

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

UNIVERSITY COORDINATING COMMISSION

Minutes for September 10, 2010

A meeting of the University Coordinating Commission convened at 12:00 pm on Friday, September 10, 2010, in room 306 (Faculty Senate Office) of the M.D. Anderson Library.

Members Present: Carol Barr, Roger Boltz, Simon Bott, Elaine Charlson, Mark Clarke, Williams Fitzgibbon, Dmitri Litvinov, Dan Wells, Prince Wilson

Staff: Jeanette Morales

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

Monica McHenry called the meeting to order at 12:13 pm. Minutes for 5/21/10 were approved.

II Announcements

A Fall 2010 meeting dates: UCC Chair Monica McHenry asked Jeanette Morales to poll the UCC members via email for the next three UCC meeting dates.

Spring 2011 meeting dates: will be determined after January the change in membership

B 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

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

III Introduction of University Coordinating Commission Members

IV Overview of University Coordinating Commission Mission – Monica McHenry

Monica McHenry gave a brief overview of the UCC's mission and workflow procedure to old and new members.

V UCC 0165 10F: MAPP 10.03.07 Email Retention and Discovery

This document was submitted by IT/General Counsel and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, A&F leadership, UCC, Faculty Senate, and Staff Council).

Submitter's recommendation for further review: no recommendation made

Document Status: Considered not a policy but a minor clarification of policy language.

VI UCC 0166 10F: MAPP 01.03.03 Business Continuity Planning

This document was submitted by the Department of Public Safety and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, A&F leadership, UCC, Faculty Senate, and Staff Council).

Submitter's recommendation for further review: no recommendation made

Document Status: Considered not a policy, but a clarification of a working procedure. Also, the UCC felt that all necessary campus groups have seen this item already.

VII UCC 0167 10F: MAPP 06.05.03 Motor Vehicle Record Evaluation

This document was submitted by the Department Risk Management and forwarded by University Policies & Procedures for quarterly campus review (deans, college/division administrators, Internal Audit, A&F leadership, UCC, Faculty Senate, and Staff Council).

Submitter's recommendation for further review: no recommendation made

Document Status: Considered not a policy, but a clarification of a working procedure. Also, the UCC felt that the language (regarding university-owned or leased vehicles) was inconsistent (the language in section "I. Purpose" conflicts with language in section II. A).

VIII Old Business: UCC 0164 10F: MAPP 01.01.02 University Coordinating Commission

This document is currently in the fourth quarter MAPP campus review phase. The UCC revisited this MAPP at the request of Dr. Carl Carlucci (Executive VP for Administration & Finance). He brought up the issue of UCC timing and the number of review days allotted for certain review groups with regards to the workflow chart. After much discussion, the UCC decided that the workflow charts that were originally submitted with the MAPP were deemed as "working documents" to be utilized internally. The UCC asked Jeanette Morales to resubmit MAPP 01.01.02 into the quarterly MAPP campus review and ask UPP not to include the workflow charts.

With regards to the UCC workflow chart, UCC members felt that the UCC tracking chart should have a column that mentions the specific (name) of the originator of the policy instead of the only mentioning the campus entity. UCC member Mark Clarke further suggested that the website should have a dynamic feature to where campus groups can make and send comments about a proposed policy directly to the UCC tracking webpage. Monica McHenry said that she would meet with Jeanette Morales to discuss the UCC website and changes to the tracking chart.

IX Adjournment: 1:26pm