



Thursday, March 28, 2019
10:00 a.m. – 11:30 a.m.
Bayou 1333

Agenda

ACTION ITEMS

Approval of March 1, 2019 Minutes	5 min	Lisa Gossett
Campus Carry Policy – Routine Review	10 min	Chief Hill
Safety / Continuity Policies	15 min	Lisa Gossett and Chief Hill
a. Continuity		
b. Emergency Management		
c. Fire and Life Safety Code		

INFORMATION/DISCUSSION ITEMS

Lisa Gossett and Brad McGonagle

University Council Updates	5 min
Amendments -- ULC By-laws	10 min
Education and Credential Advancement Reward Policy	10 min
Proposed Policy Coordinator Position (.25 FTE)	5 min
New Business – if any	5 min
Constituent Announcements	10 min

Adjourn

Spring 2019 Regular Meetings – 10 to 11:30 a.m.
 April 25
 May 23



Members In Attendance

Carol Bates, Amber Brown, Linsey Ford, Lisa Gossett, Allen Hill, Renee Lastrapes, Iliana Melendez, Ivelina Pavlova-Stout, David Rachita, Sana Zeidan

Members Absent

Anupama Devi Balla, Patrick Cardenas, Frank Matthews, Brad McGonagle, Thomas Schanding

Alternates Present

Laura Guerrero

Guest

Scott Richardson

Action Items

➤ **Approval of Minutes**

The Chair asked if there were any changes or corrections to the March 1, 2019 minutes. With no corrections noted, a motion was made and seconded to accept the minutes as presented. *(Minutes approved)*

➤ **Campus Carry Policy – Routine Review**

Dr. Gossett said, earlier today she received a revised version of the campus carry policy from Chief Hill. At our last meeting the committee noted one minor change under the “purpose and scope” to change goes into effect to went into effect. One additional changes that Chief Hill noted under “procedures” is to remove the president from final authority in terms of the exclusion areas and leave it with the VP for Administration and Finance. Chief Hill said that President Blake gave the directive to VP Denney to remove her from the process. He said at the last ULC meeting, there were some concerns regarding proper signage in the exclusion zones. Dr. Richardson said he wanted to ensure there was proper signage in each space that is a no carry zone. Chief Hill said they do a monthly inspection of these areas. They have an officer that physically goes to each location to ensure there is proper signage and sends a report to Chief Hill once the inspection is complete. Chief Hill sends this report to Emily Mesa and Chief Moore at UH. He said that Dr. Richardson’s office, Recreation and Wellness and several classrooms in the STEM and Pearland buildings are on hold until this policy is

forwarded and approved. Chief Hill said any changes to the policy itself regarding the exclusion zones would have to go through the legal department because all three campuses share the same language in their campus carry policy. Dr. Gossett asked if there was a motion to approve these two minor changes. A motion was made and seconded to approve the two minor changes presented to the campus carry policy. *(Motion passed)*

➤ **Continuity of Operations Planning**

Chief Hill said each employee has access to the Continuity of Operations and Emergency Management Plan located on the Emergency Management webpage. Click on the [Emergency Management Plan](#) and login with your credentials. The Continuity of Operations is to ensure we have basic services up during any type of emergency. This is the university plan and is very basic. He said what is more specific is the Continuity Plan leadership group (deans and department heads). They are the experts in their own areas and know what is needed to get operations back to normal in the event of an emergency. The language is taken from the system policy and State Office of Risk Management and it is an audit compliance item.

➤ **Emergency Management**

Chief Hill said this plan outlines how we would deal with any emergency and how we would perform mitigation processes. It puts together an actual response team and identifies that we have to have the emergency operations center and that we are following the National Incident Management System (NIMS) as well as Incident Command System (ICS). ICS requires anyone that is own those teams, which would be President Blake's cabinet and vice presidents are all trained in ICS. They do tabletop trainings to prepare for incidents and how to respond to those emergencies. Chief Hill said that NIMS and ICS are actually presidential directives that came out several years ago and requires all of the federal, state and local agencies to follow these.

➤ **Fire and Life Safety Code**

Chief Hill said this policy is a legislative requirement and the states fire marshal recognizes our fire marshal, which is Al Black. Mr. Black is a state certified fire marshal as well as an arson investigator. This policy gives Mr. Black the authority and he follows the National Fire Protection Agency (NFPA). He inspects all of the work done in the new buildings and makes sure the fire systems are properly installed. He checks off all the fire systems and signs off on it before we can take possession of the building. This policy gives him the responsibility to do the fire training and investigate and determine the cause of any fires. He also works with our local authorities in getting MOU's in place. After further discussion, a motion was made and seconded to forward the three Safety and Continuity draft policies as proposed to University Council to put on their agenda at their next meeting. *(Motion passed)*

➤ **University Council Updates**

Dr. Gossett said that last University Council meeting the committee officially approved Dr. Richardson as an Ex-Officio for ULC and removed the two-year limitation for the terms from the bylaws. Dr. Gossett said that Dr. Blake has been looking at the overall Shared Governance process and at some time in the near future, they will be putting together a committee or group to look at what are best practices.

➤ **Amendments to ULC Bylaws**

Dr. Gossett said at our last meeting we discussed clarifying the meaning of the academic year. In terms of the first meeting of the academic year as opposed to January and remove the reference to the 24 months or two-year terms. After discussing, the committee agreed to table this discussion until there were more members present.

➤ **Education and Credential Advancement Reward Policy**

Dr. Gossett said we could table this since Dr. McGonagle was unable to attend this meeting.

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

Dr. Gossett said we could table this since Dr. McGonagle was unable to attend this meeting.

➤ **Financial Policies from Usha Mathew**

Dr. Gossett said she received these policies from Usha Mathew late in the afternoon prior to this meeting. She was advised to share them with the committee as information only. She did not know if these policies were being formally reviewed by PBC. We have many very routine compliance based policies that primarily are tied to compliance requirements by state law, by UH System or by industry practices. Some of these are being presented as information. She believes that as a campus we need to have a discussion as to what review process we want to have with these. The main campus has a 30-day comment and review process. She believes that this committee should have some comment process as these policies come through to ask questions.

➤ **New Business**

The next meeting is scheduled for April 25, 2019.

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