



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE July 8, 2009
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Mike Glisson
Javier Hidalgo
Amy Leggio
Brenda Cook
Clif Rapier

Members Absent

Dr. David Bell
Mathilda Christophe
Chris Hobza
Monica Morgan
Ray Bartlett
Emmett Sullivan
Alan Phillips
Floyd Robinson
Valerie Coleman-Ferguson
Brad Wigtil
Beverly Stevenson
Rosemary Grimmet

Others Present

Don Guyton
Darryl R. Creeks
Kevin Fite
Sondra Armstrong

The meeting convened at 9:02 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 April 8th meeting. There were two corrections that need to occur:

1. There was an error in the spelling of Javier Hidalgo's name.
2. Under the BOR Report section, the American Recovery Act (ARA) was referenced. It should be American Recovery & Reinvestment Act (ARRA).

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

- Old Business

Bob Schneller committed in the April 8th meeting to work on training. He gave the report that he has been working with Monica Morgan and it is being worked on.

Mike Glisson reported that the Red Flag deadline has been extended to August 1, 2009.

- BOR Report - Don

Mr. Guyton explained two sections of the report, Annual Compliance & Activity (training, compliance, hotline, etc). It was reported that there have been a few hotline reports and $\frac{3}{4}$ of them have been management issues. Most have been forwarded to Abel Garza, EEOC or HR. The four-month time period reviewed ended 6/30/09 and will be distributed July 8th or 9th, 2009.

- MySafeCampus

There were 3 MySafeCampus compliance incidents. Mr. Guyton believes there may also have been one fraud report. Mr. Guyton explained that when filing a complaint, the person has three choices: Compliance, Fraud, or Other. Compliance issues are directed to Bob Schneller, Fraud issues are directed to Mike Glisson, and Other issues are directed to Emily Messa and Don Guyton for handling.

Mr. Schneller reported that very often he receives “conflict of interest” reports. This is due to faculty interactions with other institutions. This type of interaction is often supported by management and is often not found to be a conflict of interest.

- Matrix Updates

Bob Schneller reported that more than ½ of the Matrix Updates have been completed. The ones that are outstanding are:

1. Academic Affairs
2. Athletics
3. Human Resources
4. Information Technology
5. Research

- Round Table Discussion

Bob Schneller discussed Radiation Safety as being the most regulated compliance area for Environmental Health & Risk Management. Inspections by regulators happen every 1-2 years with a laser inspection happening a few months ago. The state requires that we know where lasers are at all times, but this poses a challenge for us since the lasers are mobile so there are typically 4-5 that are difficult to track. Lasers are graded class 1-4 and classes 3 & 4 are regulated. Currently we have about 140 class 3 or 4 level lasers on campus. We expect another audit in 2 years.

Mr. Glisson discussed the Compliance issues for Finance. Currently the 990T Business income taxes will be due 7/15/09. Mr. Glisson also discussed their plans to hire an Analyst. This will be a new position for their area and the person they are planning to hire is also an attorney.

Mr. Fite discussed the Compliance issues with Athletics. He discussed that an audit had just been completed with Mr. Guyton’s group. Athletics is highly regulated by the National Collegiate Athletic Association (NCAA) and is subject to audits every 4 years. In the spring, a review / audit was completed with a consulting firm related to athletics, scholarships, housing, registrar’s office, etc. Currently they are in the process of responding to compliance issues.

Ms. Cook discussed the Compliance issues with Financial Aid. Some of the major issues are with financial aid and disbursement of funds. They are working to automate and improve several of their processes to be more proactive.

Mr. Guyton explained that Research is a significant issue with people violating the Export Control Act. He explained that there aren’t that many issues with Financial Aid. The last big Title IV issue was someone posing as a student and they were actually caught on our campus after committing their fraud across the country.

Ms. Cook stated that we work with National Security when reviewing applications for Financial Aid.

Mr. Rapier discussed the Compliance issues for FP&C. There are currently several construction auditing issues, reporting space issues, and project reporting.

Mr. Schneller asked the dollar amounts that come into play for these issues: \$1 million for new projects, and \$2 million for renovations.

Ms. Leggio asked who should be contacted when a donor decides to withdraw a pledge for major construction funding. It was determined that Mr. Rapier's area should always be contacted.

Ms. Leggio discussed Family Educational Rights & Privacy Act (FERPA) with regard to scholarships and financial aid and the releasing of data.

Mr. Hidalgo discussed the Compliance issues for Residential Life & Housing. There is a residential maintenance system with a privacy button that must be clicked to protect student information.

Mr. Guyton asked about the Calhoun lofts. Mr. Hidalgo confirmed that they are ready. Mr. Hidalgo stated that the lofts are equipped to hold 984 beds and currently they have 400 signed leases. We need 95% capacity to remain within budget. Currently the lofts are designed for juniors, seniors and graduate students, but depending on signed leases they could be opened up to other classes.

- Next Meeting

The next committee meeting is scheduled for Wednesday, October 7, 2009, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:49 a.m.