



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE JULY 09, 2008 INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Mike Glisson
Joan Nelson
Emmett Sullivan
Brad Wigtil
Javier Hidalgo

Others Present

Don Guyton
Darryl R. Creeks
Sondra Armstrong

Members Absent

Dr. David Bell
Eli Cipriano
Mathilda Christophe
Brian Nelson
Ray Bartlett
Alan Phillips
Clif Rapier
Alan Turner
Floyd Robinson
Valerie Coleman-Ferguson
Beverly Stevenson
Rosemary Grimmet

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 April 9, 2008 meeting.

- MySafeCampus Report

Mr. Guyton pointed out that the 2nd quarter should reflect 8 reports. He also advised the committee that the President, Dr. Carlucci, and Dr. Gardner are receiving copies of the reports by email.

There was brief discussion regarding the problems at the University Business Park (UBP) location. A question was raised regarding the 1st floor not having a women's restroom. Mr. Schneller communicated that due to the age of the building they are grandfathered and in compliance with Americans with Disability Act regulations. Mr. Glisson discussed issues when the electricity goes out at UBP; staff has to be sent home due to the heat.

Mr. Guyton offered to do a demonstration of MySafeCampus at the next ICC meeting.

There was discussion regarding the ability to remain anonymous. As of today, only 1 reporter did not want to remain anonymous.

- Quarterly Report to Regents.

Mr. Schneller asked if we should inform the Regents of significant compliance problems that have existed uncorrected for several years and if we should inform them of problems with matrix updates. My Guyton said he would speak with Dr.

Carlucci about the issues and asked Mr. Schneller to send him the relevant information.

Mr. Guyton discussed the excellent work UHD has been doing with the program and suggested the various components should probably standardize their annual plans.

- Matrix Updates

The committee briefly reviewed the departments with late assessments.

- Other Business

There was discussion on how low the attendance was in this meeting today. Everyone decided that it is better to continue with the reminder emails and early distribution of the previous meetings minutes as a reminder to Committee members. The low attendance was attributed to these steps not being done.

Mr. Glisson discussed working with Payment Card Industries (PCI) for compliance with regulations dealing with credit card merchants. There will be something to report next quarter on the report to the Regents. Each campus has a contact:

- Main & System – Mike Glisson
- Victoria – Greg Fanelli
- Clear Lake – John Cordary
- Downtown – George Anderson

- Next Meeting

The next committee meeting is scheduled for Wednesday, October 8, 2008, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 9:51 a.m.