Institutional Compliance Committee Meeting  
Tuesday, March 24, 2009 – 711 Academic Building – 9:00 a.m. to 11:00 a.m.

Agenda

Opening Comments  
David Bradley

FY09 Goals - Update  
Mary Cook

Quarterly Institutional Compliance Reports  
Subject Matter Experts

Open Discussion - What’s Working Well?  
(Compliance Activities/Comments/Questions)  
Elaine Pearson – Internal Audit Group (Business Administrators)  
Committee Members

Next Steps  
Committee Members  – Complete Compliance Officer Evaluation Questionnaire  
– Encourage departments/organization to include Predefined Consequences of Noncompliance in training  
– Heighten awareness of “Hot Line”  
– Walk and Talk Ethics and Compliance

Sue Davis  – Develop format to improve “eye appeal” of the Employee Standards of Conduct Guide”

Compliance Officer  – Set up meeting to review Benefits and Payroll Risk Assessment Matrix with appropriate parties  
– Complete MySafeCampus PowerPoint presentation  
– Work on Compliance Website

Next Meeting: Tuesday, June 16, 2009

Next Quarterly Reports Due June 9, 2009
Institutional Compliance Committee Meeting
Tuesday, June 16, 2009 – 711 Academic Building – 9:00 a.m. to 11:00 a.m.

Agenda

Opening Comments
David Bradley

FY09 Goals - Update
Mary Cook

Quarterly Institutional Compliance Reports
Subject Matter Experts

Open Discussion - What’s Working Well? / What Needs Improvement?
(Compliance Activities/Comments/Questions)
Committee Members

Next Steps

Committee Members – Only 10 responses on the Compliance Officer Evaluation (Survey Monkey)
– Report on Predefined Consequences of Noncompliance included in training
– Report on heightening awareness of “Hot Line”
– Provide examples of specific actions to “Walk and Talk Ethics and Compliance”

Sue Davis – Update on format to improve “eye appeal” of the Employee Standards of Conduct Guide”

Compliance Officer – Publish MySafeCampus to UHD community
– Work on Compliance Website
– Research/develop game plan for Enterprise Risk Assessment

Next Meeting: Tuesday, September 15, 2009
Next Quarterly Reports due September 8, 2009
Institutional Compliance Committee Meeting
Tuesday, September 22, 2009 – 711 Academic Building – 9:00 a.m. to 11:00 a.m.

Agenda

Opening Comments
David Bradley

FY09 Goals - Update
Mary Cook

FY10 Goals - Review
Mary Cook

Quarterly Institutional Compliance Reports
Subject Matter Experts

Open Discussion – How Do We Move the Compliance wareness into the Community?
What FY10 Goals Would You Like to Establish as a Committee/Individual?
Committee Members

Next Steps
Committee Members – Ken Zeko – Integrity Survey – October 13, 2009
– Departmental Self Assessment Tool - Review to determine if a similar tool would be of value to you/UHD. (Due on or before the end of October)
– Review Compliance Website

David Bradley – Publish MySafeCampus to UHD community

Compliance Officer – Work on Compliance Website
– Research/develop game plan for Enterprise Risk Assessment

Next Meeting: Tuesday, December 15, 2009
Next Quarterly Reports due December 8, 2009
Institutional Compliance Committee Meeting
Tuesday, December 15, 2009 – 711 Academic Building – 9:00 a.m. to 11:00 a.m.

Agenda

FY10 Goals - Update
Mary Cook

Quarterly Institutional Compliance Reports
Subject Matter Experts

Open Discussion – How Do We Move the Compliance Awareness into the Community?
What FY10 Goals Would You Like to Establish as a Committee/Individual?
Committee Members

Closing Comments
David Bradley

Next Steps
Committee Members
– Complete draft of remaining Departmental Self Assessment Tools
– Move Compliance Awareness into the community

David Bradley
– Publish MySafeCampus to UHD community
– Launch Compliance Website

Compliance Officer
– Coordinate completion of Departmental Assessment Tools
– Research/develop game plan for Enterprise Risk Assessment

Next Meeting: Tuesday, March 9, 2010
Next Quarterly Reports due March 2, 2010
Opening Comments
   David Bradley

FY10 Goals - Update
   Mary Cook

MySafeCampus
   Guest:  Don Guyton

Quarterly Institutional Compliance Reports – Exception Reporting Only
   Subject Matter Experts

Enterprise Risk Management (ERM)
   Setting the Stage / Laying the Foundation
   Mary Cook

Enterprise Risk Management (ERM)
   Discussion – Do we want to proceed? (Why/Why Not?)
   Committee Members

Next Steps

Compliance Officer   – Based upon discussion

Committee Members  – Annual Risk Assessment: Based upon discussion
                     – Finalize/cut remaining Departmental Assessment Tools
                     – Move Compliance Awareness into the community

David Bradley  – Publish MySafeCampus video to UHD community
                – Launch Compliance Website

Next Meeting:  Tuesday, June 15, 2010

Next Quarterly Reports due June 8, 2010