

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

## UNIVERSITY COORDINATING COMMISSION

Agenda for October 2, 2015

M.D. Anderson Library, room 220U

10am – 12pm

**TO:** Wynne Chin, Mark Clarke, Martha Dunkelberger, Shirley Ezell, Bill Fitzgibbon, Elsie Myers, María Elena Soliño, Shaun Theriot-Smith, George Zouridakis

**FROM:** Jonathan Snow, Chair, University Coordinating Commission

**DATE:** October 1, 2015

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

### **II Announcements**

#### **A E-mail listserves:**

[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/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/>

### **IV UCC Document(s) for Consideration**

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

- MAPP 01.03.01 – Baseline Standards
- MAPP 02.01.01 – Pay Guidelines for Staff Employees (review to remove Interim designation)
- MAPP 02.01.03 – Overtime/Compensatory Time (review to remove Interim designation)
- MAPP 02.02.05 – Moving and Relocation Expenses
- MAPP 02.03.06 – Employment Eligibility Verification Form I-9

- MAPP 02.03.07 – Sponsorship for Permanent Residence (New MAPP)
- MAPP 02.04.10 – Flexible Workplace Initiative (review to remove Interim designation)
- MAPP 03.03.01 – Property Management Overview
- MAPP 03.04.01 – Development Solicitation (New MAPP)
- MAPP 04.01.01 – Purchase of Goods, Materials, and Supplies through the Purchasing Department (review to remove Interim designation)
- MAPP 04.01.10 – Prompt Payment and Payment Scheduling
- MAPP 04.04.01A – Contracting – General (review to remove the Interim 2 designation)
- MAPP 05.01.02 – Operational Cash Advances
- MAPP 05.02.01 – Expenditures and Expenditure Authority
- MAPP 05.02.02 – Official Functions and Discretionary Expenditures
- MAPP 05.03.01 – Employee Financial Responsibility
- MAPP 05.04.07 – Monthly Cell Phone Allowance (New MAPP)
- MAPP 06.02.03 – Laboratory Safety Program and Corresponding Safety Manuals
- MAPP 07.03.01 – Emergency Management Policy
- MAPP 10.03.06 – College/Division Responsibilities for Information Technology Resources
- MAPP 11.03.01 – Tuition, Fees and Charges
- MAPP 13.01.01 – Freedom of Expression (review to remove Interim designation)

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 26, 2015

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

- SAM 01.B.02 – Selection of Architectural and Engineering Firms
- SAM 01.B.03 – Temporary Buildings
- SAM 01.D.09 – Student Academic Adjustments/Auxiliary Aids Policy (review to remove Interim 2 designation)
- SAM 02.A.29 – Ethical Conduct of Employees
- SAM 02.B.02 – Overtime and Compensatory Time
- SAM 02.B.04 – Salary Guidelines for Non-Faculty Personnel
- SAM 02.F.03 – Employee Time Reporting (review to remove Interim designation)
- SAM 02.F.05 – Payroll Deductions
- SAM 02.F.06 – Taxable Fringe Benefits
- SAM 03.A.05 – Contract Administration (review to remove Interim 2 designation)

- SAM 03.A29 – Tuition, Fees and Charges (New SAM)
- SAM 03.B.01 – Purchasing Guidelines (review to remove Interim Designation)
- SAM 03.E.02 – Property Management
- SAM 03.F.05 – Sale, Lease, Purchase or Conveyance of Real Property
- SAM 03.F.08 – Requests for Services from the Office of Real Estate Services (New SAM)
- SAM 05.C.01 – Campus Programs For Minors
- SAM 06.A.11 – Procedures for the Operation of International Partnerships
- SAM 08.A.04 – Naming Opportunities

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**

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**VI New Business**

**VII Adjournment**