



University
of Houston
Clear Lake

University Council Minutes

May 10, 2018 10:00 a.m. (Forest Room) | Meeting Called to Order by Dr. Ira K. Blake, President

In Attendance

Elizabeth Beavers, Yvette Bendeck, Darlene Biggers,, Lisa Gossett, Amanda Johnston, Heather Kanenberg, Kathryn Matthew, Jennifer McMillin, Mike McMullen, Tim Michael, Justin Murphy, Carol Carman, Bazlur Rashid, Mark Shermis, Rick Short, Brian Stephens, Ed Waller, Paul Withey

GUESTS: Patrick Cardenas, Chloris Yu, Deja Sero and Valerie Coleman-Ferguson

ABSENT: Usha Mathew, Randy Garcia, Glen Houston, Ward Martaindale, Justin Murphy, Marlene Richards, Rhonda Thompson, and Karen Wielhorski

Approval of Minutes

The minutes from April 2018 will be approved at the next University Council Meeting.

Academic Council

Promotion and Tenure Policy

The Promotion and Tenure Policy was tabled at the last meeting for further review. Dr. Blake noted this policy is extremely important as it is part of the institution's mission to recognize and reward our educators. After further discussion and clarification related to specific language and definition, the policy was voted for approval with one nay vote and one abstention.

Teaching Relief Policy

The Teaching Relief Policy was tabled at the last University Council meeting in order to allow committee members additional time to review. After further discussion, a motion was made to approve the policy by Dr. Brian Stephens and was seconded by Dr. Carol Carman. The policy was unanimously approved.

Interim Policies

Shared Governance Policy

Ms. Valerie Coleman-Ferguson, Legal Counsel for UH System, reported after review of several UHCL interim policies there are several that need to be updated and some requiring immediate attention for compliance purposes. The current Shared Governance Policy was reviewed and discussed with a proposal adding the Executive Director for Human Resources and the Vice President for Administration and Finance to bring policies to the University Council for review. The current policy states that only the Provost is able to do this. Ms. Coleman-Ferguson also noted that UHCL is currently using models already in place by UH System in order to function and maintain compliance. After extensive discussion regarding compliance and interim policy clarification and timeline, the following sentence to the current Shared Governance Interim Policy was proposed to be added on Page 1 at the end of the first paragraph:

“Interim policies with a duration of no more than one (1) year may be brought to the University Council by the Executive Director of Human Resources or Vice President for Administration and Finance.”

The amendment to the Current Shared Governance Policy was voted and approved.

Administrative Policy

Next, Ms. Coleman-Ferguson reviewed the Administrative Policy (policy on policies). noting the policy serves as the framework for all policies for formatting and to ensure consistency. This policy is classified as non-academic. After further discussion, it was determined additional review is necessary, and the policy will be brought back to the Committee for review at the next meeting.

Work Hour Policy

The current policy states that state agency offices shall remain open Monday through Friday 8:00 a.m. to 5:00 p.m. as required by state law. Ms. Coleman-Ferguson advised that the UHCL campus is currently non-compliant. Dr. Blake emphasized UHCL is student-focused, and those offices providing student services are required to be open until 5:00 p.m. on Fridays. Supervisors will communicate the new schedule to their staff/employees, and a deadline for adjustment to the new schedule will be determined. Additional discussion followed related to compliance, staffing and clarity about offices remaining open until 5:00 p.m. on Fridays. The policy was tabled for additional review and discussion at the next University Council meeting.

Information Items – University Shared Governance Reports

Academic Council

No report

Facilities and Support Services Committee

The new buildings are on schedule and will be ready for the grand opening.

University Life Committee

No report

Planning and Budget Committee

No report

Next Meeting

September 13, 2018 | Forest Room

There being no further business, the meeting was adjourned at 12:30pm