

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

## UNIVERSITY COORDINATING COMMISSION

### Minutes for October 2, 2015

A meeting of the University Coordinating Commission convened at 10:00 am on Friday, October 2, 2015 in room 306 (Faculty Senate Office) of the M.D. Anderson Library.

Members Present: Wynne Chin, Mark Clarke, Bill Fitzgibbon, Dietmar Froelich on behalf of Shirley Ezell, Andy Moon on behalf of Elsie Myers, Shaun Theriot-Smith, Jonathan Snow, George Zouridakis

Members Absent: Martha Dunkelberger, Maria Elena Soliño

Guests: Peggy Levy (University Policies & Procedures)

Staff: Jeanette Morales

#### **I Call to Order**

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

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

##### **C Faculty Senate General Activities Update: Jonathan Snow**

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

##### **A MAPP 01.03.01 – Baseline Standards**

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

Forwarded to: VP ADMIN & Finance, VP Legal Affairs, Staff Council, SGA, Equal Opportunity Services (EOS)

##### **B MAPP 02.01.01 – Pay Guidelines for Staff Employees (review to remove interim designation)**

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

Forwarded to: VP ADMIN & Finance, VP Legal Affairs, Staff Council, SGA, Equal Opportunity Services (EOS)

##### **C MAPP 02.01.03 – Overtime/Compensatory Time (review to remove interim designation)**

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

Forwarded to: All Campus Groups

**D MAPP 02.02.05 – Moving and Relocation Expenses**

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

Forwarded to: Provost, Associate Deans, FS: Faculty Affairs Committee, Staff Council, Center and Institute Directors, Dept. Chairs.

**E MAPP 02.03.06 – Employment Eligibility Verification Form I-9**

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

Forwarded to: Provost, VP Research & TT, Dean’s Council, Associate Deans, Faculty Senate, Staff Council, Center & Institute Directors, CBA, DBA

**F MAPP 02.03.07 – Sponsorship for Permanent Residence (New MAPP)**

This document was submitted by Human Resources, Administration & Finance, Legal Affairs, Provost and forwarded by University Policies & Procedures for campus review.

Forwarded to: Provost, VP Research & TT, Dean’s Council, Associate Deans, Faculty Senate, Staff Council, Center & Institute Directors, CBA, DBA

**G MAPP 02.04.10 – Flexible Workplace Initiative (review to remove interim designation)**

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

Not vetted by the UCC (no certification): Need clarification on supervisor role in this MAPP. UCC Chair will contact Joan Nelson in Human Resources.

**H MAPP 03.03.01 – Property Management Overview**

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

Forwarded to: Alumni Association, Center & Institute Directors, Special Events Office, CBA, DBA, Blaffer Gallery, Wortham Center

**I MAPP 03.04.01 – Development Solicitation (New MAPP)**

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

Forwarded to: VP Research & TT (directed to PIs), VP student Affairs, Dean’s Council, Associate Deans, Faculty, Staff Council, Alumni Association, Center & Institute Directors, Dept. Chairs, Special Events Office, Athletics Advisory Committee, Blaffer Gallery

**J MAPP 04.01.01 – Purchasing of Goods, Materials, and Supplies through the Purchasing Department (review to remove interim designation)**

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

Forwarded to: VP Research & TT (directed to PIs), Alumni Association, Center & Institute Directors, Special Events Office, CBA, DBA, Blaffer Gallery, Wortham Center

**K MAPP 04.01.10 – Prompt Payment and Payment Scheduling**

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

Forwarded to: Alumni Association, Center & Institute Directors, Special Events Office, CBA, DBA, Blaffer Gallery, Wortham Center

- L MAPP 04.04.01A – Contracting – General** (review to remove interim designation)
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: All Campus Groups
- M MAPP 05.01.02 – Operational Cash Advances**
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: All Campus Groups
- N MAPP 05.02.01 – Expenditures and Expenditure Authority**
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: VP ADMIN & Finance, Faculty, CBA, DBA
- O MAPP 05.02.02 – Official Functions and Discretionary Expenditures**
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: All Campus Groups
- P MAPP 05.02.03 – Expenditure Reallocation & Correction**
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: Provost, VP ADMIN & Finance, VP Research & TT, VP Student Affairs, VP GOVT Relations & IA, VP Intercol. Athletics, VP UNIV. Advancemt, VP UNIV. MARK, COMM & MEDIA, Associate Deans, Center & Institute Directors, CBA, DBA
- Q MAPP 05.03.01 – Employee Financial Responsibility**
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: Staff Council, SGA, Advisor Coordinator Team (ACT), CBA, DBA
- R MAPP 05.04.07 – Monthly Cell Phone Allowance** (New MAPP)
- This document was submitted by Administration & Finance and forwarded by University Policies & Procedures for campus review.  
Forwarded to: Provost, VP ADMIN & Finance, VP Legal Affairs, VP Research & TT, VP Student Affairs, VP GOVT Relations, VP COMM Relations & IA, VP Intercol. Athletics, VP UNIV Advancemt, VP UNIV MARK, COMM, & MEDIA, Associate Deans, Staff Council, Center & Institute Directors, Dept. Chairs, CBA, DBA
- S MAPP 06.02.03 – Lab Safety Program and Corresponding Safety Manuals**
- This document was submitted by Dept. of Public Safety and Security and forwarded by University Policies & Procedures for campus review.  
Forwarded to: Associate Deans, Building Coordinators, Center & Institute Directors, Dept. Chairs
- T MAPP 07.03.01 - Emergency Management Policy**
- Not vetted by the UCC (no certification): Policy is located only on the Emergency Dept.’s web site. Original emergency management MAPP was deleted. UCC Chair will contact Kelly Boysen, Director of Emergency Management.

**U MAPP 10.03.06 – College/Division Responsibilities for Information Technology Resources**

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

Forwarded to: VP Research & TT, Associate Deans, FS Research & Scholarship Cmte., Center & Institute Directors, Dept. Chairs, CBA, DBA

**V MAPP 11.03.01 – Tuition, Fees and Charges**

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

Forwarded to: Provost – ADMIN & FINA, VP Student Affairs, Assoc. Provost – Faculty Dev. & Faculty Affairs, Associate Deans, FS – Grad/Prof. Studies Cmte., FS – Undergraduate Cmte., Staff Council, SGA, Advisor Coordinator Team (ACT), Dean of Students (DOS), Dept. Chairs, Student Fee Advisory Committee, Graduate School

**W MAPP 13.01.01 – Freedom of Expression (review to remove interim designation)**

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

VP Student Affairs, VP GOVT Relations, Faculty, FS – Grad/Prof Studies Cmte., FS – Undergraduate Cmte., Staff Council, SGA, ACT, Alumni Association, Building Coordinators, Dept. Chairs

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

**A SAM 01.B.02 – Selection of Architectural and Engineering Firms**

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

Forwarded to: Provost, VP ADMIN & Finance, VP Legal Affairs, VP Research & TT, VP Student Affairs, VP GOVT. Relations, VP COMM Relations & IA, VP Intercoll. Athletics, VP UNIV. Advancement, VP UNIV MARK, COMM & MEDIA, Dean’s Council, Associate Deans, UFEC, CBA, DBA

**B SAM 01.B.03 – Temporary Buildings**

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

Forwarded to: VP Student Affairs, VP COMM Relations & IA, FS – Undergraduate Cmte., Staff Council, Building Coordinators, Campus Rec. Advisory Cmte., Student Fee Advisory Cmte., Student Housing, & Res. Life Cmte., Univ. Center Policy Board, UFEC

**C SAM 01.D.08 – Sexual Misconduct**

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

Forwarded to: All Campus Groups

**D SAM 01.D.09 – Student Academic Adjustments/Auxiliary Aids Policy (review to remove interim 2 designation)**

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

Forwarded to: Provost, Assoc. Provost – Faculty Dev. & Faculty Affairs, Dean’s Council, Associate Deans, Staff Council, Center & Institute Directors, Dept. Chairs, UFEC

**E SAM 02.A.29 – Ethical Conduct of Employees**

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

Forwarded to: Provost, Assoc. Prov. – Faculty Dev. & Faculty Affairs, Deans Council, Associate Deans, Staff Council, Center & Institute Directors, Dept. Chairs, UFEC

**F SAM 02.B.02 – Overtime and Compensatory Time**

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

Forwarded to: Dean’s Council, FS – Budget & Facilities Cmte., Staff Council, Dept. Chairs, Student Fee Advisory Cmte., UFEC, CBA, DBA

**G SAM 02.B.04 – Salary Guidelines for Non-Faculty Personnel**

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

Forwarded to: Dean’s Council, FS – Budget & Facilities Cmte., Staff Council, Dept. Chairs, Student Fee Advisory Cmte., UFEC, CBA, DBA

**H SAM 02.F.03 – Employee Time Reporting (review to remove interim designation)**

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

Forwarded to: Dean’s Council, FS – Budget & Facilities Cmte., Staff Council, Dept. Chairs, Student Fee Advisory Cmte., UFEC, CBA, DBA

**I SAM 02.F.05 – Payroll Deductions**

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

Forwarded to: Dean’s Council, FS – Budget & Facilities Cmte., Staff Council, Dept. Chairs, Student Fee Advisory Cmte., UFEC, CBA, DBA

**J SAM 02.F.06 – Taxable Fringe Benefits**

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

Forwarded to: Dean’s Council, FS – Budget & Facilities Cmte., Staff Council, Dept. Chairs, Student Fee Advisory Cmte., UFEC, CBA, DBA

**K SAM 03.A.05 – Contract Administration (review to remove interim 2 designation)**

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

Forwarded to: All Campus Groups, UFEC

**L SAM 03.A.25 – Representation Allowance**

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

Forwarded to: Provost, VP ADMIN & Finance, VP Legal Affairs, VP Research & TT, VP Student Affairs, VP GOVT Relations, VP COMM Relations & IA, VP Intercoll. Athletics, VP UNIV Advancemt., VP UNIV MARK & COMM & MEDIA, Dean’s Council, CBA, DBA, UFEC

**M SAM 03.A.29 – Tuition, Fees and Charges (New SAM)**

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

Forwarded to: Provost – ADMIN & FINA, VP Student Affairs, Assoc. Provost – Faculty Dev. & Faculty Affairs, Associate Deans, FS – Grad/Prof. Studies Cmte., FS – Undergraduate Cmte., Staff Council, SGA, ACT, DOS, Dept. Chairs, Student Fee Advisory Cmte., UFEC, Graduate School

**N SAM 03.B.01 – Purchasing Guidelines (review to remove interim designation)**

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

Forwarded to: VP Research & TT (directed to PIs), Alumni Association, Center & Institute Directors, Special Events Office, CBA, DBA, Blaffer Gallery, Wortham Center, UFEC

**O SAM 03.E.02 – Property Management**

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

Forwarded to: Alumni Association, Center & Institute Directors, CBA, DBA, Blaffer Gallery, Wortham Theatre, UFEC

**P SAM 03.F.05 – Sale, Lease, Purchase or Conveyance of Real Property**

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

Forwarded to: VP ADMIN & Finance, VP Legal Affairs, Dean’s Council, UFEC

**Q SAM 03.F.08 – Requests for Services from the Office of Real Estate Services (New SAM)**

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

Forwarded to: VP ADMIN & Finance, VP Legal Affairs, Dean’s Council, UFEC

**R SAM 05.C.01 – Campus Programs for Minors**

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

Not vetted by the UCC (no certification): UCC Chair will contact VP of Student Affairs about the intent of policy.

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

This document was submitted by Vice Provost for Global Strategies & Studies and forwarded by University Policies & Procedures for campus review.

Forwarded to: Deans Council, Associate Deans, FS – Grad/Prof. Studies Cmte., Center & Institutes Directors, Dept. Chairs, UFEC

**T SAM 08.A.04 – Naming Opportunities**

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

Forwarded to: VP Research & TT (directed to PIs), VP Student Affairs, Dean’s Council, Associate Deans, Faculty, Staff Council, Alumni Association, Center & Institute Directors, Dept. Chairs, Special Events Office, Athletics Advisory Cmte., Blaffer Gallery, UFEC

**VI Meeting adjourned at 12:30pm.**