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**From:** Francis, David <dfrancis@uh.edu>  
**Sent:** Tuesday, January 29, 2013 12:58 PM  
**To:** Levy, Peggy A  
**Cc:** Morales, Jeanette F; ucc@uh.edu  
**Subject:** RE: University Coordinating Commission (UCC): Department Chairs'/Directors' Response Needed for UCC Agenda Items

Actually, I was involved in the TLC2 audit, and the TIMES audit, which occurred around the same time. So, the document was definitely known about and has been in existence in one form or another since the early 2000's, because we used it when TIMES was formed in making our proposal to the Research Council, who approved the formation of C&I at that time. I attended the meetings related to the TLC2 audit and the issues that were discussed concerned coordination between Academic Affairs and the Division of Research, and one concern hinged around faculty being in a position to submit the same paperwork to both the center and the department for reimbursement, sometimes leading to double payment. It didn't happen often, but it did occasionally and we needed a process to ensure it could not happen. The other "concern" that the auditors raised was around mission, and they really wanted DOR and AA to be on the same page regarding the mission of centers to make sure there was not duplication of effort between research centers and academic and administrative departments.

You are welcome to share the documents and my emails with anyone you like. I will have some comments on the document that you sent me, but I am unclear if this document means that TIMES, which presently reports to the Division of Research, will no longer report to the Division of Research, but will report instead to a Dean (see IV E on pg. 2), or if this document concerns the oversight of Academic Centers and Institutes, and that these are viewed as distinct from Research Centers and Institutes. OR, is this document intended to govern the operation of all Centers and Institutes, including centers like TIMES, TLC2, TCSUH, and others currently reporting to the VP for Research.

I'm quite certain of the origin of the document: It was a document that Research Council used. It was available on the DOR website and was available from the Research Council. Of course, Research Council no longer exists in the same form that it once did. The document used to be posted on the DOR website, but has been replaced with the following Guidelines: <http://www.research.uh.edu/Home/Research-Clusters/Guidelines.aspx>

These were put in place when Don Birx introduced the idea of Clusters.

What I was saying is that I did not know the "date" on the word document that I have because the file contains a "print" date, but not a hard coded date and on my computer the date of the file coincides with the date that I installed a new hard drive and copied all of my files over from my old machine to the new one. It's possible I could find the date on my old machine hard drive, but I don't know if that is still accessible. I might be able to find a date in a backup of the old hard drive, if that were helpful. I can assure you that a document of this essential form existed in 2000/2001 when TIMES first put its paperwork together for Dr. Vailas, VP for Research at the time of TIMES and TLC2's formation.

I'd be happy to meet with you to share whatever information I have about that history.

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**From:** Levy, Peggy A [mailto:palevy@uh.edu]  
**Sent:** Tuesday, January 29, 2013 7:43 AM  
**To:** Francis, David  
**Cc:** Morales, Jeanette F; ucc@uh.edu  
**Subject:** RE: University Coordinating Commission (UCC): Department Chairs'/Directors' Response Needed for UCC Agenda Items

Hello, David --

I did not know of this document, but it makes general sense that there is a document like this existing about Institutes and Centers. I went ahead and searched the Division of Research web site, but also did not find this document specifically, so it may be something created at one time, but not "official" documentation on the subject.

For some reason, this document also did not come to light when the TLC2 internal audit took place, with one audit finding from 2011 and one from 2012 concerning the monitoring of grant cost centers and closing expired grant cost centers. Since you are somewhat unsure of original and its' history, we may need to track where it comes from.

If it would be okay with you, I would like to forward this documentation to the Subject Matter Expert for MAPP 12.03.03, Craig Ness, and see if he would like to include anything from it in the MAPP, or perhaps link to it. I couldn't find it on the UH web site, but we can place it in the Survival Guide and link to it, if Division of Research does not have an area for it.

Please let me know if I can forward your document to Craig Ness, and I will let you know what I find out.

Thank you -- Peggy

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**From:** Francis, David [<mailto:dfrancis@uh.edu>]

**Sent:** Monday, January 28, 2013 4:53 PM

**To:** Morales, Jeanette F; [palevy@uh.edu](mailto:palevy@uh.edu); [ucc@uh.edu](mailto:ucc@uh.edu)

**Subject:** RE: University Coordinating Commission (UCC): Department Chairs'/Directors' Response Needed for UCC Agenda Items

I am curious as to why the policy on Centers and Institutes does not reference earlier UH documents governing the Establishment and Operation of Centers and Institutes. I have attached the one that was operational back in 2008. I have a word document from the one that was operational when TIMES was created, but it is not dated as best I can tell. It's from 2000 or 2001, but it has a "print date" field, not a hard coded date in the file.

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**From:** Morales, Jeanette F [<mailto:JFMorales@Central.UH.EDU>]

**Sent:** Monday, January 28, 2013 4:07 PM

**To:** Aaron, Todd T; Akay, Metin; Atwater, Leanne E; Behr, Thomas; Belarbi, Abdeldjelil; Bencomo, Anadeli; Bhattacharya, Janok; Blair, Edward A; Chadwick, Marjorie; Conyers, James; Eikenburg, Doug (Interim); Evans, Jerry S; Francis, David; Freeland, Cynthia; Gardner, Everette S; Garey, Kevin; Glass, Hildegard; Goodson, Carole; Gregory, Elizabeth; Hart, John; Harwerth, Ronald S; Herendeen, Wyman; Hoffman, David M.; Hutchison, Laveria F; Karner, Xavia; Koontz, Rex A; Krishnamoorti, Ramanan; Kubiszyn, Thomas W; Kumar, Praveen; Layne, Charles; Lim, Gino; Maher, Lynn; Malki, Heidar; Miller, William L; Mindiola, Tatcho; Morgan, Jeffrey; Newberry, Kaye J; Olson, Beth; Papell, David; Pinsky, Larry; Robinson, Kurt W; Roysam, Badri; Sharma, Pradeep; Stewart, Barbara L; Subhlok, Jaspal; Wallace, Steven; Wells, Dan; White, David; Zamora, Lois

**Subject:** University Coordinating Commission (UCC): Department Chairs'/Directors' Response Needed for UCC Agenda Items

Dear Department Chairs and Directors:

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on proposals that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be available to those university groups for whom they may be relevant, as quickly as possible.

The UCC has received the proposals numbered UCC 0289 13S – UCC 00292 13S, UCC 0299 13S, and UCC 0303 13S. The UCC has decided that these proposals may be relevant to your department. Please review the enclosed document(s) and, if relevant, relay your comments and suggestions to the group/originator making the proposal (University Policies & Procedures, Peggy Levy, [palevy@uh.edu](mailto:palevy@uh.edu)) and the UCC ([ucc@uh.edu](mailto:ucc@uh.edu) or Jeanette Morales, [jmorales@uh.edu](mailto:jmorales@uh.edu)) no later than **2/25/2013**.

Sincerely,

María Elena Soliño, Chair

University Coordinating Commission

[mesolino@uh.edu](mailto:mesolino@uh.edu)  
<http://www.uh.edu/ucc/>

*Jeanette F. Morales*

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*"Wisdom begins in wonder." - Socrates*

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