

U N I V E R S I T Y *of* H O U S T O N

UNIVERSITY COORDINATING COMMISSION

Agenda for March 20, 2012

M.D. Anderson Library, Faculty Senate Office, room 306

9:00am – 10:30 am

TO: Janok Bhattacharya, Simon Bott, Elaine Charlson, Shirley Ezell, William Fitzgibbon, Michael Harding, Dmitri Litvinov, Monica McHenry, Elsie Myers, Steven Wallace

FROM: Steven Wallace, Chair, University Coordinating Commission

DATE: March 13, 2012

I Call to Order

II Announcements

A E-mail listserves:

UC-COORD-COMMISSION@LISTSERV.UH.EDU - Commission members

UCC-NEWS@LISTSERV.UH.EDU - Commission news: UH community members may subscribe by sending an e-mail request to ucc@uh.edu

B Website: <http://www.uh.edu/ucc/>

III UCC Documents for Consideration

A UCC 0204 12S: University Bill for Smoke Free Environments at the University of Houston

This document was submitted by Student Government Association.

UCC Forward to: **to be determined**

Replies due: April 27, 2012

B UCC 0205 12S: MAPP 01.01.01 – MAPP Policy/Procedure System

This document was submitted by the University Policies & Procedures for quarterly campus (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).

UCC Forward to: **to be determined**

Replies due: April 27, 2012

C UCC 0206 12S: MAPP 02.01.02 – Classification of Staff Jobs

This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).

UCC Forward to: **to be determined**

Replies due: April 27, 2012

D UCC 0207 12S: MAPP 02.04.01 – Employee Grievances

This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).

UCC Forward to: **to be determined**

Replies due: April 27, 2012

- E UCC 0208 12S: MAPP 02.04.07 – Ethical Conduct of University Employees**
This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- F UCC 0209 12S: MAPP 03.01.05 – Posting Flyer Information On Outside University Kiosks**
This document was submitted by Facilities Management and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- G UCC 0210 12S: MAPP 05.01.01 – Cash Handling**
This document was submitted by the Office of Finance and Accounting and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- H UCC 0211 12S: MAPP 08.01.01 - Sponsored Research Activities**
This document was submitted by the Office of Research & Technology Transfer and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- I UCC 0212 12S: MAPP 12.02.01 – Data Coordination, Verification and Submission to the Office of Institutional Research (IR)**
This document was submitted by the Office of Institutional Research and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- J UCC 0213 12S: SAM 01.C.04 – Report/Investigating Fraudulent Acts**
This document was submitted by the Office of Audits & Fiscal Affairs and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
Submitter's recommendation for further review: none
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- K UCC 0214 12S: SAM 02.A.36 – New Staff Orientation and Processing**
This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012

- L UCC 0215 12S: SAM 01.C.07 – Safety Administration**
 This document was submitted by the Office of Risk Management and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- M UCC 0216 12S: SAM 02.A.37 – Security Sensitive Positions**
 This document was submitted by the Office of General Counsel and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- N UCC 0217 12S: SAM 03.A.26 – Employee Training Program**
 This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- O UCC 0218 12S: SAM 01.D.05 – Equal Employment Opportunity**
 This document was submitted by the Office of General Counsel and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- P UCC 0219 12S: SAM 02.A.31 – Access to and Maintenance of Personnel Files**
 This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- Q UCC 0220 12S: SAM 02.A.25 – Termination Clearance Guidelines**
 This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- R UCC 0221 12S: SAM 02.A.35 – Search Committees for Executive and Staff Positions**
 This document was submitted by Human Resources and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
 UCC Forward to: **to be determined**
 Replies due: April 27, 2012
- S UCC 0222 12S: SAM 01.D.06 – Protection of Confidential Information**
 This document was submitted by the Office of General Counsel and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).

UCC Forward to: **to be determined**
Replies due: April 27, 2012

- T UCC 0223 12S: SAM 04.A.02 – Audits by Internal Auditing**
This document was submitted by the Office of Audits & Fiscal Affairs and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- U UCC 0224 12S: SAM 01.E.01 – Office of Intellectual Property Management**
This document was submitted by the Office of Research & Technology Transfer and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- V UCC 0225 12S: SAM 01.G.01 – Sponsored Research Activities**
This document was submitted by the Office of Research & Technology Transfer and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- W UCC 0226 12S: SAM 01.D.03 – Trademark Management**
This document was submitted by the General Counsel Office and the Office of Research & Technology Transfer and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
- X UCC 0227 12S: SAM 07.A.04 – Digital Millennium Copyright Act**
This document was submitted by Information Technology and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012
- Y UCC 0228 12S: SAM 01.C.16 – Asbestos-Containing Material**
This document was submitted by the Office of Risk Management and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, Administration & Finance leadership, & UCC).
UCC Forward to: **to be determined**
Replies due: April 27, 2012

IV Old/New Business

V Adjournment