



PLANT OPERATIONS  
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM  
*Director*

MINUTES OF THE JANUARY 13, 2010  
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller  
Mike Glisson  
Amy Leggio  
Chris Hobza  
Emmett Sullivan  
Anne Sherman for Rosemary Grimmet  
Monica Morgan  
Dr. David Bell  
Sharon House for Mathilda Christophe  
Valerie Coleman-Ferguson  
Nicole Broyles  
Javier Hidalgo  
Brenda Cook  
Melissa Bellini  
Kevin Fite  
Darryl R. Creeks for Floyd Robinson

Members Absent

Ray Bartlett  
Brad Wigtil

Others Present

Don Guyton  
Sondra Armstrong

The meeting convened at 9:05 a.m. in Room 183E of the General Services Building, with the UH Institutional Compliance Officer, Robert Schneller, conducting the meeting.

Since there were so many new people at this meeting, everyone introduced themselves.

- Review of Minutes

The Committee reviewed and approved minutes from the October 7<sup>th</sup> meeting. There were three corrections that need to occur:

1. Darryl R. Creeks asked that the 6<sup>th</sup> paragraph of Round Table Discussion should say “Darryl R. Creeks reported that per HB 4189 newly enrolled students, as of Jan 1, 2010, requesting on campus housing through Residential Life and Housing will have to provide proof of a Meningitis immunization record or a valid acceptable exemption to live in the on campus student housing. It is expected that immunization records will be kept in PeopleSoft, but confirmation will need to be made that there are no HIPAA concerns. Jennifer Graham will address the HIPAA concerns with General Counsel. This new immunization requirement will go into effect January 2010. The process is still being worked out, but this new process is expected to affect only 1<sup>st</sup> time students living on campus.”
2. Amy Leggio asked that the 5<sup>th</sup> paragraph of the Round Table Discussion be changed to reflect “with General Counsel” rather than “issues with General Counsel.”
3. Emmett Sullivan asked that the 3<sup>rd</sup> paragraph of the Round Table Discussion be changed to reflect that he “informed the committee” about OSHA compliance rather than “he asked the committee.”

The committee voted to accept the minutes with the above corrections.

- BOR Report - Don

As of 12/31/09 only 3 outstanding “My Safety Campus” issues were remaining at UH. The draft BOR institutional compliance report is available. Mr. Guyton will make that available to Bob Schneller to be forwarded to the committee in the near future.
- MySafeCampus

The 2009 list was distributed with only 1 still showing to be under investigation. Mr. Schneller communicated that January 2010 is not on the list yet.
- Matrix Updates

Bob Schneller reviewed the Matrix section on the website ([http://www.uh.edu/plantops/ehrm/ehrm\\_manuals\\_instcomp.html](http://www.uh.edu/plantops/ehrm/ehrm_manuals_instcomp.html)). Updates are due the end of the 1<sup>st</sup> quarter (April 1<sup>st</sup>) of each calendar year. Mr. Schneller generally discussed the documents posted on the Institutional Compliance website for the benefit of the new committee members.
- Round Table Discussion
  - o Bob Schneller discussed that we have received approval from the state for the new Radiation Safety Officer, Otu Inyang.
  - o Mike Glisson discussed the Department Fraud Risk Survey. He also discussed the annual financial statement certification letter, which has been signed by all of the campus presidents and CFOs with the exception of the Chancellor. Mr. Glisson said that he will be filling in on the committee for Alan Phillips from Purchasing, who recently resigned from the university.
  - o Emmett Sullivan discussed the Diesel Tank Farm. Mr. Sullivan also discussed the SPCC (Spill Prevention, Control and Countermeasure Plans) with regard to petroleum storage.
  - o Anne Sherman discussed the Federal & State Contract & Grant reporting for Research. UH Research is participating in a Federal program to try to minimize the regulations.
  - o Darryl Creeks discussed that the Health Center will be capturing the immunization data and it will be stored in PeopleSoft.
  - o Brenda Cook discussed an external audit that Financial Aid is going through. February is the tentative date for the results.
  - o Monica Morgan discussed the results for the mandatory training that was completed by the components. She reported that in 2008 System had 88% completion with 2009 resulting in 93.64% completion. The main campus had 87.8% in 2008 and 93.93% in 2009. It was discussed making the mandatory training a bi-annual process, but Mr. Guyton said that some of the statutes require annual training. Dr. David Bell asked if the change in participation showed results. It was discussed that because the training is mandatory by regulation, the satisfactory completion of the training is an important benchmark. Mr. Hidalgo discussed that it is sometimes difficult to obtain 100% participation when some employees are out on FMLA. Mr. Guyton pointed out that there is now 24/7 access with the internet, but Mr. Schneller pointed out that many employees don't have access to computers outside of work. Mr. Glisson & Ms. Leggio both suggested that the training materials and quiz be updated periodically to keep the training fresh and interesting to employees. Ms. Morgan said they will take the suggestions into account. Ms.

Morgan also discussed that HR is working on electronic Leave Request Forms. Most on the committee expressed concerns regarding the tracking entries made by employees and the need for a redundant system. Ms. Morgan suggested that once the process is complete, we could invite Mr. Mike Lovelady to attend a meeting and present the process. Ms. Morgan discussed the Department of Labor (DOL) audit regarding the I9 forms.

- Nicole Broyles discussed IT deployment with regards to the main campus. There is an April 1<sup>st</sup> deadline with regard to Secure Systems specific to the UH campus. She also mentioned that IT is working with Internal Audit to conduct administrative IT audits in departments.
- Kevin Fite discussed the requirement for NCAA attendance. He also discussed new technology for coaching recruitment. Bob Schneller asked if Kevin Fite was going to be replacing Mathilda on the committee. Kevin Fite felt like two representatives for Athletics would be appropriate.
- Melissa Bellini discussed a BOR report concerning an audit for construction projects. She also said that many changes are underway to improve project delivery.
- Javier Hidalgo discussed compliance issues regarding Calhoun Lofts and children. They are working with the office of the General Counsel to resolve the issue.
- Dr. David Bell discussed the SACs accreditation and that the university is in the 2<sup>nd</sup> year of the 10 year cycle.
- Valerie Coleman-Ferguson discussed training needs that General Counsel is reviewing.

- Next Meeting

The next committee meeting is scheduled for Wednesday, April 14, 2010, at 2:00 p.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 10:24 a.m.