



Members In Attendance

Carol Bates, Amber Brown, Patrick Cardenas, Lisa Gossett, Kaira Jackson, Brad McGonagle, Iliana Melendez, Ivelina Pavlova-Stout, Scott Richardson, Thomas Schanding, Sana Zeidan

Members Absent

Anupama Devi Balla, Linsey Ford, Allen Hill, Renee Lastrapes, Frank Matthews, David Rachita

Alternates Present

Kathy Kirchner, Kristi Randolph

Guest

Kyle Pirtle

Action Items

- Approval of the March 28, 2019 minutes
The Chair asked if there were any changes or corrections to the March 28, 2019 minutes. With no changes or corrections noted, a motion was made and seconded to accept the minutes as presented. (*Minutes approved*)

- Safety/Continuity Policies
 - Emergency Management – Dr. Gossett said that the committee looked at this policy at our last meeting. Changes that were discussed at the University Council meeting are included in this draft. She noted that the presidents Crisis Management Team would include primarily Vice Presidents, Executive Directors, Police Chief and Director of Emergency Management. One additional change was noted that the Vice President of Student of Student Services should be changed to the Vice President of Student Affairs. After a brief discussion, a motion was made and seconded to approve the Emergency Management Policy as amended with one title change. (*motion passed unanimously*)

- Human Resources Policies (based on SAMs)
 - Search Committees for Executive and Staff Positions – Dr. Gossett said that the majority of this policy is taken from the System Administrative Memorandum (SAM). She said they added the definition of search and screen, some title changes and made the

procedures specifically for UHCL. Dr. McGonagle said they want to ensure inclusion across the whole process. After a brief discussion, a motion was made and seconded to forward this policy to University Council with the two minor changes. (*motion passed unanimously*)

- Employment of Foreign Nationals – Dr. McGonagle said the majority of this policy comes from the SAM. After discussing, the committee agreed that under 3.7 to end the first sentence at credentials and exclude the titles. A motion was made and seconded to forward this policy to University Council with noted revisions. (*motion passed unanimously*)
- Hours of Work – Dr. Gossett said this policy primarily follows the SAM. The differences were titles. Dr. McGonagle said that all offices must be open from 8:00 a.m. to 5:00 p.m. and it is up to the department as to how the individual schedules are set to ensure the office coverage during those times. The campus must have adequate representation for those hours and it cannot be a student worker. Departments are allowed to flex their schedules as long as the department has coverage. Under 3.4 in the first sentence the committee agreed to change the first sentence to read, “An employee’s work schedule may be temporarily adjusted as needed to provide for the maximum operational efficiency.” Under 3.5 the committee agreed to change the last sentence to “For example, a permanent change from the one shift (day, evening, night) to another shift.” After discussing and a couple of grammatical changes, a motion was made and seconded to forward this policy to University Council. (*motion passed unanimously*)

Information/Discussion Items

➤ Human Resources Policies

- Discipline and Dismissal of Regular Employees – Dr. Gossett said this policy is based on the SAM. Dr. McGonagle said that our existing policy is outdated and limits our ability to do what we need to do in the event we have an employee that is not performing. This is based off the SAM and some of our existing information and utilizes some of the disciplinary procedures from UH. Dr. Gossett said that University Council meets on May 9, 2019 and would like to have something to present at that meeting. She said we have changed the Shared Governance policy to allow for interim policies for a duration of no more than one year. The president or those that she designates can recommend interim policies. After further discussion, the committee agreed that this policy was not ready to forward to University Council as an interim policy. Patrick Cardenas recommended creating a workgroup to clarify the details of this policy, so that it can go forward to University Council as an interim policy. The workgroup will consist of Lisa Gossett, Brad McGonagle, Patrick Cardenas, Iliana Melendez and one of the following Dorothy Kirkman, Dr. Gladden or Melissa Williams. The working group will meet next week and forward the edits to this committee prior to sending to University Council.

Due to lack of time, Dr. Gossett was not able to cover the rest of the agenda and this meeting was adjourned.

Next Meeting

The next meeting is scheduled for Thursday, May 23, 2019 (B1333) from 10:00 – 11:30.