



**University
of Houston
Clear Lake**

University Council Minutes

December 14, 2017 10:00 a.m. (Forest Room) | Meeting Called to Order by Dr. Ira K. Blake, President

In Attendance

Elizabeth Beavers, Yvette Bendeck, Darlene Biggers, Carol Carman, Kathy Dupree, Randy Garcia, Lisa Gossett, Glen Houston, Amanda Johnston, Heather Kanenberg, Raymond Khoury, Ju Kim, Ward Martindale, Usha Mathew, Kathryn Matthew, Denise McDonald, Jennifer McMillin, Mike McMullen, Tim Michael, Justin Murphy, Bazlur Rashid, Mark Shermis, Rick Short, Marlene Richards, Brian Stephens, Rhonda Thompson, Ed Waller, Karen Wielhorski, Paul Withey

Approval of Minutes

The minutes of the November 9, 2017 meeting will be reviewed at the next University Council Meeting.

Academic Council

Dr. Houston will attend the Provost Council on Thursday, December 14, 2017 to present one proposal, the BS and MS in Industrial Hygiene and Safety, previously a concentration in Environmental Science for final approval by the Coordinating Board at the February meeting. Approval will allow the ABET accredited degree program in the undergraduate and graduate level as its own degree program.

Information Items – University Shared Governance Reports

Dean Kim reported that he is working with faculty in Environmental Science and Industrial Hygiene and Safety to work on a safety process manual to develop ways to monitor and prevent potential safety issues in industrial/petrochemical areas. Dr. Blake noted that this program/process was brought to the university's attention by a UHCL alumni working in the field who realized the need for a monitoring/prevention process not just in our area, but globally. It would be a tremendous opportunity for the university, as UHCL could potentially be the only institution offering a degreed program in this field.

Dr. Houston reported two preliminary planning proposals will be presented at the Dean's Council: MS in Educational Assessment and Programs Evaluation (COE) and BA in Computer Science with Teacher Certification. Both proposals will go the Provost Council for approval and through the full review process before coming to the University Council for final approval.

Dr. Houston reported the BS in Mechanical Engineering program was approved by THECB and will be sent to the full board for final approval and on the consent docket at the January meeting. He noted there are now

contingencies required for all degree proposals which include: 1) Upon hiring new faculty, a copy of the offer letter, CV and courses taught by the instructor must be sent to THECB and 2) once student(s) graduate from the program, ABET accreditation is expected and required. Dr. Houston advised the required information for the two new faculty members in Mechanical Engineering must be submitted by June 1, 2018.

A new rule for 2018 has been established by THECB /ABET and applies to any proposed degreed program. Each new program will be assessed an accreditation expense. Dr. Houston noted that the Provost's Office has allocated additional funds in the budget for expenses such as this.

Facilities and Support Services Committee

Mr. Martaindale reported the FSCC met in November and updated the committee on information related to several projects:

- STEM, REC Center and Health Science Building projects are on schedule
- In/Out chiller replacement and roof replacement projects are progressing well
- Master Plan has been finalized and distributed
- The FSCC will move ahead with improvement of signage on campus according to the Master Plan
A Signage task force committee has been set up consisting of approximately seven people
- The UH College of Architect Design Lab will provide guidance with the development of the signs
- Options for replacing drinking fountains on campus will be presented to the committee, which include replacing existing fountains or not replacing fountains and adding filters to existing fountains.

University Life Committee

Dr. Carman reported the Committee is communicating with FMC regarding the campus-wide placement of hand sanitizer stands.

Discussion followed related to development of a Committee for planning of a future on-campus Child Care Center. Dr. Blake stated this issue was brought to the university's attention as a direct result from Hurricane Harvey. Dr. Blake noted that she meets regularly with the Faculty Senate, and they would determine the appropriate committees to be formed to discuss further.

Enforcement of the smoking policy was discussed, and it was determined that communication and programming will need to be developed before a policy is set in place.

Training and information related to an active shooter was discussed which included scheduling special training sessions and providing information on the UHCL website.

Regina Pickett and Cindy Cook from the Health Services Center have been invited to attend the January University Council meeting to discuss the services they provide. Discussion followed related to what services are provided and who is utilizing the services. It was determined that these services are provided for emergency and short-term general issues and not meant to be used in place of primary care.

Concerns related to campus-wide Wi-Fi connection issues were addressed with Mike Livingston.

A total of three (3) Policy and Procedure working groups have been established, and their reports will be presented at the January meeting. The three working groups are:

- UHCL By-laws
- Policy Collection
- Policy Management/Development

After further discussion, it was determined that policies and procedures need to be reviewed on a regular basis, and changes and updates need to be accurate within the links.

Planning and Budget Committee

Dr. Tim Michaels met with the SGA last month to discuss student tuition fees. The recommended tuition and fees were approved by the SGA & PBC. The Deans of each school gave a brief presentation of course-related fee changes at the SGA meeting. He recommended that University Council vote for approval for the tuition and fee increase today or at the January meeting, since approval is due to the Board of Regents meeting on February 27, 2018, and all budget information must be submitted to the System office by February 1. The President asked for a vote by show of hands, and a unanimous recommendation for the tuition and fee increase request was approved by the University Council.

Further discussion followed related to budget and cost savings, and revenue enhancement.

Jean Carr distributed the Budget Reductions Worksheet (Three Year Plan) to the committee members. Further discussion followed related to current budget issues.

The FY19 Budget Development process starts March 1, 2018. Data will be loaded into the Budget Development System, The budget is due to the System office by April.

Dr. Blake recognized Jean Carr and her team for keeping the university on track. She further emphasized the need to focus on working as a team to assist in the budget process.

President's Report

Dr. Blake thanked the entire University Council, for their support, collaboration & cooperation.

Dr. Blake commented on her recent trip to NASA and meeting past UHCL graduates and noting the large UHCL presence at NASA. She stated that UHCL graduates are willing and offering to help and give back to the future of UHCL by giving lectures or whatever is required from them.

Interim Provost Glen Houston and Vice President of Advancement, Rhonda Thompson are working with the Schools and Deans on redesigning the website, specifically at the department level. The department level will have more access and more responsibility.

Search committees are in place for the following positions: Provost, VP for Administration and Finance, AVP Marketing & Communications, and Director of Government Community & Business Engagement

The public launch of the Capital Campaign will commence on February 23, 2018.

A committee of 22-24 individuals will be set in place to develop vision, mission and values statement by the time of the launch of the campaign. Drs. Wooten and Pedro are the co-chairs of this committee.

Effective Spring of 2018, Emergency Manager Al Black, will report to Police Chief Alan Hill.

Dr. Blake reiterated the need to have a strategic plan in place to help increase enrollment and everyone working together to reduce expenses. She also emphasized the need to invest and re-invest in the university.

Dr. Blake requested service time participation from everyone for recruitment, teaching demonstrations, open houses, and panel discussions.

Next Meeting

February 8, 2018 | 10:00am, Forest Room

There being no further business the meeting was adjourned.