

College/Division Administrator Meeting Minutes  
September 10, 2009

**Brian Walker**

IT Security Awareness and Services - Some of the ways in which Information Technology is trying to increase awareness of IT security include:

- Providing a IT Security Handbook (8 pages) to computer support staff, which is a quick reference guide to security tools, policies, and best practices, as well as how to report security incidents. The IT Security Handbook for Fall 2009 has been distributed to computer support staff across campus and is being posted on the IT website.
- Publishing a IT Security Reference Guide (folds to the size of a business card) for end users, which includes a list of websites for downloading music legally, email security tips, social networking tips, and other computer security information. IT also created 4.5" x 5.5" cards with the same information. It was suggested that this information should be handed out at new employee orientation.
- Providing software that departments can use to scan their website for vulnerabilities. (See the document entitled "How safe is your web site?".)
- Providing software (Identity Finder) to scan servers and PCs for personal identifying information (e.g., Social Security Numbers) that needs to be deleted or secured. Employees can use Identity Finder for free at work and pay ½ price for home use. Students can use it for free. Identity Finder should be available by the end of October. IT will send an announcement to the campus community when it is available.

**Joan Nelson**

New Immigration Specialist

- Victor Machado is the new Immigration Specialist in Human Resources. He replaces Carolyn Williams who retired August 31. Victor can be reached at x35713 or [vamachad@central.uh.edu](mailto:vamachad@central.uh.edu).

E-Verification Process

- Beginning September 8, all employees hired on a federal contract are supposed to be verified for eligibility to work through the E-Verify process. There is a 30 day grace period for implementation.
- UHS General Counsel is reviewing the requirement to determine who this affects at UH System.
- Human Resources and/or General Counsel will notify employees of the requirements and procedures as soon as they are finalized.

Mandatory Training

- Required annual training must be completed between October 1, 2009 and November 30, 2009.
- Human Resources will begin sending reports of employees who have/have not completed training in mid October.

Bonus Payment

- Dr. Carlucci will send a letter to all employees in the next couple of days concerning the bonus payment planned for this fall and who is eligible to receive it. HR provided one-time payment guidelines as well. (See the document entitled "FY10 One Time Pay Guidelines.")

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**Mike Glisson**

1074 Report and New Budget Nodes

- The 1074 and 1063 reports display the budget nodes that are effective as of the date the reports are run. Therefore, all 1074 and 1063 reports run September 1, 2009 and after will display the new budget nodes for Travel and Business (Level 3 = B5066) and Scholarships and Fellowships (Level 3 = B5067) if there are expenditures in the accounts that roll up to these budget nodes.
- Non-Project Cost Centers
  - FY09 reports will display expenses in the new budget nodes but a zero budget, which creates a negative budget balance available (BBA), because the FY09 budget used for these expenses was in B5009. There is no need to correct this, since the overall budget is okay. It is just a reporting glitch associated with the new budget nodes.
  - FY10 reports will display both budget and expenses in the new budget nodes like you would expect.
- Project Cost Centers
  - All reports for project cost centers (regardless of fiscal year) will display expenses in the new budget nodes.
  - The budget will be zero and there will be a negative BBA in the new budget nodes, unless budget is moved from the M&O budget node to the new budget nodes.