

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

UNIVERSITY COORDINATING COMMISSION

Minutes for February 8, 2016

A meeting of the University Coordinating Commission convened at 8:30 am on Monday, February 8, 2016 in room 306 (Faculty Senate Office) of the M.D. Anderson Library.

Members Present: Wynne Chin, Mark Clarke, Alan Dettlaff, Martha Dunkelberger, Elsie Myers, Jonathan Snow, George Zouridakis

Members Absent: Shaun Theriot-Smith

Guests: Katy Greenwood (College of Technology), Erika Henderson (Faculty Affairs), Peggy Levy (University Policies & Procedures)

Staff: Jeanette Morales

I Call to Order

Chair Cathy Horn called the meeting to order at 8:35 am.

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

C Faculty Senate General Activities Update: Jonathan Snow

Two Campus Carry Faculty town halls have already occurred. He plans to hold one more town hall this month (Feb. 15th). The new law will go into effect August 1, 2016.

The Provost Office has distributed Annual Performance Review Guidelines memo to the colleges. The Provost's goal is to gather information on each department's APR policies/procedures and see how each department performs their own APRs (i.e., how different they are, any common practices, etc.). Departments are asked to submit their policies by February 2015.

Dr. Snow informed the UCC that the next Board of Regents meeting is February 18th and he will be making his remarks at this meeting.

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

A MAPP 01.01.01 – Administrative Policies and Procedures

This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, all VPs, Faculty Affairs, Deans Council, Associate Deans, FS-EC, FS-FGC, Staff Council, SGA, Center & Institute Directors, Dean of Students, Dept. Chairs, EOS, Univ. Art Acquisition Cmte., Council on Women and Gender, HR-Fringe Benefits Cmte., CBA, Art Directors

B MAPP 02.02.03 – Leave of Absence

This document was submitted by Human Resources and forwarded by University Policies & Procedures for campus review.

Forwarded to: VP-Legal Affairs, Faculty Affairs, FS-FAC, Staff Council, Center & Institute Directors, Dept. Chairs, EOS, WGRC,

C MAPP 02.02.04 – Administrative Leave with Pay

This document was submitted by Human Resources and forwarded by University Policies & Procedures for campus review.

Forwarded to: Faculty Affairs, Associate Deans, FS-FAC, Staff Council, ACT, Building Coordinators, Center & Institute Directors, Dept. Chairs, EOS. Library Committee, CBA

D MAPP 02.04.05 -Termination Clearance

This document was submitted by Human Resources and forwarded by University Policies & Procedures for campus review.

Forwarded to: Deans Council, Associate Deans, FS-FAC, Staff Council, Building Coordinators, Dept. Chairs, EOS, CBA, Art Directors

E MAPP 02.06.01 – Staff Training and Development

This document was submitted by Human Resources and forwarded by University Policies & Procedures for campus review.

Forwarded to: Deans Council, FS-FAC, Staff Council, Building Coordinators, Enrollment Services, CBA

F MAPP 03.01.04 – Fleet Management

This document was submitted by Facilities Management and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, FS-BFC, Staff Council, Alumni Association, Building Coordinators, Dept. Chairs, Sustainability Committee, TPAC,

G MAPP 07.03.02 – Business Continuity Planning

This document was submitted by Information Technology and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, All VPs, Faculty Affairs, Other Administration, Deans Council, Associate Deans, FS-EC, FS-BFC, FS-FAC, FS-FGC, FS-GPSC, FS-RSC, FS-UC, Staff Council, ACT, Alumni Association, Building Coordinators, Centers & Institute Directors, Dean of Students, Enrollment Services, Dept. Chairs, ISSSO, Special Events Office, WGRC, Purchasing & Plant Operation Committee, Safety & Security Board, TPAC, CBA

H MAPP 10.03.04 – Connecting Devices to University Networks

This document was submitted by Information Technology and forwarded by University Policies & Procedures for campus review.

Forwarded to: VP-Legal Affairs, VP-RSC, Faculty Affairs, Deans Council, Associate Deans, FS-EC, FS-FAC, FS-RSC, Staff Council, Building Coordinators, Center & Institute Directors, CBA

IV SAMs: System Administrative Memorandum (UH Campus Review Only)

A SAM 01.A.01 – Administrative Memoranda System

This document was submitted by UHS Chancellor & delegates and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, All VPs, Faculty Affairs, Deans Council, FS-EC, FS-FGC, Staff Council

B SAM 01.D.04 – Affirmative Action Policy

This document was submitted by AVC-Legal Affairs & General Counsel and forwarded by University Policies & Procedures for campus review.

Forwarded to: VP-Legal Affairs, VP-Student Affairs, VP-Govt. Relations, VP-Community Relations & Institutional Access, Faculty Affairs, Deans Council, Associate Deans, FS-EC, FS-FAC, Staff Council, Center & Institute Directors, Dept. Chairs, Enrollment Services, EOS, WGRC, Center for Students w/DisABILITIES, Council on Women & Gender, Grievance Committee, Title IX Grievance Committee, CBA

C SAM 03.A.10 – Requests for Funds from UH Foundation

This document was submitted by AVP-Finance and forwarded by University Policies & Procedures for campus review.

Forwarded to: VP-Univ. Advancement, Deans Council, Associate Deans, FS-CGRC, Center & Institute Directors, Dept. Chairs, CBA

D SAM 03.E.08 – Student Travel

This document was submitted by AVP-Finance and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, VP-ADMIN & Finance, VP-Student Affairs, Deans Council, Associate Deans, FS-GPSC, FS-UC, Staff Council, SGA, ACT, Dean of Students, Dept. Chairs, Special Events Office, Athletic Advisory Committee, Campus Recreation Advisory Committee, Center for Students w/ DisABILITIES, Council on Women & Gender, CBA

E SAM 06.A.11 – Procedures for the Operation of International Partnerships

This document was submitted AVP-Finance and forwarded by University Policies & Procedures for campus review.

Forwarded to: VP-ADMIN & Finance, VP-Legal Affairs, VP-DOR/TT, VP-Student Affairs, VP-Govt. Relations, Faculty Affairs, Other Administration, Deans Council, Associate Deans, FS-EC, FS-CGRC, FS-FAC, FS-GPSC, FS-RSC, FS-UC, Staff Council, SGA, ACT, Center & Institute Directors, Dept. Chairs, Dean of Students, ISSSO, International Students Advisory Council, TPAC, CBA

V New Business

Peggy Levy informed the UCC that General Counsel drafted a GENDA statement to be included in about 25 MAPPs. The MAPPs with GENDA statements will be go into the next campus review cycle.

VI Meeting adjourned at 9:30am.