



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE APRIL 09, 2008
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Andy Blank
Mike Glisson
Rosemary Grimmet
Javier Hidalgo
Emmett Sullivan
Clif Rapier
Robert Schneller
Darryl Crecks
Beverly Stevenson

Members Absent

Floyd Robinson
Brian Nelson
Joan Sigler
David Bell
Mathilda Cristophe
Ray Bartlett
Valerie Coleman-Ferguson
Alan Turner
Eli Cipriano
Alan Philips
Brad Witgil

Others Present

Russ Hoskens, Internal Audit
Sondra Armstrong – EHRM
Amy Gillard, Human Resources

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 October 10, 2007 meeting.

Javier Hidalgo commented that they are still in need of a demo for My Safe Campus. He will work to schedule with Emily Messa for the end of April 2008. This will count as their Compliance Act for 2nd Quarter.

- MySafeCampus Report

Four reports in Fourth Quarter 2007 – two from 2007 still under investigation.

Four reports in First Quarter 2008 – three still under investigation.

Mr. Blank asked how many reports don't come through My Safe Campus. Russ Hoskens responded not that many. Mostly people will call for advice. People are encouraged to contact Internal Audit, or if they wish to remain anonymous contact the state auditor or use My Safe Campus.

Javier Hidalgo asked how we are doing based on previous years. Bob Schneller commented that activity has increased over the past year and complaints involved more significant issues than in the past. Amy Gillard stated that is it discussed each Monday in new employee orientation. Mike Glisson commented that it is also addressed as part of the Fraud and Ethics mandatory training.

- Quarterly Report to Regents.
As normal, UH reported several compliance related activities during the past quarter. Bob Schneller said more committee members are responding to requests for activities to include in the quarterly report which is helping.

The panel discussed how importantly University of Houston Downtown addresses their institutional compliance program.

- Matrix Updates
We have received reports from a few areas. They are due the 1st quarter each year, but we always have some stragglers. Javier Hidalgo asked about Athletics since they never did one. Bob said several months ago he was told it was done awaiting final approval but never received it. He will follow-up with Athletics on the status.

- Other Business
Andy Blank asked about My Safe Campus and protection for people reporting items. If there is retaliation, how do we handle. Bob Schneller commented that whistleblower rules are well known now and the history of the university's claim activity indicates that these type of retaliation issues don't appear to be a problem. Amy Gillard commented that HR often reminds people of the retaliation laws.

Bob Schneller discussed that these meetings were originally set up quarterly, and asked if the committee would like to move them to semi annually. Javier Hidalgo expressed that he felt it would be better to keep them quarterly. The Committee agreed.

Mike Glisson brought brochures for annual seminars. Through one of them you can become certified in ethics compliance. See www.highereducationcompliance.org for more information.

- Next Meeting
The next committee meeting is scheduled for Wednesday July 9, 2008, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:22 a.m.