



University
of Houston
Clear Lake

University Council Minutes

*April 13, 2023, 2:01 p.m. (Forest Room and Virtual Teams Meeting) | Meeting Called to Order by
Richard Walker, President*

In Attendance

UC Members: Amber Brown, Stephen Cotton, Mark Denney, Neal Dugre, Yolanda Edmond, Kathleen Garland, LeeBrian Gaskins, Miguel Gonzalez, Kara Hadley-Shakya, Sherry Hawn, Lee Hilyer, Rebecca Huss-Keeler, Angela Kelling, Steven Kitchen, Renee Lastrapes, Beth Lewis, Kathryn Matthew, Christopher Maynard, Timothy Michael, Veronica Ortiz, Joan Pedro, Tina Powellson, Timothy Richardson, Glenn Sanford, Gene Shan, Joseph Staley, Edward Waller, Christine Walther, Paul Withey

Ex-Officio Members: David Brittain, Yolanda Nimmer-Williams, Daniel Ramirez, Wayne Sallee

Alternates:

ACTION ITEMS

Approval of Minutes

The minutes from the March 9, 2023 meeting were reviewed and unanimously approved.

Academic Council

Provost Maynard presented three recommendations from the summer/fall work group. The first recommendation is to extend the test optional approach to make it a permanent part of our admissions process. The second recommendation is to adjust our admission standards to make sure our automatic admissions standards match the academic profile of the students we are taking. They currently are having to go through individual review as well, just to make sure it is more transparent and more streamlined. We are able to get admissions answer back to those students more quickly. If a student is in the top half of their high school graduating class, has a 3.0 or above in high school, or a certain CSAT score, these are students we are going to admit. The third recommendation is to create a conditional admit phase category with specific requirements. Dr. Richardson is working diligently to create a summer bridge program.

Motion passed – Unanimously

Provost Maynard presented the proposal for Master of Science in Nursing Education and Leadership. The Handover study was commissioned to do a study of the Houston area. The results came back with detailed information about employer demand and student demand. Everything pointing in the direction of creating an accelerated MSN program to go into Pearland that would still be taught in high flex manner. There is a very specific pro forma built out to show how this program is going to be expected to grow based on the

information provided by Hanover Research saying this is what you should be able to expect with a program like this in our area.

Motion passed – Unanimously

University Life Committee (ULC)

Mr. Denney presented the Administrative policy with three key elements. The first element is clear paths on how policies come forward from originator to final review. There will be a subject matter expert who is responsible for developing and any initial changes to that policy. The second step will be an executive review where the Vice President is responsible to work with that subject matter expert and make final recommendations. The third level of review is depending on significance of the change and for all new policies is to get a legal review. After legal has reviewed the policy it will go to shared governance. One of the additional items in this policy is it makes it clear which shared governance committee has responsibility for reviewing these policies. The policies have been structured by categories that UH System uses for the system policies. There is clarity of who is responsible for this policy, what is their process, and where do they go through in shared governance. Finally, it seeks to improve transparency and honoring our shared governance process on this campus.

Motion passed – Unanimously

Ms. Edmond presented changes to the below policies.

- UHCL MAP 02.A.04 – Discipline and Dismissal of Regular Staff Employees
 - Updated Executive Director to Associate Vice President
 - Corrected numbering
 - Corrected informal counseling to verbal counseling for consistency
 - Added a timeframe of 6 months to verbal counseling
- UHCL MAP 02.A.06 – Reduction in Force of Regular Staff Employees
 - Section II – eliminated all language regarding temporary employees
 - Expanded the definition of a RIF
 - Sections 3.1, 3.2, and 3.3 were streamlined
 - Affirmative Action - Section 4.3 was removed
- UHCL MAP 02.A.13 – Recruitment Job Posting and Selection of Staff Employees
 - Added verbiage that Human Resources will work with the Chief of Police when a positive hit is received on a background check
- UHCL MAP 02.A.46 – Alternative Work Arrangements
 - Employees now have 4 hours to get to campus
 - 1G was a duplicate of 2.26 and was eliminated
 - 1(G) I and II were eliminated
 - Sections 2.2, 2.25, and 2.7 were eliminated
 - Section 3.7 was a duplicate statement from section 3 and eliminated
 - Section 4.0 was updated to list who is not eligible
 - Reduced training from 9 to 3 hours

Motion passed – Unanimously

Planning and Budget Committee (PBC)

Dr. Hawn presented the below policy changes.

- UHCL MAP 03.A.04 – Procurement Card
 - Provide complete guidance on how purchasing works
- UHCL MAP 03.A.05 – Contracts
 - Reformatted to meet the current MAP template
- UHCL MAP 03.A.19 – Monthly Cell Phone Allowance
 - Change in the amount and recipient of allowance
- UHCL MAP 03.A.47 – Student Financial Responsibility
 - Clearly maps out student financial responsibility
- UHCL MAP 03.D.04 – Payroll Check Policy
 - The extension of time for from 30 days to 90 days as requested by human resources to return unclaimed or return checks to SBS after initial distribution.

Motion passed – Unanimously

INFORMATION ITEMS

Academic Council

Chair, Dr. Christopher Maynard

No Information items.

Facilities and Support Services Committee (FSSC)

Chair, Dr. Rebecca Huss-Keeler

Dr. Huss-Keeler informed everyone that the parking striping was done and the numbers in Lot A will be painted back on. The committee report is in Teams.

University Life Committee (ULC)

Chair, Dr. Angela Kelling

No information items.

Planning and Budget Committee (PBC)

Chair, Dr. Timothy Michael

No Information items.

PRESIDENT'S REPORT

Dr. Walker reminded everyone of the SACSCOC visit on April 17th. This is just a process required by the Department of Education for any institution that went through a virtual review process due to COVID.

Dr. Walker asked Vice Chancellor, Jason Smith to provide Legislative updates. Special provisions which increased funding formula appropriations to account for inflation provide funding for the comprehensive regional universities, which is us funding 100% of the reported legacy portion of the Hazelwood exemption and funded 100% of ERS premiums for higher education employees insurance. UHCL is on the list of institutions that received appropriations from the coordinating board, wider 48 for a program to encourage certifications to teach bilingual education, English as a second language for Spanish. The House bill will also support the funding for the education fees regarding bilingual teacher education.

FOR THE GOOD OF THE ORDER

Next Meeting

TBD | 2:00 p.m., Forest Room, and Virtual via Teams

- There being no further business, the meeting adjourned at 3:20 p.m.