



MINUTES OF THE APRIL 14, 2010
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
David Bell
Nicole Broyles
Valerie Coleman-Ferguson
Brenda Cook
Monica Morgan
Mike Glisson
Chris Hobza
Amy Leggio
Emmett Sullivan
Brad Wigtil

Members Absent

Melissa Rockwell-Bellini
Rosemary Grimmet
Javier Hidalgo
Floyd Robinson

Others Present

Cydney Rax
Don Guyton
Darryl Creeks for Floyd Robinson

The meeting convened at 2:05 p.m. in Room 268 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 13th meeting.

There was (x) corrections:

1. Nicole Broyles asked that the minutes be modified regarding IT deployment to state that, "There is an April 1st deadline with regard to PCI Compliance specific to the UH System."
2. Mike Glisson asked for minor changes to the minutes to clarify issues discussed by him in the roundtable discussion.

The committee voted to accept the minutes with the above corrections.

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BOR Report - Don

Don Guyton said fourteen MySafeCampus reports were received in the first quarter of calendar year 2010 and most of them dealt with employment relations issues. Part of the report focuses on red flag rules and the automated email notices that are sent to employees when a change is made to their direct deposit information, Form W-4, home address, or email address. Fifty-nine (59) employees System-wide contacted University Information Technology (UIT) Security between June 1, 2009 and March 31, 2010 after

receiving an email notification because they did not remember changing their information. However, UIT investigated and found that all of these cases were legitimate record changes. Bob Schneller said there's an increase in participation regarding various departments submitting information about their compliance related activities.

- MySafeCampus – Report of Incidents to Date

Bob Schneller discussed the MySafeCampus incidents, which were mostly related to employment relations. There were more incidents this past quarter than in any other quarter since the institutional compliance program began in 2003.

- Matrix Updates

Bob discussed the matrix updates. He asked that the committee finish updates before the next quarterly meeting. They were due March 31 and less than half had been completed. The status is as follows:

Completed:

- Advancement
- Environmental Health
- Finance
- Public Safety
- Purchasing
- Residential Life and Housing

Late:

- Academic Affairs
- Athletics
- Contracts Administration
- Facilities
- Healthcare
- Human Resources
- Information Technology
- Law
- Research
- Treasury

Nicole Broyles asked if the Board of Regents is informed of departments whose matrices are late. Bob Schneller said we only tell the Board how many matrices were updated but not which departments updated or did not update their matrices. Bob will send an email reminder to those who haven't turned in their information. Don suggested sending periodic reminders specifying the late matrices.

- Round Table Discussion

- Bob said approximately half of the Hurricane Ike financial recovery was from FEMA. An audit will be conducted in July 2010 to see if we comply with FEMA regulations. Back in December, we were visited by the Drug Enforcement Agency (DEA) and they instructed Environmental Health and Risk Management

to remove itself from the chain of custody of receiving, transferring and destroying Controlled Substances in an effort to clearly fix accountability with the licensees (clinicians or principal investigators). Currently, EHRM can only audit compliance of controlled substance requirements.

- Don Guyton said the May 12th BOR meeting will include a number of compliance reports.
- Mike Glisson said all 80 UH System credit card merchants (i.e., UHS departments that accept credit cards) are in compliance with payment card industry (PCI) standards as of March 31, 2010. UH will undergo a post-payment audit and an American Recovery and Reinvestment Act (ARRA) audit by the Comptroller's Office in May 2010.
- Monica Morgan said Human Resources will be implementing e-Verify soon. She also said the federal government will be offering a tax deduction for hiring the unemployed. The first quarter was very busy filling vacancies and the applicant flow was very heavy.
- Nicole Broyles said University Information Technology is working on several benchmarking studies. They are also working on MAPP's involving security issues. They are revising the Secure Our Systems training for students and they are implementing a project to control confidential information on laptop computers.
- Brenda Cook said the William D. Ford Federal Direct Loan Program is a new federal program in which the University will become the lending agency and manage funds directly with the federal government providing the loan funds. The benefits of the program include a faster turn-around time and less bureaucracy than the traditional bank loan program and the terms for Direct Loans are the same as for the Stafford Loan program.
- Emmett Sullivan said EHRM recently renewed a contract for chemical waste disposal. There has also been some improvement lately regarding compliance with asbestos regulations.

Next Meeting

The next committee meeting is scheduled for Wednesday, July 14, 2010, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 3:00 p.m.