

University Life Committee (ULC)

Thursday, January 24, 2019

10:00 – 11:30 a.m.

Bayou 1228

Agenda

I. ACTION ITEMS

- A. Approval of November 29, 2018 minutes
- B. Workplace Violence and Intimidation Policy

II. INFORMATION/DISCUSSION ITEMS

- A. Proposed Policy Coordinator Position (.25 FTE)
- B. ULC Bylaws and Membership
- C. Education and Credential Advancement Reward draft policy
- D. Spring 2019 Regular Meetings – 10 to 11:30 a.m.
 - January 24
 - February 28
 - March 28
 - April 25
 - May 23
- E. Constituent Announcements



Members In Attendance

Carol Bates, Amber Brown, Patrick Cardenas, Lisa Gossett, Kaira Jackson, Renee Lastrapes, Frank Matthews, Brad McGonagle, Iliana Melendez, Ivelina Pavlova-Stout, David Rachita, Thomas Schanding

Members Absent

Anupama Devi Balla, Linsey Ford, Allen Hill, Sana Zeidan

Alternates Present

Kathy Kirchner

Guest

Tri Nguyen, Scott Richardson

Action Items

➤ Approval of the November 29, 2018 minutes

The Chair asked if there were any changes or corrections to the November 29, 2018 minutes. There was one noted grammatical change. With no further changes or corrections noted, a motion was made and seconded to accept the minutes as presented.

(Minutes approved)

➤ Workplace Violence and Intimidation Policy

Dr. Gossett said at the last meeting this committee agreed to take the Workplace Violence and Intimidation Policy back to their constituents for additional feedback. The committee discussed and it was noted that there are instances described in this policy where we all become mandatory reporters. Anything under our sexual misconduct policy, we have to report. Dr. McGonagle suggested forwarding this policy to University Council since there were only minor changes proposed from this committee. A motion was made and seconded to make the recommended changes and forward the policy to University Council. **(Motion**

unanimously passed)

Information/Discussion Items

➤ Proposed Policy Coordinator Position

Dr. Gossett distributed a draft for a proposed Policy Coordinator Position. Dr. Gossett said this position was discussed with ULC at a previous meeting. She would like to move forward with the position and officially request it with Human Resources and get Dr. Blake's approval. Dr. Gossett said she has proposed this as a .25 FTE. The committees would still maintain the decision-making authority

and she envisions someone on campus having their job assignment adjusted so that this will be .25 of their assignment. Dr. McGonagle said that the Strategic Hiring Committee could do a reclassification or additional job duties if they identify someone and they along with their supervisor are in agreement with the change. This position will be centrally funded and this person and their location would be communicated to the university. There were no objections or concerns moving forward with this recommendation and Dr. Gossett plans to meet with Dr. McGonagle to complete the appropriate paperwork. She would like to have this forwarded to the Strategic Hiring Committee within the next two weeks. Dr. McGonagle said this person could coordinate with Peggy Levy at UH and model some of what we need from her. Dr. Gossett said in the near future there will be more on the policy making process and it will be helpful to have this position created so we can integrate within that process.

➤ Committee Bylaws

Dr. Gossett said at our last meeting we created a bylaws committee. She is trying to schedule a meeting with this committee the first week of February and for anyone that would like to attend to let her know. Dr. Gossett said we have had a lot of administrative structure change and we need to clean up the language and title changes. She wants the committee to review the bylaws and come forward with a recommendation that we work from (hopefully at one of our next two meetings). One change that she envisions is to add Dr. Richardson the Chief Compliance Officer as an Ex-Oficio non-voting member. This is one item that she sees coming from the committee and then being forwarded to University Council for approval.

➤ Education and Credential Advancement Reward (draft policy)

Dr. Gossett apologized for the delay in getting this policy to the committee, but she wanted Dr. McGonagle to have the opportunity to first review it. One area of concern is that this policy did not have a front-end process. After discussing, Dr. Gossett asked if the committee believes this policy is ready to be sent out to constituents for further comments. She said we could distribute the policy as is for feedback and bring those comments to our next meeting or give the committee additional time for review. After further discussion, the committee agreed to let Dr. Gossett email the draft to the committee to share with their constituents.

➤ Spring 2019 Regular Meetings

ULC will continue meeting the on the fourth Thursday of the month from 10:00 – 11:30.

➤ Constituent Announcements

With no announcements noted and no further business to discuss, this meeting was adjourned.

Next Meeting

The next meeting will be February 28 from 10:00 – 11:30, location to be determined.