

Brandy Holmes, Assistant Director, University Marketing
Madeline Nichley, Communications & Marketing Manager, University Marketing
Marketing Advertisement Approval Process

- MAPP 04.01.03, Vouchers, is being updated and routed for approval. One of the changes will be the requirement that University Marketing review and pre-approve the purchase of all non-employment advertisements and printed items with any University of Houston logo, logotype, or trademark. Currently, University Marketing only reviews and pre-approves non-employment advertisements.
- Departments will send an email to University Marketing (adapproval@uh.edu) that includes a PDF of their advertisement or printed item with university branding, and University Marketing will respond in 24 to 48 hours. University Marketing's approval should be uploaded to the voucher or P-Card transaction. (The P-Card Guidelines will be updated to include this requirement.) UH Printing Department publications that contain UH branding must also be approved by University Marketing.
- University Marketing will not edit content in the advertisement or other publication. They will only verify that the UH branding is correct.
- Attached to these minutes are the relevant paragraphs from the soon-to-be-updated MAPP 04.01.03, which refer to advertisements and printed items with a UH logo.
- The current University Marketing advertisement approval process and guidelines are located at: <http://www.uh.edu/policies/graphicstandards/basics/index.php#adapproval>. This page will be updated when the MAPP changes are approved.

Dr. Richard Walker, Vice Chancellor/Vice President, Student Affairs
Campus Programs for Minors

- Texas Education Code 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and molestation in order for the campus program to be operated by or on the campus of an institution of higher education. Universities are required to comply with the law by June 1, 2012.
- Dr. Walker will oversee compliance with this law for UH System. SAM 05.C.01, Campus Programs for Minors, is being routed for approval and will be implemented very quickly. See the link to the draft SAM:
http://www.uh.edu/af/universityservices/policies/review/sam/123/05C01_r_04092012.pdf
- In 2011, UH hosted 15,490 minors in various campus programs, which involved about 1,200 UH employees and 256 volunteers.
- UH System procedures will exceed the requirements of the law to ensure that campus programs for minors are as safe as possible.
- UH System will require any camp for minors that lasts two days or more (does not have to be overnight) to meet the new requirements. The state law only requires training for camps that are four days or longer.
- UH System employees, contractors, volunteers, and other adults that work in these camps must complete authorized sexual abuse and child molestation training at least once every two years. Employee training will be conducted via a Human Resources WebCT training module. Non-UH persons must submit proof of authorized training if they are trained elsewhere.

College/Division Administrator Meeting Minutes
April 12, 2012

- Each UHS campus will have a Coordinator of Campus Programs for Minors, who will review and approve campus programs at that campus. The Dean of Students Office will be responsible for policy oversight and Kamran Riaz, Associate Dean of Students, will be the Coordinator for UH.
- Additional procedural details are being worked out and will be announced shortly.

Bob Schneller, Director, Risk Management

Motor Vehicle Record Checks

- MAPP 06.05.03, Motor Vehicle Record Evaluation, was updated in May 2011 to require an annual motor vehicle record (MVR) check on anyone authorized to operate a vehicle for university business, including personally owned or leased vehicles and campus golf carts. Business use includes driving to business meetings (including business meals), seminars, around campus to attend meetings or pickup/drop off documents, to/from the airport for a business trip, and any other use of a vehicle for a business purpose.
- Prior to May 2011, MAPP only required MVR checks for individuals driving university owned or leased vehicles. However, the State Office of Risk Management (SORM) recommended two years ago that the requirement be extended to personally owned or leased vehicles, which is standard practice for other state agencies.
- A year ago, UH Risk Management was conducting MVR checks on about 1,200 employees. Now Risk Management conducts checks on about 1,400 employees, but there are probably a lot more that should be checked under the new policy.
- Bob will ask the UHS General Counsel whether MVR checks can be performed on all employees, so that departments don't have to identify which employees need to be checked. A large majority of employees will probably qualify for MVR checks anyway. A more automated process such as use of Blackboard's mandatory training system and incorporating data stored in PeopleSoft may be more efficient than the current system.
- MAPP 06.05.03 indicates that an acceptable driver will have:
 - A valid Texas driver's license (out of state driver's licenses are not acceptable)
 - No more than two moving violation convictions or at-fault accidents within the past year, or five within the past three years
 - No Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions within the past 5 years
 - No Driving Under Revocation
 - No Involuntary Manslaughter convictions
 - No Hit and Run convictions
 - No Felony with a Vehicle convictions
- If someone is not an acceptable driver, they will not be allowed to drive a vehicle for university business. If driving a vehicle is essential for their position, they would need to be reassigned or terminated. However, the MAPP provides for an appeal process.
- See MAPP 06.05.03 for more information:
<http://www.uh.edu/af/universityservices/policies/mapp/06/060503.pdf>

College/Division Administrator Meeting Minutes
April 12, 2012

Mike Glisson, Controller

P-Card and Travel Card Review

- Recently, misuse of a Travel Card was discovered in which an employee who had access to another person's Individual Travel Card (as the Business Contact) made unauthorized personal charges on the card. The employee also forged the cardholder and certifying signatures on the Expense Report. The person who made the charges has been terminated and may face criminal prosecution.
- It is very important that everyone take the review of P-Card and Travel Card transactions seriously so that instances of abuse can be detected and dealt with quickly.
- The following controls are in place to help ensure that P-Card and Travel Card transactions are appropriate university expenditures:
 - Both the cardholder (or custodian in the case of Department Travel Cards) and the certifying signatory for the unit must sign the Expense Report no later than the 20th of the month in which the billing cycle ends. (The billing cycle normally ends on the 3rd of the month.) Receipts and other documentation should be attached to the Expense Report and reviewed before the Expense Report is signed.
 - The signed Expense Report and backup documentation must be uploaded to the Finance System no later than 30 days after the end of the billing cycle.
 - The college/division administrator (or designee) must review all transactions for their college/division no later than 30 days after the end of the billing cycle. Finance provides a list of transactions in an Excel spreadsheet at the end of each month for college/division administrator review.
 - The college/division administrator (or designee) should closely review the "selected transactions" sent by Accounts Payable each month, which were selected based on the type of vendor (merchant category code) or other reason that indicated this is an unusual transaction.
 - Accounts Payable reviews a sample of transactions each month and follows-up with department business administrators on transactions that appear to be questionable. However, departments must still conduct their own review because AP only reviews a sample and departments are more familiar with their own transactions.

UPS Pricing Agreement

- UH System recently signed a pricing agreement with United Parcel Service (UPS) to receive more favorable rates on overnight shipments.
- The new rates will be in effect within the next week or two and will be available to departments that use eShip Global, which is a website where departments can compare state-contracted shipping rates from FedEx, LoneStar, DHL (international only), and the new UPS rates. Mike will let the CDAs know when the new UPS rates are loaded into eShip Global.

Draft Travel MAPP Changes

- Draft changes were made to the travel MAPPs, which would allow per diem meal reimbursement without receipts (same as previous policy) and no longer require a post-trip report for domestic travel (would still be required for foreign travel).
- The CDAs will be notified if and when the President signs the revised MAPPs.
- The draft changes can be viewed at:
<http://www.uh.edu/af/universityservices/policies/review/mapp/executive123.htm>