

College/Division Administrator Meeting
Room 302, Melcher Hall
May 9th, 2019 - 9 AM to 11 AM

Agenda

Ruth Shapiro, Senior Assistant General Counsel

HIPAA/Medical Record Privacy Act Questionnaire

- The questionnaire covers both HIPAA and the Texas Medical Records Privacy Act.
- The Texas Medical Records Privacy Act is much broader in scope than HIPAA
- It is very important that Colleges and Divisions review all of their operations to identify any area with patient information before responding
- The current questionnaire will be done electronically
- The distribution list will be developed using the current Fraud Survey list. Karin Livingston will send that list to all College and Division Administrators and ask that they provide a contact person name, phone number, and email for each of their departments and also that they identify any changes in the reporting structure.
- Once the distribution list is developed, General Counsel will identify a timeline, including a due date, and distribute the link to the survey
- The survey is linked at:
https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWcOKFWMj1gdGh6vHLXYrB6tUOFE4OEM1T1dYQzIZNzVYRVoyUU8xMTVYVC4u

Susan Koch, Chief Compliance Officer

Compliance Office updates

- Peggy Levy is no longer with the University; anyone who will be developing a new policy, revising an existing policy, or has policy questions can contact Susan Koch or Lauri Ruiz.
- The Compliance Office will be posting a new position that will handle policy updates and assist with compliance
- Susan Koch is reviewing policies and policy procedures for update.

Sandra Armstrong, Executive Director Human Resources Operations

David Navarro, Payroll Director

Worker classification checklist

- The Worker Classification Checklist is located at
www.uh.edu/af/universityservices/SurvivalGuide/C/University%20of%20Houston_Checklist_ContractWorkforce_Employment_04_02_2019.pdf
- The HR customer service center is receiving emails with completed checklists for review as well as questions, so the process is working.
- Certain types of employment are still being reviewed.
- HR has a page on their website to provide assistance with onboarding temporary employees
<http://www.uh.edu/human-resources/employees/temporary-student-employees/>
- Accounts Payable requires the form for contracts with individuals in order to process payments.

Sandy Wilkerson, Program Director Gift Processing and Records

Gift handling processes (gifts, events, sponsorships, auctions)

- The Survival Guide provides very useful information, including links to the Gift Transmittal Forms and the Gift Acceptance Manual 2018.
- The gift acceptance manual is at http://www.uh.edu/af/universityservices/SurvivalGuide/G/Gift_Acceptance_Manual_07132018.pdf
- Gift Transmittal Form key points
 - The cost center listed on the gift acceptance form must be the same cost center as the journal (if the department deposited the gift)
 - If a department processes their own gift journal, a copy of that journal must be attached to the Gift Transmittal Form
 - There are separate forms for Cash, Equivalents, and Securities; Auctions, and Gifts In Kind (except auctions)
- Gift Acceptance Manual key points
 - The solicitation policy requires that all fund raising efforts be approved by University Advancement in advance. This includes sponsorships, event, gifts, and any other activities.
 - Annual Giving is the point of contact. Annual Giving will review the solicitations and approve them and then work with other areas in University Advancement such as Branding and Gift Processing as needed.
 - Colleges and Divisions with Development Officers should work through those individuals.
 - This is required for compliance, but also benefits the department as they will be sure to have all necessary information such as appeal codes, ensure that they have the correct fair market value (FMV) of any quid pro quo (QPQ) items, and that the correct information is being collected.
 - Quid Pro Quo (QPQ) transactions have special considerations
 - QPQ are things that are provided in exchange for a gift.
 - If the FMV of the QPQ is not disclosed to the donor in advance or at the time of the exchange, there is no gift.
 - Additional QPQ concerns
 - While recognition is allowed, advertising is not. Displaying a logo or a product is recognition. Allowing sales persons, inducements (ex: distribution of coupons), or making qualitative statements is advertising.
 - Faculty and staff cannot give a gift and designate it for a specific cost center that is under their control. They can make gifts to specific programs and activities. Gentleman's agreements, where funds are made to a program or activity but are then set aside for the use of the faculty or staff donor, are also not allowed.
 - Contributions within the UH System, including the Foundations, are not gifts.

- Negotiated contractual agreements, such as naming rights in exchange for payment, are not gifts – these are sales arrangements. This is different than building naming where someone provides a gift for a building and it is named after them. If a naming agreement is on a gift agreement, it is a gift. If it is on a contract, it is not a gift.
 - Any event for fundraising should be sent to University Advancement in advance. This is particularly critical in the case of any event with any type of QPQ.
 - QPQ includes food, beverages, entertainment, and any other item (tangible or intangible) that the donors receive.
 - QPQ includes things with a \$0 value.
 - If the FMV of QPQ is not disclosed to the donor in advance or at the time of the exchange, there is no gift. Donor’s will not receive gift receipts, and the funds collected will not be counted as gifts toward the College/Division or University goals.
 - The Gift Acceptance Manual contains a checklist for soliciting gifts.
 - Donor Advise funds special considerations
 - Donor Advise funds are funds where donors can make a contribution, obtain a tax credit, but not specify the ultimate recipient of the funds.
 - Any funds received from a Donor Advise fund must meet the same non-taxable standard as the donor already received the tax benefit
 - Donor Advise funds must be received as a full gift. There can be no QPQ.
 - Donor Advise funds cannot be used to pay for the “non-QPQ” part of a transaction that has QPQ.
 - Sandy will extract the list of Advance Allocation Codes and related cost centers and send them to Finance for distribution.

Esmeralda Valdez, Executive Director University Services

Deborah Davis, Director Campus Services

New photo campaign for the Cougar Card

- The University is re-doing the ID cards:
 - The design was selected by a faculty, student, and staff vote\
 - The new card will contain a magnetic strip and a chip
 - The chip will eventually be used for access controls
- Pictures for the new ID’s are due by May 31
 - People can go to the Student Center and use the selfie station Monday, May 13th and Tuesday May 14th
 - People can upload their picture using the Access UH portal, and selecting the “Cougar Card Photo Upload” icon called “my photo”



- <https://myphoto.uh.edu>
 - This page will provide you with information on the photos, including backgrounds
 - Individuals that do not submit their photos by May 31 will have their existing photo’s used.
 - Individuals whose photos are no longer retained in the system will be contacted.
 - Distribution will start in the fall term and will be completed by December 31.

- Access and privileges will remain on the old cards until the new card is received
- The Cougar Card Office is finalizing the best method of distribution.
- Two cards cannot be active at the same time, so old cards will have to be turned in and deactivated at the same time as the new card is distributed.

Karin Livingston, AVP for Finance & Controller

- The HUB department will be short handed for the next few months.
- The spot bid fair went well this week and bid responses should be out in the next week and a half.
- If there are questions regarding the disposition of existing agency fund cost centers, please contact Karin Livingston to discuss.

Other items from the group