



PLANT OPERATIONS
ENVIRONMENTAL HEALTH & RISK MANAGEMENT

ROBERT D. SCHNELLER, CSP, ARM
Director

MINUTES OF THE OCTOBER 7, 2009
INSTITUTIONAL COMPLIANCE COMMITTEE MEETING

Members Present

Robert Schneller
Mike Glisson
Amy Leggio
Clif Rapiet
Chris Hobza
Ray Bartlett
Emmett Sullivan
Brad Wigtil
Rosemary Grimmet
Monica Morgan

Members Absent

Dr. David Bell
Mathilda Christophe
Alan Phillips
Floyd Robinson
Valerie Coleman-Ferguson
Beverly Stevenson
Javier Hidalgo
Brenda Cook

Others Present

Don Guyton
Darryl R. Creeks
Sondra Armstrong

The meeting convened at 9:06 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 8th meeting. There were two corrections that need to occur:

1. 2nd paragraph of Round Table Discussion should say “Form 990T”, add (unrelated business income taxes) for UH system after Form 990T.
2. Change to read “hire a Tax Analyst”.
3. 1st paragraph MySafeCampus – add “among others” after Bob and Mike.

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

- BOR Report - Don

The BOR report is due 11/5/09.

- MySafeCampus

There are 6 reports during the prior quarter and two were discussed. There was an issue with a student organization website where a prior student was the only one with access. The access for the prior student has been terminated, but the issue is still being addressed. Academic Affairs is investigating a report of Faculty / Student inappropriate conduct. This is expected to close out soon.

- 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 – a reminder will be sent.
2. Athletics – it was reported that they are still searching for John Robinson's replacement. Mr. Guyton asked if Kevin Fite will replace Mathilda Christophe as the compliance representative for Athletics. Mr. Schneller said the determination is still under discussion within Athletics.
3. Human Resources – it was reported that HR is working on theirs.
4. Information Technology – this department has been outstanding the longest. Several in the meeting suggested that Mary Dickerson should be included in discussions regarding the Matrix and felt that doing this would get results.

- Round Table Discussion

Bob Schneller discussed the retirement of the Radiation Safety Officer (RSO) and the unusual issues requiring the State Regulatory Authority to approve the appointment of UH's next RSO. It was discussed that the RSO position is more regulated by the State and has a higher ethical accountability to the State rather than the employer.

Mike Glisson confirmed that the Tax Analyst has been hired. He also discussed the Red Flag Rules deadline changing to November 1, 2009. Mr. Glisson feels that UH is compliant and reported that departments have developed procedures and are tracking. Should anything occur that leads to the suspicion of Red Flag Rules, these incidents should be reported to Mike Glisson and Ray Bartlett.

Emmett Sullivan discussed the Diesel Tank Farm. He will be getting two new people and asked the committee about OSHA compliance for the Wind Farm. He had questions about the Energy Research Park and several committee members suggested that he contact Wilbert Taylor.

Ray Bartlett discussed that Treasury is still working on payment card compliance. There has been some resistance to not storing the credit card information. Mr. Bartlett discussed that the credit card verification numbers should never be stored.

Amy Leggio discussed Family Educational Rights & Privacy Act (FERPA) issues with General Counsel.

Residential Life and Housing reported that students are going to have to provide immunization records to live in the student housing. It is expected that the records will be kept in PeopleSoft, but there is a HIPAA concern. Jennifer Bloom will address this issue with General Counsel. This new immunization requirement will go into effect January 2010. The process is still being worked out, but this new process is expected to affect only 1st time students living on campus.

Monica Morgan discussed the execution of a Memorandum of Understanding and Agreement (MUA) regarding federal contracts. She also discussed an online tool called eVerify that will impact the I-9 process. eVerify will be an additional step, but it will mainly impact those employees that are funded by federal contracts. Ms. Morgan also discussed the electronic leave request that will be released in the next couple months. She discussed the FY10 mandatory training and the biweekly timesheets being investigated for electronic submission.

Clif Rapier discussed a Facilities Planning and Construction (FPC) reorganization that is happening.

Chris Hobza discussed signature authority and related MAPP / SAM being updated.
Don Guyton discussed the Audit Committee reports and the Annual Fraud Prevention report.
Brad Wigtil discussed the crime statistics being shared.
Rosemary Grimmet discussed the American Recovery and Reinvestment Act (ARRA) quarterly reporting deadline.

- Next Meeting
The next committee meeting is scheduled for Wednesday, January 13, 2010, at 9:00 a.m. in room 183E of the General Services Building.

With no further business, the meeting was adjourned at 10:28 a.m.