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
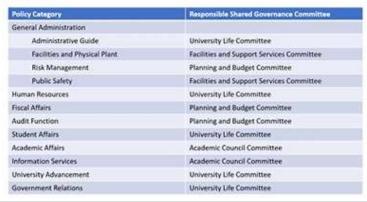
Who owns each Policy: Accountability

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

Policy Category	Responsible Division
General Administration	Administration and Finance
Human Resources	Administration and Finance
Fiscal Affairs	Administration and Finance
Audit Function	Administration and Finance
Student Affairs	Student Affairs
Academic Affairs	Academic Affairs
Information Services	Academic Affairs
University Advancement	University Advancement
Government Relations	University Advancement

Connection to Shared Governance: Review

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

Policy Category	Responsible Shared Governance Committee
General Administration	
Administrative Guide	University Life Committee
Facilities and Physical Plant	Facilities and Support Services Committee
Risk Management	Planning and Budget Committee
Public Safety	Facilities and Support Services Committee
Human Resources	University Life Committee
Fiscal Affairs	Planning and Budget Committee
Audit Function	Planning and Budget Committee
Student Affairs	University Life Committee
Academic Affairs	Academic Council Committee
Information Services	Academic Council Committee
University Advancement	University Life Committee
Government Relations	University Life Committee

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