

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

## UNIVERSITY COORDINATING COMMISSION

Agenda for September 6, 2016

M.D. Anderson Library, room 306 MDA Library

8:30am – 10:30am

**TO:** Wynne Chin, Mark Clarke, Alan Dettlaff, Dietmar Froehlich, Peggy Levy, Shishir Shah, Jonathan Snow, Shane Smith

**FROM:** Catherine Horn, Chair, University Coordinating Commission

**DATE:** September 1, 2016

### **I Call to Order; Approval of the Minutes**

### **II Announcements**

#### **A E-mail listservs:**

[UC-COORD-COMMISSION@LISTSERV.UH.EDU](mailto:UC-COORD-COMMISSION@LISTSERV.UH.EDU) - Commission members

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

#### **B Web Sites:**

**General Website:** <http://www.uh.edu/university-coordinating-commission/>

**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 02.01.01 – Pay Guidelines for Staff Employees

MAPP 02.02.01 – Family and Medical Leave

MAPP 02.04.05 – Termination Clearance

MAPP 02.04.10 – Flexible Workplace Initiative

MAPP 09.05.01 – Building Coordinator Program (**New MAPP**)

MAPP 11.03.03 – Non-Resident Tuition Employment Waivers

**Housekeeping Changes can be viewed**

at: <http://www.uh.edu/af/universityservices/policies/review/mapp/campus171.htm>.

MAPP 02.04.02 – Hours of Work (Housekeeping Changes)

MAPP 02.04.09 – Exit Interviews (Housekeeping Changes)

MAPP 10.03.01 – Acceptable Use of Information Resources (Housekeeping Changes)

MAPP 12.03.03 – Procedures for Establishing and Operating Academic Institutes and Centers (Housekeeping Changes)

These documents were forwarded 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: October 3, 2016

**B SAMs: System Administrative Memorandum (UHS):**

SAM 01.B.08 – Third-Party Construction (New SAM)

SAM 01.D.01 – Requests for Services from the Office of the General Counsel

SAM 01.D.02 – Employment of Outside Legal Counsel

SAM 03.G.03 – Financial System Verification of Cost Center Transactions

SAM 04.A.01 – Audits by External Auditors

SAM 04.A.02 – Audits by Internal Auditing

SAM 06.A.07 – Procedures for the Operation of Institutes and Centers

**Housekeeping Changes can be viewed**

at: <http://www.uh.edu/af/universityservices/policies/review/sam/campus171.htm>.

SAM 01.B.05 – Signature Authority for Construction Contracts (Housekeeping Change per [SAM 01.A.01, Section 7.2 – Full Review Cycle](#))

SAM 01.D.03 – Trademark Management (Housekeeping Change per [SAM 01.A.01, Section 7.2 – Full Review Cycle](#))

SAM 01.E.01 – Office of Intellectual Property Management (Housekeeping Change per [SAM 01.A.01, Section 7.2 – Full Review Cycle](#))

SAM 03.C.03 – Repair and Construction Funds (Housekeeping Change per [SAM 01.A.01, Section 7.2 – Full Review Cycle](#))

SAM 03.H.02 – Open Records (Housekeeping Change per [SAM 01.A.01, Section 7.2 – Full Review Cycle](#))

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: October 3, 2016

## **C Other Policies**

- UG Grade Exclusion Policy

This document was forwarded by the Undergraduate Committee (UC) and can be viewed via the UCC policy tracking site.

UCC Forward to: **to be determined**

Replies due: October 3, 2016

## **IV Old Business**

### **A Housekeeping Changes - Strategy**

## **V New Business**

## **VI Adjournment**