



New Academic Leadership Orientation

University Risk and Compliance

**Presented by: Charley B. Clark
September 4, 2009**

Broad Areas of Responsibilities:

- Safety and Security
 - Environmental Health and Safety
 - University Police
 - Emergency Preparedness
 - Scientific Diving Safety Program
- Risk and Compliance
 - Enterprise Risk Management
 - Compliance Program/Monitoring Activities
 - University Rules and Standard Administrative Procedures (SAPs)
 - Management Advisory Services
 - Audit Liaison and Fraud Contact

Promote a healthy and safe environment for the university community

- No charge for services (w/ minor exceptions)
- Stop Work Authority (situations deemed immediately dangerous)
- Agricultural Safety & Hazardous Material Transportation
- Occupational Safety, Fire & Life Safety
- Occupational Health & Industrial Hygiene
- Environmental Management & Hazardous Waste
- Radiological Safety
- Emergency Response - 24/365 on call duty
- Manuals–TAMU Safety, Laboratory Safety, Fieldwork Safety
- Training (lab safety, hazard communication, radiation, fire safety, etc.)

Contact Information:

- John Salsman, Director, at 862-8116 or jmsalsman@tamu.edu
- <http://ehsd.tamu.edu/>

University Police



- Officers are empowered by the State of Texas with full peace officer authority to enforce State laws and TAMU rules and regulations.
 - Jurisdiction extends to every county in the State that the Texas A&M University System owns, maintains, or controls property.
- Divisions
 - Administration (Accreditation and FBI Joint Terrorism Task Force)
 - Field Operations (Patrol, Criminal Investigations, Security)
 - Support Services (Communications, Evidence, Records, Training, Crime Prevention, C.O.P.S. Program)

Contact Information:

- Elmer Schneider, Chief of Police, at 845-8058 or eschneider@tamu.edu
- <http://upd.tamu.edu/>

Emergency Preparedness



- Emergency plans for College Station campus
 - Texas A&M University Crisis Management Plan (primary plan)
 - Hurricane Response and Sheltering Plan
 - Pandemic Influenza Response Plan
 - Variety of facility-specific plans
 - Kyle Field
 - Reed Arena
 - Olsen Field
 - Easterwood Airport Emergency Plan
 - Others
 - Guidance for non-emergency responders
 - Emergency drills
 - Coordination with local, regional, state and federal emergency response agencies

Contact Information:

- Christopher Meyer, Asst. Vice President, at 862-8115 or c-m-meyer@tamu.edu
- Emergency Preparedness Website - <http://www.tamu.edu/emergency/>

Chemistry Explosion

January 12, 2006



TEXAS A&M
UNIVERSITY



Chemistry Explosion

January 12, 2006



TEXAS A&M
UNIVERSITY



Flu Preparedness



- Operations Planning Team
 - Monitors the outbreak of the H1N1 flu and responds in accordance with guidance provided by the Centers for Disease Control and Prevention, the Texas Department of State Health Services, and the Brazos County Health Department
- Management and preparation for the flu
 - Encourage immunizations (seasonal and H1N1)
 - Promote good hygienic practices (handwashing, etc.)
 - Advise sick faculty, staff, students to stay at home until 24 hrs. fever free (without fever-reducing medications)
 - Develop contingency plans for significant resurgence of H1N1 flu (critical operations, contact information, etc.)

University Flu Webpage:

- <http://www.tamu.edu/emergency/procedures/flu.html#shs>

Seasonal and H1N1 Flu Immunizations



- Seasonal flu
 - The Brazos County Health Department will be providing seasonal flu shots beginning September 8th
 - Check with your health provider
 - Student Health Services will be providing a flu shot clinic (open to anyone) on campus October 7th and 8th
 - First 5,000 students are free
 - Locations include: Commons lobby, Rec Center, Wehner, and Zachary
- H1N1 flu
 - For faculty and staff, check with your health provider regarding immunization for the H1N1 flu as this immunization is expected to be available in mid-to-late October.
 - For students, Student Health Services has registered to receive this vaccine when it becomes available in mid-to-late October.

Code Maroon – TAMU's Emergency Notification System



- Gives the University the ability to send emergency information advising of imminent danger through multiple notification methods
 - Used in situations judged to present a threat of imminent danger (e.g., confirmed building fire, toxic gas leak, report of violent criminal activity, or a tornado sighting on or near campus)
 - Current notification methods: Text messages, Texas A&M Email (Neo), KAMU-FM radio, campus cable television, Emergency Alert System radios, RSS, and Twitter
 - Future notification methods: Classroom notification systems and desktop pop-up messages
- Unit Responsibilities
 - Encourage faculty, staff, and students to sign up for the new Code Maroon system (need to sign up again if signed up prior to July 21, 2009)
 - Encourage everyone to heed Code Maroon alerts
 - Ensure EAS radios are functioning (batteries, volume, etc.)
- Sign up at <http://codemaroon.tamu.edu/>

Enterprise Risk Management



- Integrate an enterprise risk management process at Texas A&M University to identify and manage risks
- Perform risk assessments
 - Identify and rank risks
 - Document mitigating activities used to manage risks
- Review the effectiveness of mitigating activities for high risk areas
- Continuous process (update every two years)

Contact Information:

- Margaret (Peggy) B. Zapalac, Director, at 845-8115 or m-zapalac@tamu.edu
- <http://universityrisk.tamu.edu/>

Compliance Program

- Promote ethics and strengthen compliance with applicable laws, regulations, and agreements governing TAMU
- Coordinate rules and Standard Administrative Procedures that govern TAMU activities
- Provide guidance to University Personnel
 - Compliance Helpline
 - ADA helpline
 - Presentations, Resources, and Committees
 - Hot Compliance Topics
 - Portable Computing and Storage Devices
 - Time and Effort Reporting
 - Conflicts of Interest/Commitments
 - FERPA
 - Export Controls
 - Campus Safety Culture
- Enhance monitoring to evaluate practices and verify compliance

Contact Information:

- Annette C. Wallis, Director, at 862-7737 or a-wallis@tamu.edu
- <http://compliance.tamu.edu/>

Monitoring Program



- Perform internal management reviews
 - Risk-based
 - Follow-up reviews of audit reports
 - Proactive reviews of management concerns
- Monitoring goals
 - Supplement on-going monitoring within units
 - Complement the System audit process
 - Elevate responsiveness to audit issues and risk areas
 - Enhance accountability

Contact Information:

- Annette C. Wallis, Director, at 862-7737 or a-wallis@tamu.edu
- <http://compliance.tamu.edu/>

University Rules and Standard Administrative Procedures



- Coordinate the development, review, and approval for new and revised University Rules and Standard Administrative Procedures (SAPs).
- Coordinate University comments regarding new and revised draft System Policies and Regulations.
- Distribute approved new and revised Rules and SAPs to the University community.

Contact Information:

- Julie R. Kuder, Management Advisor, at 845-8116 or jkuder@tamu.edu
- <http://rules-saps.tamu.edu/>

- Provide objective analyses and consulting services to University organizations to:
 - improve operational effectiveness and efficiency
 - enhance compliance
 - improve business processes
 - review organizational structures
 - strengthen the control environment
 - effectively manage risks
- Services provided at no cost

Contact Information:

- Margaret (Peggy) B. Zapalac at 845-8115 or m-zapalac@tamu.edu
- <http://mas.tamu.edu/>

Audit Liaison

- Assist and support management in responding effectively to auditors and other external reporting agencies.
 - Provide advice and assistance on the audit process.
 - Provide up-to-date information to executive management.

Contact Information:

- Michelle McMillin, Management Advisor, at 845-6857 or lisa-m-cmillin@tamu.edu
- <http://audit.tamu.edu/>

Common Audit Issues



- Compliance with laws policies and regulations
- Efficiency of Processes and Procedures
- Governance – availability of appropriate guidance, i.e., rules, SAPs, guidelines, procedures, and training
- Monitoring – oversight, review of processes, activities or data collection for compliance, accountability, and accuracy

Common Audit Issues (cont'd)



- **Fiscal Accountability**
 - Segregation of Duties
 - Reconciliations
 - Timely Deposits
 - Documented Operating Procedures
- **Human Resources**
 - Hiring Procedures
 - Required Training
 - Timely Completion of Annual Performance Evaluations
 - Review of Position Descriptions
- **Student Travel**
 - Institutional Travel Notifications
 - Student Waiver and Release Forms

- Information Technology
 - Governance
 - User Access Management
 - User Authentication
 - Backup of Critical Data
 - Disaster Recovery
- Contract Administration
 - Non-Existence of Contracts and Formal Agreements
 - No Approval of Contracts Prior to Start Date
 - Lack of Proper Delegation of Authority
 - Missing Required Reviews by General Counsel
 - Lack of Monitoring for Performance or Required Deliverables

Reporting Fraud, Waste, and Abuse



- Every person, regardless of position, shares in the responsibility for reporting fraud, waste, and abuse.
- Anonymously report suspected incidents to the Risk and Misconduct Hotline.
 - Website:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=20488
 - Dial Toll-Free: 888-501-3850

Section 31.03: Increases penalties for thefts committed by public servants.

- If the person committing the theft is:
 - defined as a public servant at the time of the offense, and
 - the stolen property came into the person's possession by virtue of his or her position,
 - then, the punishment increases to the next highest category.

Red Flags: Employees



- Financial pressure on employees
 - High personal debts
 - Great financial losses
 - Extensive gambling
- Key employees with too much control
- An employee living beyond his or her means
- Associations with vendors outside of normal working relationships
- Developing outside businesses closely associated with main employment
- Marked personality changes



Red Flags: Transactions

- Unauthorized transactions
- Unexplained pricing exceptions
- Excessive or unexplained voids
- Excessive payments to vendors
- Changes in purchasing norms
- Large and/or past due working funds
- Missing invoices
- Rising or unexplained department expenses
- Increases in accounts receivable



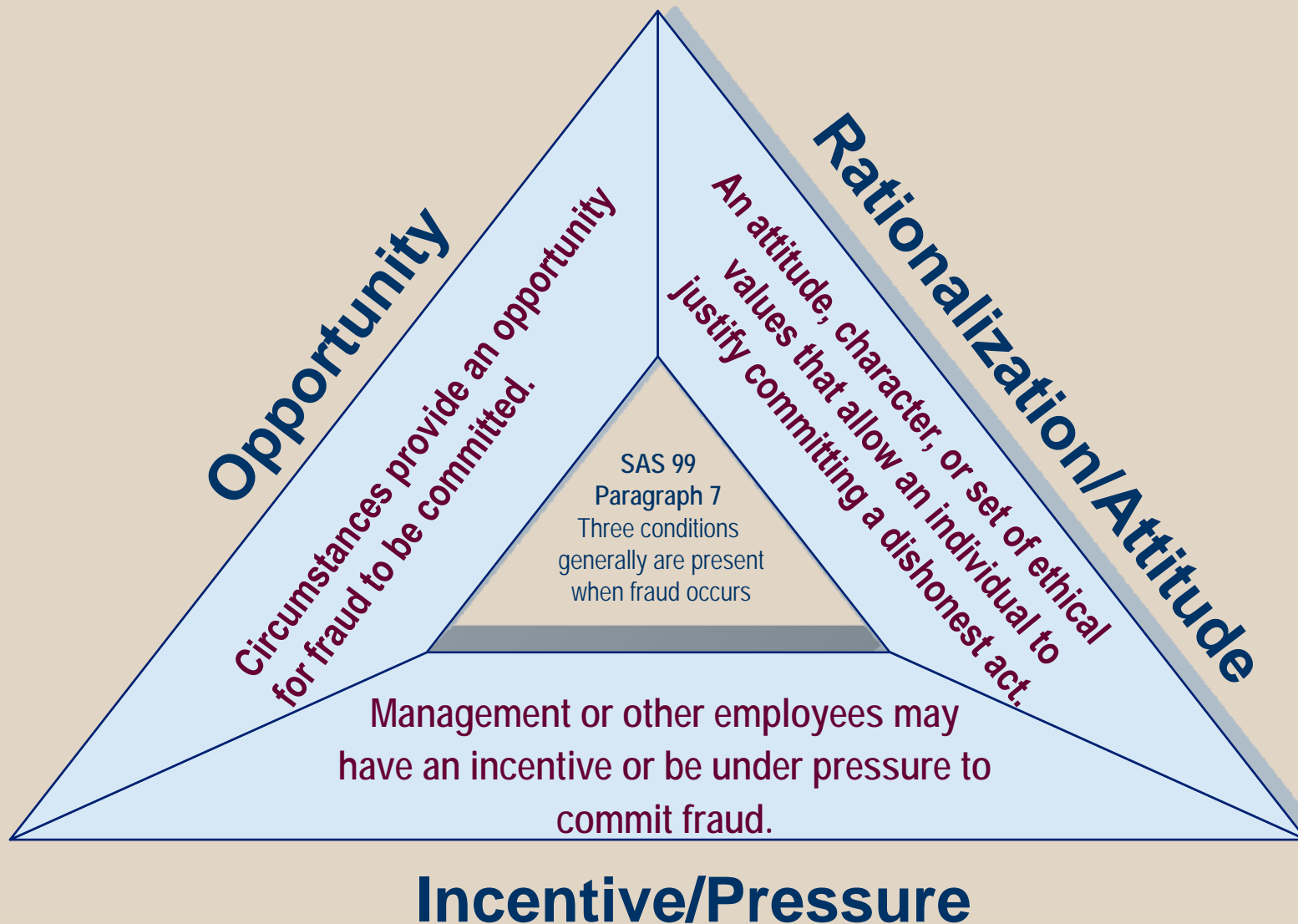
Profile of an Embezzler



- Excellent attendance record
 - Comes to work even when very sick
 - Never takes a vacation
 - Willing to stay late and work weekends
- Performs job extremely well
- Always willing to take on additional responsibilities
- Is the “ideal”, “indispensable” employee
- Has opportunity to commit fraud

The Fraud Triangle

(Source: State Auditor's Office)



URC Committee Involvement



- Task Force on Campus Emergencies (Chair)
- H1N1 Flu Operations Planning Team (Chair)
- ADA Compliance Committee (Chair)
- Senior Safety Oversight Committee (Chair)
- Laboratory Safety Committee
- Fieldwork Safety Committee
- Radiological Safety Committee
- Security Awareness Committee
- Code Maroon Operations Committee
- Student Fee Committee
- Committee of Senior Business Administrators
- Academic Business Operations Committee
- System Pandemic Planning
- Conflict of Interest

Contact Information:

- Charley B. Clark, Associate Vice President for University Risk and Compliance
 - cbc@tamu.edu
 - 845-1323
- Website
 - <http://urc.tamu.edu>