

# University of Houston Victoria

## Interoffice Memorandum

**From:** Dr. Tim Hudson, President  
**To:** Institutional Compliance Committee Appointees  
**Date:** September 8, 2009  
**Cc:** Dr. Suzanne LaBrecque, Wayne Beran, Joe Ferguson, Chari Norgard  
**Subject:** FY10 Compliance Committee Membership

Each of you has indicated your willingness to participate in the campus Institutional Compliance Committee. As most of you are aware, the areas selected for representation on this committee are those that, if not properly managed, can adversely affect your department's operations and in some cases, have a negative impact upon the University itself. A primary objective of the compliance program is to insure that externally mandated compliance activities are properly managed. As a committee member, your charge is to:

- Attend and participate in quarterly campus meetings (*please arrange for substitute if occasionally unable to attend*).
- Formally identify all external compliance issues within your area of representation required by law, regulation, or other external mandate.
- Working with your department head, develop written risk assessments of identified compliance issues, including operating, monitoring and oversight controls necessary to manage these issues.
- Review identified compliance issues annually and assess whether the control measures (*operating controls and so forth*) your department has in place are being properly followed and are adequate;
- Promptly inform your departmental supervisor and the compliance officer of any potential compliance issues.
- Submit quarterly reports of departmental compliance activities in the format requested for Board review.
- Assist the Committee Chair in committee matters.

Membership appointments: \*

Name	Title	Area Represented	Member Status
Robin Cadle	Development Officer Annual Giving	Gifts, endowments, special events	Continuing
Genaro Cortez	Safety and Risk Manager	Risk and life safety compliance	Continuing
Gregory Fanelli	Director of Business Services	Chair	Continuing
Dr. Richard Gunasekera	Associate Professor	Biology lab & general faculty compliance issues	Continuing
Jere Hammer	Visiting Assistant Professor	Nursing program, research, grant issues	Continuing
Angela Hartmann	Research Administrator	Research and grant compliance	Continuing
Sherrie Kroll	System Network Administrator	Information technology compliance issues	Continuing
Carolyn Mallory	Director of Financial Aid	Fed & state student financial aid compliance	Continuing
Susie Motal	Business Services Specialist	Contract and purchasing compliance.	Continuing
Michael Ruland	Facilities Director	Facilities compliance	Continuing
Laura Smith	Director of Human Resources/AA	Human resources; affirmative action	Continuing
Minnie Urbano	Student Services Manager	Student compliance issues	Continuing
Holly Verhasselt	Executive Assistant to the Provost	Academic & accreditation compliance issues	New
Valerie Walden	Comptroller	Institutional fiscal compliance	Continuing
Ashley Walyuchow	Athletic Director	NAIA Athletic program compliance	Continuing
Trudy Wortham	Registrar	Foreign student, FERPA, other Admissions issues	Continuing

\*The Chair has authority to make interim changes to membership as may be necessary

Office of the President