

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

UNIVERSITY COORDINATING COMMISSION

Minutes for April 7, 2016

A meeting of the University Coordinating Commission convened at 9:00 am on Thursday, April 7, 2016 in room 306 (Faculty Senate Office) of the M.D. Anderson Library.

Members Present: Mark Clarke, Alan Dettlaff, Martha Dunkelberger, Shirley Ezell, Elsie Myers, Shane Smith, George Zouridakis

Members Absent: Wynne Chin, Jonathan Snow

Guests: Peggy Levy (University Policies & Procedures)

Staff: Jeanette Morales

I Call to Order

Chair Cathy Horn called the meeting to order at 9:05 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/>

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

A MAPP 01.01.02 – University Coordinating Commission

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

Forwarded to: Deans Council, FS-EC, Staff Council, SGA

B MAPP 05.01.01 - Cash Handling

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

Forwarded to: Associate Deans, Staff Council, Centers & Institute Directors, Department Chairs, CBAs, DBAs

C MAPP 05.04.02 - Reconciliation of General Ledger Cost Ctr. Balances

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

Forwarded to: Deans Council, Associate Deans, Staff Council, Centers & Institute Directors, Department Chairs, CBAs, DBAs

D MAPP 07.02.02 - Tobacco-Free Campus Policy

This document was submitted by AVP for Student Affairs – Office of Health & Wellness and forwarded by University Policies & Procedures for campus review.

Forwarded to: Deans Council, Faculty Senate, Staff Council, SGA, Centers & Institute Directors, Department Chairs, CBAs, DBAs, Building Coordinators, Health Center Policy Board, Student Housing & Residential Life Committee, Substance Abuse Prevention Advisory Board

E MAPP 11.03.02 – Undergraduate Tuition Rebate

This document was submitted by Vice Provost for Undergraduate Student Success & AVP for Finance and forwarded by University Policies & Procedures for campus review.

Forwarded to: Deans Council, Associate Deans, FS-GPSC, FS-UC, SGA, Graduate School, ACT, Centers & Institute Directors, Department Chairs, CBAs, DBAs, Scholarship & Financial Aid Advisory Committee, ROTC

F MAPP 11.03.03 - Non-Resident Tuition Employment Waivers

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

Forwarded to: Deans Council, Associate Deans, FS-CGRC, FS-GPSC, FS-UC, Staff Council, SGA, Graduate School, Centers & Institute Directors, Department Chairs, CBAs

G MAPP 14.01.01 - Campus Sustainability

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

Forwarded to: Deans Council, Associate Deans, Faculty Senate (All), FS-EC, FS-BFC, FS-CGRC, Staff Council, SGA, Building Coordinators, Food Services Advisory Committee, Purchasing & Plant Operations Committee, Sustainability Committee, Transportation & Parking Advisory Committee, Master Planning Committee

IV Housekeeping Changes

UCC Chair Cathy Horn brought up the issue of whether or not the UCC should vet to campus groups MAPPs and SAMS that only have “housekeeping changes”. She also shared the definition of “housekeeping changes”. Housekeeping changes are changes which do not affect policy content, but may include formatting or typos, references to supporting law or other policies, corrected titles, change of authority for the policy, updated contact or URL information, or very minor text changes for clarity.

After a brief discussion the UCC decided to not circulate MAPPs/SAMs with housekeeping changes. The UCC can inform groups that may refer groups to the UPP website when asked about MAPPs/SAMs with housekeeping changes. The UCC will only read MAPPs/SAMs when there are legislative mandates that are noted in these policies.

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

A SAM 02.A.13 - Recruitment, Job Posting & Selection of Staff Employees

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

Forwarded to: Faculty Rec./Ret./Equity/Div. – Erika Henderson, Deans Council, Associate Deans, FS-EC, FS-RSC, Staff Council, Center & Institute Directors, Department Chairs, CBAs, DBAs

B SAM 02.A.14 - Promotion and Transfer of Staff

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

Forwarded to: Faculty Rec./Ret./Equity/Div. – Erika Henderson, Deans Council, Associate Deans, FS-RSC, Staff Council, Centers & Institute Directors, Department Chairs, CBAs, DBAs

C SAM 02.A.33 – Employment of Foreign Nationals

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

Forwarded to: Deans Council, Associate Deans, FS-EC, FS-FAC, FS-RSC, Staff Council, Centers & Institute Directors, Department Chairs, CBAs, DBAs

D SAM 02.A.40 – Staff Attendance and Punctuality

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

Forwarded to: Deans Council, Associate Deans, FS-FAC, FS-RSC, Staff Council, Centers & Institute Directors, Department Chairs, CBAs, DBAs

E SAM 02.F.07 - Direct Deposit of Salaries

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

Forwarded to: Assoc. Deans, FS-FAC, Staff Council, SGA, Centers & Institute Directors, Dept. Chairs, CBAs, DBAs

F SAM 03.F.02 - Endowment Management

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

Forwarded to: Deans Council, FS-FAC, FS-RSC, Staff Council, Centers & Institute Directors, CBAs, DBAs, Endowment Management Group

G SAM 03.G.03 - Financial System Verification of Cost Center Transactions

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

Forwarded to: Assoc. Deans, FS-BFC, FS-RSC, Staff Council, Centers & Institute Directors, Dept. Chairs, CBAs, DBAs

H SAM 06.A.07 – Procedures for the Operation of Institutes and Centers

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

Forwarded to: Assoc. Provost – Faculty Development & Faculty Affairs, Deans Council, FS-FAC, FS-RSC, Centers & Institute Directors

I SAM 07.A.03 - Computing Services

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

Forwarded to: Deans Council, FS-BFC, Staff Council, SGA

J SAM 08.A.06 - Gift Acceptance - Gifts-In-Kind from Companies (New)

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

Forwarded to: Assoc. Provost – Faculty Development & Faculty Affairs, Deans Council, FS-FAC, FS-RSC, Centers & Institute Directors

VI Other Policies

A Non-Tenure Track Policy, Non-Tenure Track Policy – Grandfathering Existing NTT Faculty, and NTT Comments – Revision Log

This document was submitted by Faculty Development & Faculty Affairs for campus review.

Forwarded to: Deans Council, Associate Deans, FS-EC, FS-FAC, Centers & Institute Directors, Dept. Chairs

B UH Faculty Grievance Policy, UH Faculty Grievance Policy SOP, UH Faculty Grievance Template Submission Form

This document was submitted by Faculty Development & Faculty Affairs for campus review.

Forwarded to: Deans Council, Associate Deans, Faculty Senate (All), FS-EC, Centers & Institute Directors, Dept. Chairs

C Campus Carry Policy

This document will be forwarded to the UCC by General Counsel after the appendices are finalized.

Forwarded to: Deans Council, Associate Deans, Faculty Senate (All), Staff Council, Centers & Institute Directors, Dept. Chairs, CBAs, DBAs

VII New Business

VIII Meeting adjourned at 11:00am.