

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

UNIVERSITY COORDINATING COMMISSION

Agenda for April 7, 2016

M.D. Anderson Library, room 306 MDA Library

9:00am – 11:00am

TO: Wynne Chin, Mark Clarke, Alan Dettlaff, Martha Dunkelberger, Shirley Ezell, Elsie Myers, Jonathan Snow, Shaun Theriot-Smith, George Zouridakis

FROM: Catherine Horn, Chair, University Coordinating Commission

DATE: April 5, 2016

I Call to Order; Approval of the Minutes

II Announcements

A E-mail listservs:

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 Web Sites:

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

UCC Sharepoint Policy Tracking Site: <https://share.uh.edu/ucc> (use Cougarnet log-in credentials to access site)

UH Policies & Procedures Website (MAPP & SAM): <http://www.uh.edu/af/universityservices/policies/>

III UCC Document(s) for Consideration

A MAPPs: Manual of Administrative Policies and Procedures (UH)

- MAPP 01.01.02 - University Coordinating Commission
- MAPP 05.01.01 - Cash Handling
- MAPP 05.04.02 - Reconciliation of General Ledger Cost Ctr. Balances
- MAPP 07.02.02 - Tobacco-Free Campus Policy
- MAPP 11.03.02 - Undergraduate Tuition Rebate
- MAPP 11.03.03 - Non-Resident Tuition Employment Waivers
- MAPP 14.01.01 - Campus Sustainability

These documents were submitted by the Office of University Policies & Procedures (UPP) and can be viewed via the UCC policy tracking site.

UCC Forward to: **to be determined**

Replies due: May 2, 2016

B SAMs: System Administrative Memorandum (UHS)

- SAM 01.C.04 - Reporting/Investigating Fraudulent Acts
- SAM 01.C.08 - Environmental Review for Acquisition of Real Property
- SAM 02.A.05 - Employee Relations, Grievance, & Appeal
- SAM 02.A.13 - Recruitment, Job Posting & Selection of Staff Employees
- SAM 02.A.14 - Promotion and Transfer of Staff
- SAM 02.A.24 - Employees and Independent Contractors
- SAM 02.A.33 - Employment of Foreign Nationals
- SAM 02.A.40 - Staff Attendance and Punctuality
- SAM 02.B.01 - Classification of Staff Jobs
- SAM 02.E.07 - Staff Service Awards
- SAM 02.E.08 - Employee Health Fitness and Education
- SAM 02.F.07 - Direct Deposit of Salaries
- SAM 03.F.02 - Endowment Management
- SAM 03.G.03 - Financial System Verification of Cost Center Transactions
- SAM 06.A.07 – Procedures for the Operation of Institutes and Centers
- SAM 07.A.03 - Computing Services
- SAM 08.A.06 - Gift Acceptance - Gifts-In-Kind from Companies (New)

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UCC Forward to: **to be determined**

Replies due: May 2, 2016

C Other Policies

- Non-Tenure Track Policy
- Non-Tenure Track Policy – Grandfathering Existing NTT Faculty

IV New Business

V Adjournment