

University Compliance Committee Meeting Minutes

Date: Thursday, March 22, 2018 10:38 AM - 12:02PM.

Location: Sam Houston State University, CHSS PACE Conference Room C002D

Chairperson: Joseph Agins, Compliance Officer

Guest Speaker: Mark Adams, VP for Information Technology

In Attendance: Joe Thornton, Public Safety Officer-Public Safety Services; Chris Thompson, Associate Athletic Director & Senior Women's Administrator; Steven Frey, Information Security Officer; Sarah Kerrigan, College of Criminal Justice, Faculty; Thelma Mooney, Associate Vice President, Development; Jeanine Bias Nelson, Director of Equity & Inclusion & Title IX; Chad Hargrave, Associate Vice President for Office of Research and Sponsored Programs, Kelly Bielamowicz, Director, Office of Audits and Analysis: Ex-officio, Kelly Wintemute, Compliance Officer, TSUS (Dialed in from Austin) Ex-Officio.

Absent: Drew Miller, Assistant Vice President for Student Affairs & Executive Director, Counseling and Health Services; Juan Nunez, Associate Vice President for Facilities Management; Scot Mertz, Associate Vice President for Enrollment Management, Amanda Withers, Controller,

Guests: Josh Reynolds, Athletics Student Compliance. Nils Witaneck, Office Assistant - Risk Management.

I. Welcome and Opening Remarks

- Mark Adams spoke of his support for and the importance of the Institutional Compliance Program as well as his hopes for how the program will evolve and provide maximum value to the campus. His primary points included:
 - Increased training and awareness with respect to compliance policies and areas of concern
 - Increased compliance risk assessment activities and discussion at the committee level
 - Outputs of risk assessment and related committee activities socialized further at the cabinet level

II. Compliance Program Updates

- Joseph Agins introduced the primary focus area for this meeting, Athletics Compliance, and provided updates on the following Compliance Program areas/topics:
 - Compliance Matrix
 - The compliance matrix is now available online on the Compliance webpage
 - This is a living document and is updated accordingly as roles or compliance requirements are added or change.
 - The matrix includes each compliance area owner's name and contact info, many of whom are on the committee.
 - No objections or concerns raised
 - TxDOT Subrecipient ADA Monitoring and Compliance Survey
 - SHSU received notification of the required survey in December 2017 with an expected completion date of January 16, 2018.
 - The Compliance Office worked with the Student Disabilities Office, Facilities Management and Human Resources to complete the survey and returned it to TxDOT's Civil Rights Division on January 12, 2018.

- Kelly Bielamowicz asked if requirements such as this were included in the grant contracts. Kelly mentioned that she received a *Nursing Shortage Reduction Program* audit requirement that she was previously unaware of.
- Chad Hargrave and Kelly B. agreed that it would be worth looking over contracts in order capture such requirements on the front-end.
- Compliance Committee Meeting Format
 - The Chair brought up meeting format and length. Consensus was to retain the 1.5-hour length.
 - Steven Frey recommend more “touch points” (conference calls, group emails), throughout the quarter as opposed to longer meetings.
 - Kelly Bielamowicz and Jeanine Bias Nelson agreed on leveraging touch points to address and discuss issues prior to meetings and to use these as ways to develop and prioritize meeting topics.

III. Athletics Compliance Program Overview/Update

- Chris Thompson & Josh Reynolds provided a comprehensive overview of the multitude of compliance activities required in the area of Athletics. Topics included but were not limited to:
 - NCAA Compliance
 - Ethical Conduct
 - Conduct & Employment of Athletic Personnel
 - Amateurism & Athletics Eligibility
 - Recruiting
 - Academic Eligibility
 - Financial Aid
 - Awards, Benefits & Expenses for Enrolled Student Athletes
 - Playing and Practice Seasons

IV. TSUS Compliance Office Update

- Kelly Wintemute announced that the Clery Act is an item on the 2018 TSUS Compliance Plan, and that the review will be limited in scope. Kelly mentioned that this review was pursued due to the information provided by Joe Thornton at a prior SHSU University Compliance Committee meeting.

V. Round Table Discussion

- Ran out of time.

VI. Adjournment.

- Committee Chair offers closing remarks and adjourns meeting at 12:02PM.