

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

UNIVERSITY COORDINATING COMMISSION

Minutes for June 18, 2015

A meeting of the University Coordinating Commission convened at 10:00 am on Thursday, June 18, 2015 in room 306 (Faculty Senate Office) of the M.D. Anderson Library.

Members Present: Mark Clarke, Martha Hayes, María Elena Soliño, Jonathan Snow, George Zouridakis

Members Absent: Wynne Chin, Martha Dunkelberger, Bill Fitzgibbon, Catherine Horn, Shaun Theriot-Smith

Guests: Peggy Levy (University Policies & Procedures)

Staff: Jeanette Morales

I Call to Order; Minutes for 5/21/10

Chair Jonathan Snow called the meeting to order at 10:10 am.

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/>

C Faculty Senate General Activities Update: Jonathan Snow

Dr. Snow informed the UCC that it is quiet with regards to Senate activity since it's summer and many senators are on vacation. President Wynne Chin is in Spain for a conference for about a week.

Tobacco-Free Campus Policy: Dr. Snow will meet with Richard Walker's office to follow up on the implementation of the Tobacco-Free Campus policy. He plans to discuss items such as: the results of the January 2016 roll-out date, policy language about designated smoke-free zones, and results of the tobacco-free campus work group meetings.

III Previously UCC Chair-Expedited Review MAPPs and Other Policies: Second Review

Dr. Mark Clarke inquired about which groups reviewed/commented on the recently UCC-certified Faculty Workload policy. Jonathan Snow had informed him that he performed an expedite UCC chair review/certification. Mark Clarke asked if this policy could be passed on to General Counsel for comment again. Dr. Snow decided that other major policies that were previously UCC chair-expedited, should go through the full review process with a shorter comment period of two weeks.

A Faculty Workload Policy

This document was submitted by Faculty Development and Faculty Affairs (Mark Clarke).

Submitter's recommendation for further review: General Counsel, Deans, Department Chairs/Directors, Provost Office, Promotion & Tenure Committee, Associate Deans

Dr. Clarke asked that a note be included with the email to inform campus groups that this policy was reviewed for the last three years and that because of the broad nature of this policy , groups who only have major philosophical issues with this policy may submit comments. Comments will be gathered and discussed at a later date.

B MAPP 02.08.01 – Violence on Campus

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

Submitter's recommendation for further review: Title IX Grievance Committee, Counseling & Psychological Services, Student Housing & Residential Life Committee, Safety & Security Advisory Board, Sexual Harassment Board, Equal Opportunity Services, Women & Gender Resources Center, General Counsel, Provost Office, VP Student Affairs, Dean of Students, FS Faculty Affairs Committee

C MAPP 13.01.02 – Conduct Assessment and Response Team (CART)

This document was submitted by Student Affairs and forwarded by University Policies & Procedures for summer campus review.

Submitter's recommendation for further review: FS Faculty Affairs Committee; The UCC ask to include a note in the email that the FAC consider a CART policy for faculty (the current MAPP CART emphasizes students).

D MAPP 08.02.01 – Policy for the Establishment, Evaluation and Discontinuation of Research Organizations (New MAPP)

This document was submitted by Division of Research and forwarded by University Policies & Procedures for summer campus review.

Submitter's recommendation for further review: Deans, Department Chairs/Directors, FS Research & Scholarship Committee, FS Executive Committee, VP Division of Research, Center/Institute Directors

E MAPP 07.01.04 – Disposition of Lost and Found Personal Property (New MAPP)

This document was submitted by Public Safety and forwarded by University Policies & Procedures for summer campus review.

Submitter's recommendation for further review: Student Government Association and FS Faculty Affairs Committee

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

A MAPP 02.01.04 – Staff Performance Appraisals

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

Forwarded to: Deans, Department Chairs/Directors, Center/Institute Directors

B MAPP 02.01.07 – Consulting and Paid Professional Service – Exempt Staff

The UCC decided to not vet this MAPP, since it only contained minor, housekeeping changes.

C MAPP 02.06.02 – Staff Tuition Scholarship Program

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

Forwarded to: FS Executive Committee, FS Undergraduate Committee, Associate Deans, Department Chairs/Directors, Advisor Coordinators Team, Women and Gender Resource Center, VP Intercollegiate Athletics, Athletics Advisory Committee

D MAPP 04.01.08 – Historically Underutilized Businesses (HUBs)

This document was submitted by Purchasing and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Equal Opportunity Services, Women and Gender Resource Center, FS Budget & Facilities Committee, FS Community & Government Relations Committee, VP Government Relations, Purchasing & Plant Operations Committee, University Hearing Board

E MAPP 04.02.01C – Corporate Travel Card

This document was submitted by Procurement and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Senior Administration (all VPs), Department Chairs/Directors, Deans

F MAPP 05.04.07 – Monthly Cell Phone Allowance (New MAPP)

This document was submitted by Procurement and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Department Chairs/Directors, Deans, Center/Institute Directors, VP Research, Building Coordinators, UIT

G MAPP 07.07.03 – Requesting Special Event Security Services

This document was submitted by Department of Public Safety and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Student Government Association, Scholarship & Financial Aid Advisory Committee, Dean of Students, Department Chairs/Directors, Deans, University Center Policy Board, Parking & Transportation

H MAPP 07.02.01 – Fire and Life Safety Code

This document was submitted by Environmental Health and Life Safety and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Deans, VP Research, Center/Institute Directors

I MAPP 09.03.01 – Event Reservation and Rental of University Facilities

This document was submitted by Student Affairs and Faculty Affairs and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Student Government Association, Scholarship & Financial Aid Advisory Committee, Campus Advisory Committee, A.D. Bruce Religion Center Policy Board, Dean of Students, Deans, Department Chairs/Directors, Deans, FS Community & Government Relations, Budget & Facilities Committee, Student Housing & Residential Life Committee, Athletics Advisory Committee, VP Student Affairs, Office of Special Events

IV Other Policies

A Research Misconduct Policy

This document was submitted by the Office of Faculty Development and Faculty Affairs for summer campus review.

Forwarded to: FS Faculty Affairs Committee, Deans, FS Graduate & Professional Studies Committee, FS Undergraduate Committee, Department Chairs/Directors

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

A SAM 03.A.02 – Entertainment Expenditures

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

Forwarded to: President’s Cabinet, Athletics Advisory Committee, Deans, Department Chairs/Directors, Center/Institute Directors, Provost’s Business Office

B SAM 03.E.08 – Student Travel to Component University-Funded Activities

This document was submitted by AVP for Finance, VP Student Affairs, & Dean of Students and forwarded by University Policies & Procedures for summer campus review.

Forwarded to: Student Government Association, VP Student Affairs, Campus Recreation Committee, Dean of Students, Department Chairs/Directors, Athletics Advisory Committee, Safety & Security Advisory Board, Department of Transportation & Parking

C SAM 03.A.28 – Tax-Exempt Bond Post-Issuance Compliance

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

Forwarded to: VP Research, Alumni Association, Athletics Advisory Committee, FS Budget & Facilities Committee, University Advancement, General Counsel, Dean, Department Chairs/Directors, Center/Institute Directors

V Documents for UCC FYI Purposes

A SAMs with minor changes. UCC consideration not needed.

- [SAM 01.C.16 – Asbestos-Containing Material](#)
- [SAM 02.A.20 – Hours of Work](#)
- [SAM 02.A.39 – Political Aid and Legislative Influence](#)
- [SAM 02.D.08 – Parental Leave](#)
- [SAM 02.E.02 – Perquisites](#)
- [SAM 03.A.06 – Establishment, Maintenance, and Discontinuance of Credit Card Services](#)
- [SAM 03.A.07 – Petty Cash Procedures](#)
- [SAM 03.A.22 – Reporting Financial Accounting Information to External Parties](#)
- [SAM 03.A.23 – Court Ordered Restitution](#)
- [SAM 03.A.24 – Extension of Credit by University of Houston System Component Universities](#)

- [SAM 03.B.02 – Contracting with Historically Underutilized Businesses \(HUBs\)](#)
- [SAM 03.F.03 – Distribution of Income from Selected Endowments](#)
- [SAM 03.F.04 – Cash Handling](#)
- [SAM 03.F.07 – Foreign Bank Accounts](#)
- [SAM 03.G.01 – Year End Closeout Procedures for Deficit Balances](#)
- [SAM 03.H.01 – Records Retention](#)
- [SAM 07.A.04 – Digital Millennium Copyright Act](#)
- [SAM 08.A.01 – Management and Development of University Advancement Activities](#)
- [SAM 08.A.05 – Gifts by System Employees Through Payroll Deductions](#)

B MAPPs & Other Policies already considered through expedited UCC review (May 2015)

- Academic Honesty Policy
- Faculty Workload Policy
- Promotion and Tenure Policy
- MAPP 02.01.05 – Shift Differential Pay
- MAPP 02.05.02 – Employee Time Reporting
- MAPP 02.08.01 – Violence on Campus
- MAPP 07.01.04 – Disposition of Lost and Found Personal Property (New MAPP)
- MAPP 08.02.01 – Policy for the Establishment, Evaluation and Discontinuation of Research Organizations (New MAPP)
- MAPP 13.01.02 – Conduct Assessment and Response Team (CART)

These documents can be found on the UCC policy Sharepoint tracking site.

VI New Business

A UCC and Non-MAPP/SAMs Submissions

UCC Chair Jonathan Snow had mentioned for future review cycles, a standard email message will be sent to divisional heads to submit detailed policy proposal summaries to the UCC. This email message will request justification of change/creation, change comparisons, etc. on all non-MAPP/SAM policies to be considered by the UCC.

B UCC MAPP Language Change

Keeping in line with non-MAPP/SAM policy submissions, UCC Chair Jonathan Snow recommended that language regarding the review of divisional policy submissions will need to be incorporated into the UCC MAPP. Jonathan Snow said that he will draft the language for UCC fall 2015 review.

VII Meeting adjourned at 12:05pm.