical.
- Kristen Gibson of Contract Administration stated they're reaching out to departments to conduct comprehensive training; they're teaching staff about what can and cannot be contracted.

- Syed Moinuddin of Athletics stated that his department will implement athletics compliance software by July 1st. They're presenting a blackboard course to their staff and reviewing material that will enable them to understand the rules. Moinuddin also announced that Kevin Klotz is meeting with different groups on campus to inform them of compliance activities that impact non-athletic departments.
- Javier Hidalgo remarked that Facilities Management created an administrative review which will create an environment that encourages cooperation and communication between academic support, facilities, administration, and admissions. The goal is to build a cooperative model whereas each group is speaking with one another. Their deadline is to implement a business plan by August 31st. Additionally, other implementations are in development such as centralizing all auxiliaries, updating SAM's and MAPP's, proposing a three-tier system for maintenance priorities, and a process that would involve a combination of additional expertise and including outside contractors.
- Mike Glisson of Accounting & Finance stated that the cost center verifications have been updated with a new process that will involve fewer reports.
- Rick Valdez of Research reported that an increase has been noticed regarding IACUC applications. More research is being conducted. He stated that there are 500 Institutional Review Board (IRB) applications, an additional 30 more than last year. Also, IRB will introduce an electronic protocol submittal review and approval system. This makes the submittal process easier and reduces paper copies. Valdez mentioned that IACUC will also implement an electronic delivery system. He stated that the National Research Council issued new guidelines for care of laboratory animals; investigators will be informed about the semi-annual inspection of animal laboratories. He confirmed that the USDA received UH's registration with USDA which is required by the Animal Welfare Act. Also, Dr. David Brammer was recently hired as the new Executive Director of Animal Care. Lastly, a change has been implemented which requires all college deans to sign every Conflict of Interest form.
- Brad Wigtil of Department of Public Safety said the department realized they need to support the community more and now have 24/7 lieutenant coverage. PIER notifications will be handled by lieutenants. In addition, Joe Mendez was recently hired as the Director of Emergency Management; an assistant will be hired to help Mendez.

Next Meeting

The next committee meeting is scheduled for Wednesday, July 13, 2011, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 10:10 a.m.