

David Ellis, Executive Director, Financial Reporting
Margie Hattenbach, Executive Director, Budgets
Joan Nelson, Executive Director, Human Resources

Implementation of Terminal Vacation Pool

- Beginning June 1, 2014, vacation pay for terminating employees (whose salary is paid from funds 1 to 5) will be paid from a central pool cost center, rather than the cost center where their salary is paid.
- Beginning September 1, 2014, local (non-state) cost centers (funds 2 to 5) will be charged 0.5% of vacation-eligible salary on a monthly basis to fund the central pool cost center. This assessment will be made at the end of the month (like UCI/WCI) and will be charged as a fringe benefit. The vacation pool for state fund cost centers will be funded centrally.
- Terminating vacation expense was not budgeted for FY2015 but will be for FY2016. Since the monthly assessment only applies to vacation-eligible salary, it will not apply to faculty salary or the portion of a dean's salary associated with a faculty appointment.
- When an employee terminates employment, HR will run the Daily Charge Report and notify the department of the vacation balance. The department must notify HR of any discrepancies ASAP because HR will pay the balance indicated within one week. (Joan will verify HR is using the most accurate calculation of leave balances available in the HR System.)
- See attached handouts for the proposed terminal vacation pool process and the estimated terminating vacation pool expense for UH/UHS based on FY2013 salaries.

Mary Dickerson, Executive Director, IT Security

Open Secret Sockets Layer (OpenSSL) Heartbleed Vulnerability

- As reported in the news this week, some websites that use OpenSSL to protect confidential information could be vulnerable to identity theft from hackers. UH IT is scanning all systems on the UH network to identify vulnerabilities. None have been identified so far in the enterprise critical systems. IT Security is working with local department administrators regarding identified systems in their areas.
- Bank of America merchant credit card processing systems operated by UH departments are not affected by the OpenSSL vulnerability.

Information Resource Management (IRM) Plans

- College/Division Administrators should ensure that their college/divisions each have their own IRM plan documentation in place, as indicated in MAPP 10.03.06, and that they are reviewed annually. Internal Audit will be asking for these plans and documentation of the annual review when they conduct their departmental reviews.
- UIT can provide an IRM plan template, if needed.

Windows XP End of Support – UH Campus Status

- Microsoft ended its support of Windows XP on April 8, 2011. Fortunately, there are fewer than 100 systems on campus that use XP at this point.

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- Hackers will try to exploit weaknesses in XP, so XP users should upgrade to another operating system ASAP.
- Anyone using Windows XP now is not HIPPA or PCI compliant.
- IT will send an email out about Windows XP. Key points to remember when upgrading a home computer are: (1) the hardware should support the new operating system (if not, you need to change the hardware) and (2) some special applications (music, etc.) may not work on a new operating system.
- General advice to ensure computers run smoothly includes: (1) remove all software you don't need and (2) apply all of the latest security patches.

Anti-Phishing Campaign

- Phishing emails have become much more sophisticated in the past couple of years. Previously, you could easily tell by misspelled words, poor grammar, or other red flags that someone was trying to steal your personal or financial information. Today, these emails look legitimate and are frequently personalized by including specific information about the targeted individual found on company organizational charts, social media pages, or by hacking into someone's free email account.
- UIT is responding to the threat posed by phishing emails through (1) implementing new technology to identify phishing emails, (2) a new campaign to create awareness among in the campus community, and (3) a new response when phishing emails are found.
- To help email recipients tell the difference between an official UH email and a phishing email, IT has created standards for official emails sent to groups.
- See the handout to these minutes and the IT website for additional information about phishing emails and official group email standards: <http://www.uh.edu/phishing>

PeopleSoft Direct Deposit Changes and Elevated Access Privilege Memo – Joan Nelson & Mary Dickerson

- Recently, someone made an unauthorized change to the bank account and routing number used for payroll direct deposit for two UH employees. However, the employees were notified of the unauthorized change through an automated email and funds were not transferred to the unauthorized account.
- IT has changed PASS so that the bank account and routing number are mostly hidden (only a few numbers are visible). In order to change the bank account and/or routing number, you must now enter the existing information correctly before entering the new information.
- Anyone who does not remember their existing bank account and/or routing number can present a photo ID at HR and -HR will enter the new direct deposit information directly for the employee. Of course, they can also look at their check book, bank statement, or contact their bank.
- Dr. Carlucci and Dr. Short will send a joint memo to the UH campus community notifying them of this change and that all employees are responsible for securing their personal information. Anyone who does not secure their information and loses money as a result may not be reimbursed by the University.
- In addition, Mary will send an email to employees who are considered to have elevated access to the University's PeopleSoft computing systems, since these people have access

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to more sensitive information and could be targeted for identity theft. This includes all users of the Finance and Admin Systems.

Mike Glisson, Controller

HUB Program Director Position

- The HUB Program Director position was eliminated several years ago during a state budget cut and the Purchasing Director has served as the HUB Coordinator (state designation) ever since.
- In order to place more emphasis HUB outreach activities, Finance is reopening and posting the HUB Program Director position, which will report to the Controller.

Travel Management Update

- Mike discussed the workflow paths for the Travel Management System planned for implementation on July 1, 2014. The CDAs suggested that an additional workflow role (Trip Coordinator) be added after the traveler in workflow. Mike will determine if the suggestion can be implemented.
- All travel for employees, prospective employees, current students, prospective students, and university guests will be processed through the Travel Management System. Mike will discuss regent travel with TaShawna Wilson after the meeting.
- The CDAs agreed on the following discussion points concerning the travel process:
 - We should require an approved Travel Request before booking travel through the contracted travel agency, Corporate Travel Planners (CTP).
 - Contractors should not be included in the travel process, but be reimbursed through the regular voucher process, as they are now. (However, there was more discussion on this issue after the meeting, so a final decision is pending.)
 - Non-overnight transportation (i.e., inter-city mileage, parking and tolls not associated with an out-of-town trip) should continue to be paid on a regular (non-travel) voucher and not as a travel expense.
- Though Corporate Travel Planners is committed to finding the least expensive travel options possible that will meet the traveler's needs, some CDAs asked that we not require all travel to be booked through CTP so travelers have the option of making other travel arrangements that might be less expensive.