University Life Committee (ULC)
Minutes
January 23, 2023
Zoom Meeting 12:00pm

Members in Attendance
   Angela Kelling, Yolanda Edmond, Debbie Williams, Joshua Lyman, Mark Denney, Bernadina Streeter, Russell Miller, Cindy Goode, Sheeba Thomas, Michael Wu, Yi Su

Alternate Members in Attendance
   Jason Babin, Erika DeLeon, Dorothy Kirkman, Fran Williams, Yolanda Nimmer-Williams, David Brittain

Members & Alternate Absent
   Shelia Baker, Joe Contreras, Isabelle Kusters, Janice Newsum, Jennifer Willis-Opelenik, David Rachita, Linsey Ford, Nick Shaman, Sana Zeidan, Sherry Hawn, Brice Yates

Minutes

Called to order

No old business discussed

November 28, 2022 meeting minutes approved.

Guest Speaker – Mr. Mark Denney, VP Administration and Finance
   Presentation: UHCL MAP 01.A.01: Administrative Policy Creation, Revision and Retirement Procedures (AKA “Policy on Policies”)

Note: a copy of the MAP 01.A.01 draft can be located in ULC Teams under Documents – General – FY2022-2023 ULC Files (Sept. 1, 2022 to Aug. 31, 2023) – Meeting Notes – January 2023

Presentation:

Origins of this policy

• Current Shared Governance Policy attempts to do both – not best practice
• It is crafted after UHS’s Administrative Policy Procedures
• Addition: UHCL’s Shared Governance Structure
• Reviewed and modified by a UHCL Team:
  • Faculty Senate Presidents
  • Past Faculty Senate Presidents, who have been working on UHCL Policy processes
  • University Staff Association President
  • UHCL Administration
Why do we need this policy?

- To separate out what the current Shared Governance Policy is attempting to do:
  - Lay out the role and function of Shared Governance on the UHCL Campus
  - Define and guide the policy process on the UHCL Campus
    - At present, our Shared Governance Policy attempts to do both

- Better define our Administrative Policy Process
  - Create a path for policy creation and review
  - Define the role of each of the Shared Governance Committee's

- Assign clear responsibility for review, update and publishing of UHCL administrative policies

Policy Design, Review, and Retirement path:

- **Subject Matter Expert**: Staff person most responsible for the policy
  - Senior Leadership role (Director and Above)

- **Executive Review**: Vice President responsible for the policy reviews

- **Legal Review**: New or Substantive Changes: Pass Legal review before moving on to the next step.

- **Shared Governance Review**: Fully vetted policies then go to Shared Governance for review and advice
  - Two new elements:
    - All changes are listed in an accompanying attachment: Paragraph #, what change, why
    - All recommended changes not adopted: Paragraph #, what change, why not

- **Compliance and Policy Coordinator** shepherd the Policy

Who owns each Policy: Accountability

- This policy details that each policy, based on it’s functional subject matter, is owned by a specific Division.

<table>
<thead>
<tr>
<th>Policy Category</th>
<th>Responsible Division</th>
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<tbody>
<tr>
<td>General Administration</td>
<td>Administration and Finance</td>
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<td>Human Resources</td>
<td>Administration and Finance</td>
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<td>Fiscal Affairs</td>
<td>Administration and Finance</td>
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<td>Audit Function</td>
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<td>Student Affairs</td>
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<td>Information Services</td>
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<td>University Advancement</td>
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<td>Government Relations</td>
<td>University Advancement</td>
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Connection to Shared Governance: Review

- Each Policy, by functional area, is aligned with a Shared Governance Committee:

<table>
<thead>
<tr>
<th>Policy Category</th>
<th>Responsible Shared Governance Committee</th>
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<tbody>
<tr>
<td>General Administration</td>
<td>University Life Committee</td>
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<td>Administrative Guide</td>
<td>University Life Committee</td>
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<tr>
<td>Facilities and Physical Plant</td>
<td>Facilities and Support Services Committee</td>
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<td>Risk Management</td>
<td>Planning and Budget Committee</td>
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<td>Public Safety</td>
<td>Facilities and Support Services Committee</td>
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A clearly defined process: Clarity

- Step 1: Subject Matter Expert (SME) reviews and proposes policy
- Step 2: VP meets and approves policy
- Step 3: Legal Review ensures compliance, risk mitigation, etc.
- Step 4: Shared Governance Review
  - Adopts or Rejects recommended changes (sensitive to legal review)
- Step 5: University Council Review
  - Policy, Attach A: all accepted changes, Attach B: all rejected changes
- Policy Coordinator: Gets signatures, maintains the Policy web page

Institutional Memory: History

- The Policy Coordinator will retain the following:
  - Final, PDF of approved Policy: Unalterable
  - Final, Word version of approved Policy: Expedite review and revision
  - Attachment A: Why we made the changes we did – in detail
  - Attachment B: Why we didn’t make some changes – in detail
  - Shared Governance Meeting Notes from review – Historical context
- The Policy web site will show:
  - UHS Policies
  - UHCL Policies (when we differ from UHS)
  - UHCL Policy retirements
A moment about Shared Governance

- This will change the current policy on Shared Governance
- Removing language on policy process
- Instead of trying to manage an administrative process, with an advisory, engagement, collaboration process.
- This policy improves and defines the role of Shared Governance, in this administrative process.
- It does NOT remove, reduce, or restructure UHCL’s Shared Governance structure.

Questions

Next Steps:
I am sharing this with all Shared Governance Committees:
  • University Life,
  • Planning and Budget,
  • Facilities Support Services, and
  • Academic Council
Then to University Council

End of presentation

Meeting adjourned