

**University Life Committee (ULC)**

Thursday, September 27, 2018

10:00 – 11:30

B1302

**Agenda**

**I. ACTION ITEM**

A. Approval of September 13, 2018 minutes.

**II. INFORMATION/DISCUSSION ITEMS**

A. Introductions

a. Committee Members

b. Dr. Scott Richardson

B. Policy Management

a. Review and Update

b. Discussion of Objectives, Alternatives, and Considerations

c. Title or Name for Policies

C. Subcommittees and Working Groups

D. Discussion -- Constituent Questions, Ideas, or Concerns

# University Life Committee

September 27, 2018

Minutes

## Members Present

Carol Bates, Amber Brown, Patrick Cardenas, Linsey Ford, Lisa Gossett, Kaira Jackson, Frank Matthews, ~~Bar~~ Brad McGonagle, Ivelina Pavlova-Stout, David Rachita, Sana Zeidan

## Members Absent

Anupama Devi Balla, Allen Hill, Renee Lastrapes, Daniel Maxwell, Iliana Melendez, Thomas Schanding

## Alternates Present

Laura Guerrero, Kathy Kirchner, Cindy Saltzman

## Alternates Absent

Thomas Garcia, George Mattingly, Brian Mills, Kristi Randolph

## Guest

Scott Richardson, Kent Case, Brian Stephens

## Action Item

The Chair asked if there were any changes or corrections to the September 13, 2018 minutes. With no changes or corrections noted, a motion was made and seconded to accept the minutes as presented. ***(Minutes approved)***

## Information/Discussion Items

### Introductions

Dr. Gossett asked the committee to give a brief introduction of who they are and the area they are representing.

### Dr. Scott Richardson

Dr. Gossett introduced Dr. Scott Richardson, Interim Compliance and Diversity and Title IV officer. Dr. Blake wanted to raise the profile of the Title IV position and hire Dr. Richardson on an interim basis. She has elevated this position to one that reports directly to the Office of the President. Dr. Richardson comes from Philadelphia, Pennsylvania. He has worked at several different institutions and has spent most of his

time in the classroom. He would like to be a resource to the university and encouraged the committee members to contact him if he can be of assistance.

Dr. Gossett said that UH System is developing a Compliance and Ethics Policy as one of their System Administrative Memos (SAMS). As part of that, it creates a Chief Compliance Officer position both for the system as a whole and expects one at each component campus.

#### ULC Meeting Dates

Dr. Gossett said the graduate student has a conflict with the meeting time. After a brief discussion, the committee agreed to keep our current meeting time (fourth Thursday at 10:00) and ask the students to send an alternate. We will keep this meeting time for the spring semester as well.

#### Policy Management

Dr. Gossett said this is a draft policy that was developed last year by the previous chair Dr. Carol Carmon and was presented at the last faculty senate meeting. Dr. Gossett said we currently have policies in multiple locations and some that have sunsetted. The goal is to create a better infrastructure that will involve UCT and the president's office. She said this committee would create the framework of where policies are, have transparency and give an opportunity for input. We need policies in place that will comply with both legal and with system requirements. Dr. Gossett said there was an addition made to the policy that will allow Dr. Blake to work through either Dr. McGonagle or the Vice President for Administration and Finance to develop interim policies that would be reviewed at only University Council and be in place for one year. These policies will be distributed back within that year and will be refined or finalized. In the future, there will be a need to form sub-committees to create some proposals. Dr. Matthews suggested one committee go through all of the handbooks where policies exist and identify which committees in the governances that responsibility belongs to.

Last year Dr. Carman worked with UCT and created a document on user stories (what we need, why we need it and what we are trying to do). They also discussed creating a university login to access the draft material. Dr. Gossett said she would check with Sheba Thomas on the status of the login. Dr. Gossett said they have also discussed changing the policies names to something besides CLAMS.

#### Flexible Workplace Initiative

Dr. Gossett said this policy is primarily for staff. The faculty had a similar policy (Faculty Relief Policy) that went through the Shared Governance process. Afterwards there were discussions with Ms. Jennifer McMillin, the Interim Executive Director of Human Resources that there was a need for staff to have some flexibility as well. After reviewing and discussing the policy the committee agreed that Dr. McGonagle would make the necessary changes and send it to the committee for review prior to the November meeting. At the November meeting, ULC can have a final review and forward the policy to University Council.

### Workplace Violence and Intimidation

Dr. Gossett said there is a policy at UH Main Campus that is similar to this policy. Dr. McGonagle said this policy is in accordance with SAM policy and very critical in communicating that we will not tolerate workplace violence and intimidation on this campus. Dr. Gossett said at the main campus, the Police Department is the main authority on this policy. Dr. Matthews said a major component of the policy is to identify where to send a problem (include phone numbers) rather than having an individual intervening. After discussing, the committee agreed that Dr. McGonagle would make the necessary changes and send it to the committee for review prior to the November meeting.

Dr. McGonagle said UHCL now offers Mental Health First Aid Training. It addresses topics like suicide prevention, anxiety, depression and substance abuse. It is an eight-hour class that teaches faculty and staff how to deal with and identify people who are in some type of mental health distress situation and gives you resources to address it.

### Bylaws

Dr. Gossett said this committee needs to do some cleanup work on the bylaws. We can have this done by November and have it ready for University Council.

### May 24, 2017 Minutes

These minutes were approved via email vote.

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