



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE OCTOBER 08, 2008 INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Mike Glisson
Emmett Sullivan
Brad Wigtil
Javier Hidalgo
Chris Hobza
Alan Phillips
Clif Rapier
Valerie Coleman-Ferguson
Beverly Stevenson
Rosemary Grimmet

Members Absent

Dr. David Bell
Mathilda Christophe
Ray Bartlett
Alan Turner
Floyd Robinson
Amy Leggio
Monica Lawrence

Others Present

Don Guyton
Sondra Armstrong
Darryl R. Creeks
Andy Blank

The meeting convened at 9:04 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 July 9, 2008 meeting.

- MySafeCampus Report

No incidents reported in 3rd quarter.

A review was done to the reports in 2008. Eight reports, seven of them are closed.

One is still under investigation (i.e. poor management practices).

Half of the totals reported were improper management practices, half not violations.

- MySafe Campus Demonstration – Don Guyton.

In the last meeting (7/9/08) there was discussion of doing a demo of the MySafe Campus website. Mr. Guyton reviewed the website showing the notice lists, incident numbers, reporter / correspondence time lists, messaging capabilities, and anonymous capabilities.

Rosemary Grimmet asked if the people want to know what the outcome was? Mr. Guyton stated that a closing statement is listed.

The question was asked regarding who the reports of the incident summaries go to. Mr. Guyton explained that reports are given to the Chair of the Board of Regents, the President / Chancellor, Dr. Carlucci and Dr. Gardner.

- Matrix Updates

The Matrix updates were discussed. It was pointed out that we haven't received anything from Athletics, but they are finalizing theirs now.

- Other Business

Bob Schneller reviewed where the manuals can be found on the E.H.R.M. website.
http://www.uh.edu/plantops/ehrm/ehrm_manuals_instcomp.html

The committee asked Mr. Schneller to expand the compliance reporting document and then forward the URL of the manual to the committee members.

- Next Meeting

The next committee meeting is scheduled for Wednesday, January 14, 2009, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:45 a.m.