

University Life Committee (ULC)

Friday, March 1, 2019

11:00 – 12:30 a.m.

Bayou 1217

Agenda

I. ACTION ITEMS

- A. Approval of January 24, 2019 Minutes
- B. Education and Credential Advancement Reward Policy
- C. Recommended Amendments -- ULC By-laws
- D. Recommended Amendments to University Shared Governance Policy
- E. Campus Carry Policy – Routine Review

II. INFORMATION/DISCUSSION ITEMS

- A. Proposed Policy Coordinator Position (.25 FTE)
- B. Spring 2019 Regular Meetings – 10 to 11:30 a.m.
 - March 28
 - April 25
 - May 23
- C. New Business – if any
- D. Constituent Announcements

III. Adjourn

Action on some items may be deferred to the next ULC meeting, at the discretion of ULC. Documents for each of the “Action” items are attached.

- A. Draft Minutes – January 24, 2019
- B. Education and Credential Advancement Reward Policy
(Unchanged from last meeting)
- C. Recommended Amendments – ULC By-laws
(Removes language repetitive of the University Shared Governance Policy and adds language required by that policy, with a few clarifications. This is not a substantive overhaul of the by-laws.)
- D. Recommended Amendments to the University SGP
(Adds the University Compliance and Chief Diversity Officer as an ex parte member of ULC, discussed last meeting; minor clean-up)
- E. To be reviewed each 2 years. Changes “goes” to “went” (one word) and puts into new policy format. Much of this language is determined at the system level.



Members In Attendance

Carol Bates, Amber Brown, Lisa Gossett, Kaira Jackson, Frank Matthews, Brad McGonagle, Iliana Melendez, Ivelina Pavlova-Stout

Members Absent

Anupama Devi Balla, Patrick Cardenas, Linsey Ford, Allen Hill, Renee Lastrapes, David Rachita, Thomas Schanding, Sana Zeidan

Alternates Present

Kathy Kirchner, David Palmer

Guest

Scott Richardson

Action Items

➤ **Approval of the January 24, 2019 minutes.**

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

(Minutes approved)

➤ **Education and Credential Advancement Reward Policy**

Dr. Gossett said this draft has been shared with different constituent groups across campus to get their feedback. She said today this committee would provide their input and then the policy will be sent to legal for review. Dr. Gossett said the question was raised if this policy would be retroactive for those that have voluntarily received their credentials prior to implementation. Dr. McGonagle does not believe this policy would be retroactive once implemented and that it would be everything going forward after implementation. At the bottom of page three there was a question regarding the definition of “recently completed”. Dr. Gossett said her understanding is that this is intended for things that have been completed after the policy is passed. She said typically with policies and laws they or their changes apply going forward and very seldom are retroactive. It was noted, that in the definition that this policy would apply to full time staff and faculty, but in the eligibility, it excludes the faculty by asking for a performance evaluation of exceeds expectations. Faculty do not receive an evaluation that states this. Dr. McGonagle said this statement can be amended to ensure it will

include faculty. The policy needs clarification on what is and is not covered by merit raises and possible adding a cap in the dollar amount that is allowed. Dr. Gossett suggested adding an appeal process to the policy as well. After further discussion, the committee agreed that Dr. Gossett and Dr. McGonagle would meet to incorporate the suggested changes for today and then follow up with Valerie Coleman-Ferguson in legal.

➤ **Recommended Amendments – ULC By-laws**

Dr. Gossett said the bylaws sub-committee met and as a result of the feedback that was obtained in the meeting the committee made some changes to the draft. She said some of the language in our bylaws comes straight from the university shared governance document. She said the membership was recently re-addressed to clarify some positions and terms with respect to release time. Some of the items that come from the university shared governance language will need to be addressed at that level. The consensus was to include the constituent body as someone that could address the situation if a member is consistently missing meetings. If a member consistently misses meetings, the constituent body should have the ability to address the issue. Dr. Gossett said the Texas open meeting requirement standard is three days for getting the agenda and minutes distributed to the committee. She said that this committee may want to suggest that as a university we need to look at the university shared governance document more carefully and addressing some of the timing and related issues. She believes this is a working document at this point. This is the only Shared Governance committee out of three that they do not mandate that the chair must be a tenured faculty member. After discussing, the committee agreed to make the discussed amendments before sending to University Council.

➤ **Recommended Amendments to University Shared Governance Policy**

Dr. Gossett said last month we discussed adding the Chief Compliance Diversity Officer as an ex-officio member. She believes it is important to make this as an official change even though it is a non-voting member. By adding this member it will make it clear that this is a voice that we feel is appropriate to be heard in this process. The other recommended change is to delete the following from page 5 “elected SGS committee members will serve two-year terms”. After discussing, the committee agreed to vote on the two changes. A motion was made and seconded to add the University Compliance and Chief Diversity Officer (Ex-Officio) Non-Voting member to the University Life Committee. (*Motion passed*). A motion was made and seconded to delete the following from the Committee By-Laws section (currently on page 5) “Elected SGS committee members will serve two-year terms”. (*Motion passed*)

➤ **Campus Carry Policy – Routine Review**

Dr. Gossett said this committee would need to confirm that it has reviewed this policy. Dr. Richardson said he believes that it is important that we acknowledge signage along with this policy. He said there are identified areas as a “no carry zone”, but there is no signage to indicate this. Dr. Gossett said at the sub-committee meeting, Chief Hill indicated that the attachment that identifies which offices are and are not allowed for campus carry is going to be undergoing some changes, particularly with the housing coming on board. Dr. Gossett asked the committee -- do we want to

confirm that we have reviewed this policy and make a recommendation that the signage be addressed more affirmatively. After further discussion, the committee decided to table this discussion until its next meeting when Chief Hill is able to attend. A motion was made and seconded to table this discussion until the next meeting. *(Motion passed)*

Information/Discussion Items

➤ **Proposed Policy Coordinator Position (.25 FTE)**

Dr. McGonagle said he spoke with Dr. Berberich regarding the proposed policy coordinator position. Dr. Berberich agreed that we need this position, but has concerns regarding how it is crafted. Dr. Berberich would like more out of this position and would like to include this position with the faculty handbook revisions. Dr. McGonagle said we are moving forward with the position.

➤ **Spring 2019 Regular Meetings – 10:00 – 11:30**

Dr. Gossett said the May Board of Regents would not interfere with our May 23 meeting.

➤ **New Business**

Dr. McGonagle asked if any of the committee members received an email from him regarding the Hugh P. Avery award. He said that today is the deadline for submittals for nominees. He said this group would need to meet next week to make the selection. As of today, there are not many nominations. Dr. Gossett said this award is for staff and the Hugh P. Avery selection committee is a sub-committee of ULC. Dr. McGonagle as the Director of Human Resources is the chair of that committee. Dr. Gossett said the recommendation can be to go with the willing members from the list that was solicited or if more volunteers are needed Dr. McGonagle will come back to this committee. The committee agreed that Dr. McGonagle has enough volunteers for the sub-committee. A motion was made that the members of this proposed committee who are willing to serve comprise the Hugh P. Avery committee. Dr. Gossett said she believes you also include the people that won last year. Dr. McGonagle will check with Abby in Human Resources. *(Motion passed)*

Dr. Gossett asked if the committee wants to make a recommendation to University Council to create an ad hoc committee to look at the shared governance document. She believes that if we are going to make a referral it is best if it comes from faculty and this committee. She said the changes we made last semester was not a complete overhaul and more of a cleanup. This would be a recommendation to University Council that they initiate a more extensive review of the shared governance process. She envisions a committee that would include members from this committee, faculty senate and administrators from University Council that are selected by Dr. Blake.

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

Next Meeting

The next meeting is scheduled for Thursday, March 28, 2019 (B1333) from 10 to 11:30.