



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE JANUARY 14, 2009
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Mike Glisson
Emmett Sullivan
Brad Wigtil
Chris Hobza
Alan Phillips
Clif Rapier
Valerie Coleman-Ferguson
Rosemary Grimmet
Dr. David Bell
Mathilda Christophe
Monica Lawrence

Members Absent

Javier Hildalgo
Beverly Stevenson
Ray Bartlett
Alan Turner
Floyd Robinson
Amy Leggio

Others Present

Don Guyton
Sondra Armstrong
Darryl R. Creeks

The meeting convened at 9:07 a.m. in Room 183E of the General Services Building, with the UH Institutional Compliance Officer, Robert Schneller, conducting the meeting.

- Review of Minutes

The Committee reviewed and approved minutes from the October 8, 2008 meeting.

- MySafeCampus

We had an active quarter with 12 reports. Several of the reports had merit, while only one was dismissed with no violation. A common report is suspected Inappropriate Use of University Resources. Mike Glisson suggested using the "Code of Conduct" process from Downtown as an institutional policy and improving training.

The mandatory training requirement was discussed with 82% completion of the training. The committee felt this was good considering the lack of computer access that many employees have. The committee sited that these employees are trained in a group setting.

- Matrix Updates

Athletics completed their assessment matrix this past quarter, so for the first time all high-risk areas completed matrices. Four departments did not update their matrices in 2008. There have been some recent staffing changes in some of those departments so improvement is expected for the 2009 updates.

Quarterly Report to Regents

Don Guyton discussed and distributed a copy of the Board of Regents (BOR) quarterly report. One issue that caught everyone's attention was the 154 Compliance Audits conducted by Environmental Health and Risk Management (EHRM). The Committee was reminded that we have 800 laboratories on campus and auditing the laboratories is a primary function of EHRM. The committee asked if the audits were unannounced. Bob Schneller explained that "No", the PI's are given about a month's notice to get ready. He also explained that there is a follow-up procedure to ensure compliance, and compliance is typically 80-85%. Remaining non-compliance items are normally related to facility-related issues where funding is a barrier.

There was a short discussion of documenting in the BOR report the departments that didn't update their compliance matrices in 2008. Since staffing changes are expected to improve this situation, it was concluded not to add this topic to the report.

- Other Business

A question was raised regarding notifying management of people that aren't attending the meetings. Don Guyton asked Bob Schneller to send emails to those employees and their managers.

The Committee discussed the new red flag law regarding identity theft. There was discussion regarding this change being linked with anti-terrorism laws. The University falls under these laws because it extends credit to students. There was discussion about the Board of Regents adopting a policy on theft prevention and Ray Bartlett is taking the lead on a system policy (SAM) that is due May 1, 2009.

- Next Meeting

The next committee meeting is scheduled for Wednesday, April 8, 2009, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:46 a.m.