

University Life Committee (ULC)

Minutes – October 11, 2023, Meeting

Meeting called to order at 2:00pm

Approval of Minutes – Statement read

Members in Attendance

Angela Kelling, Yolanda Edmond, Yvette Bendeck, Amber Brown, Soma Datta, Alexandria Kennedy, Russell Miller, Isabelle Kuster, Russell Miller, Matthew Perry, Yi, Su, Jennifer Willis-Opalenik, Brice Yates, Fran Hawkins-Williams

Alternate Members in Attendance

Stephanie Holleran, Sana Zeidan, Sherry Hawn, Mark Denney, Yolanda Nimmer-Williams

Members & Alternate Absent

Andrea Black, Christina Cedillo, Mohsen Daghooghi, Benjamin Franz, April Harris, Andrew Weimer

Minutes

1. Approval of Meeting Notes: Meeting minutes: September 13, 2023
 - a. Meeting attendance correction, Isabelle Kuster was marked as absent, she was present to the meeting.

2. Old Business
 1. By-laws review
 - a. Last month it was stated to remove the Chief Diversity Officer title from the by-laws because the position no longer exists. The membership will also be discussed, to make sure everyone that should be represented was represented. Mark suggested adding a member from the Accessibility Services Office as a non-voting member. It was also suggested to add a member from academic affairs. Do you want anyone to replace the ex- officio as the Chief Diversity Officer or is a department on campus that can serve that same role. Do you want the executive Director for HIS and MSI as representatives?
Changes to the by-laws are as follows:
The membership title Director of Human Resources title change to AVP Human Resources. Removing the Chief Diversity Officer as an ex officio and adding a representative for the Student Accessibility Services Office as an ex officio. Voting for the changes will take place in the Oct. 11, 2023 meeting.

3. New Business/Announcements
 1. Representative for UC on 10/26/23 at 2pm.
 - a. Dr. Kelling will not be available to attend the UC meeting on Oct. 26, 2023. Therefore, Stephanie Holleran will represent on her behalf.

2. Retiring OIT Policies (presented by Dr. Gaskins)
 - a. MAP 07.A.11 Incident Response Policy and Procedures
 - i. This policy is being retired because it is superseded by SAM and is no longer needed.
 - b. MAP 07.A.10 Information Security Program
 - i. This policy is being retired because another SAM is replacing it.
 - c. MAP 07.A.15 Acceptable Use Policy for UCHL Information Systems
 - i. This policy will be withdrawn for retirement until approval to use.
 - d. MAP 07.A.16 Acceptable Use Policy for UHCL Public Computers and Networks
 - i. This policy is being retired because it is covered in MAP 15.

Motion to vote to retire policy 07.A.11, 10, and 16
 Motion to vote, second approved to vote
 11 approved to retire policies.

3. Revising HR Policies (presented by Ms. Yolanda Edmond)
 - a. MAP 01.A.08 Tobacco Smoke and Vape Free Campus
 - i. This policy was changed to include vaping, and not only read tobacco free campus, but it will also include vape free campus.

Motion to vote to revise this policy
 Motion to approve, second approved to vote
 10 approved to revise policy
 - b. MAP 02.A.13 Recruitment Job Posting and Selection of Staff Employee
 - i. This policy is removing the title of Chief Diversity Officer under the policy revision of section 4.2 because that position is no longer available it will be replaced with the AVP of HR or a designee, same as under the provision of 5.3. Changes to remove Chief Diversity Officer to human resources and under 6.6, add the language that says human resources will review all interview records for IIO compliance.

Motion to vote to revise this policy
 Motion to approve, second approved to vote
 11 approved to revise policy
 - c. MAP 02.D.06 Family and Medical Leave
 - i. 5.2.1 policy will add the link to the FML application. UH Main suggested that we embedded in the policy to make it easily accessible to the employees.
 - ii. 5.4.1 policy will added return to work guidelines.

Motion to vote to revise this policy
 Motion to approve, second approved to vote
 10 approved to revise policy

4. New HR Policy

a. MAP 02.C.07 Return to Work Program for On the Job Injuries

- i. This policy is a written guideline for employees injured on the job and return to work.

Motion to vote to approve

Motion to approve, second approved to vote

10 approved, 1 abstain

b. MAP 02. B.13 Additional Compensation – Exempt Staff

- i. This is a new policy that has guidelines that should become a policy. The policy is qualifying for additional compensation. If the employee is performing additional duties outside of the normal scope of their job, or if they are performing additional duties that are within the scope of their job and it's requiring them to work outside of their work hours because they don't qualify for overtime.

Motion to vote to approve

Motion to approve, second approve to vote

11 approve

Motion to adjourn meeting.