



University  
of Houston  
Clear Lake

## University Council Minutes

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*October 11, 2018 2:00 p.m. (Forest Room) | Meeting Called to Order by Ira K. Blake, President*

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### **In Attendance**

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Elizabeth Beavers, Yvette Bendeck, Steven Berberich, De'AWN Bunch, Caroline Crawford, Mark Denney, Lisa Gossett, Laura Guerrero, Tyler Hall, Izuh Ikpeama, Amanda Johnston, Heather Kanenberg, Nick Kelling, Mike McMullen, Brad McGonagle, Kathryn Matthew, Daniel Maxwell, Timothy Michael, Marlene Richards, Mark Shermis, Rick Short, Brian Stephens, Rhonda Thompson, Ed Waller, Chris Ward, Chloris Yu, Paul Withey

**GUESTS:** Dorothy Kirkman

**ABSENT:** Dwayne Busby, Randy Garcia, Eric Herrera, Kim Ju, Usha Mathew

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### **Approval of Minutes**

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The minutes from November 2017, December 2017, February 2018 and April 2018 were reviewed and approved with one abstention. The May 2018 minutes were discussed with one minor correction related to the current Shared Governance policy. A motion was made to approve the May 2018 minutes as amended. The May 2018 minutes were approved with one abstention.

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### **Academic Council**

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#### **Adult Freshman Admissions Criteria**

Dr. Bendeck discussed the addition to the criteria to include individuals aged 25 and over who have graduated high school at least three years prior but have previously not been in higher education. These individuals may now apply as an Adult Freshman admission without submitting SAT or ACT scores. These individuals will undergo an individual review. The additional criteria will provide those students who have had a change in their career direction an opportunity to re-enter higher education for first time admission. The Adult Freshman Admissions Criteria was voted on and unanimously approved.

#### **Faculty Research and Support Funds (FRSF)**

Dr. Berberich summarized the FRSF was to have a committee and process in place to determine who receives faculty research and support funds. Discussion followed related to the eligibility, format, and proposal processes. Timothy Michael commented the committee reviewed the process and made additional clarifications to ensure a smooth process. Dr. Matthew commented that Nancy Devino has been reviewing the process and advised changes in the language in Section 7.1 be changed from "sooner" to "later". The change was made to reflect Ms. Devino's recommendation. Discussion followed related to funding. The FRSF Funds (FRSF) policy was unanimously approved.

**Policy Procedures** – The policy was not discussed at this time.

### **Revised Admission Requirements for International Freshman**

Dr. Bendeck clarified the admission requirements for international freshman students. Freshman international students will undergo an individual evaluation process which requires a minimum of 2.5 GPA and English proficiency. No minimum standard had previously been set for the individual review process, the requirement was a necessary addition to adequately explain the process for potential incoming international students to apply and to clarify the admission standards for domestic freshman students and international freshman students. The revised admission requirement for International Freshman was voted on and approved.

### **Undergraduate Transfer Admissions Criteria**

Dr. Bendeck reported the new criteria recognizes that students who transfer with one semester college credit (12 hours) completed, focus is no longer on high school courses and SAT scores but rather on college work they have completed. A decision was made after Dr. Houston completed an analysis of transfer student GPA's. It was determined that students with 12-29 hours of transfer credits, the minimum GPA should be 2.75. Evidence for those with a GPA under 2.75 showed an increase in probation/academic suspension. In an effort to encourage student success, the minimum GPA marker was set at 2.75.

The undergraduate transfer admissions criteria was voted on and approved.

### **Mission Vision and Core Values**

Dr. Blake reported a draft of the Mission, Vision and Core Values was sent to the members of the University Council. Any changes to the mission statement must be sent to the UH System for approval. This is a first step in our strategic planning process. Dr. Blake requested members of the committee review the Mission, Vision and Value statement.

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## **Information Items – University Shared Governance Reports**

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### **Academic Council**

Nothing to report

### **Facilities and Support Services Committee**

Dr. Chris Ward reported the committee met last month noting his election as the new chairman. Plans were discussed for the upcoming year and concerns were addressed, specifically, Wayfinding on the website and map of the UHCL campus. The Committee will be reaching out to UCT to see what is technically possible and then with the Marketing and Communication website designers to discuss if they are able to implement what is technically possible. Discussion followed related to the Space Utilization Committee (Subcommittee of FSSC) and the lack of a process in place to evaluate requests. Dr. Ward commented that the Space Utilization Committee will be charged with the task of developing a written policy.

The Biology Department space was discussed and how the department deferred their space in the new STEM building. Dr. Blake stressed the importance of ensuring the department has adequate space required for their programs and that we are supportive. A consulting process needs to be developed, how it is implemented and

also reviewing space from a shared governance and administrative perspective and how we are best utilizing space.

Mr. Ikpeama commented on the fitness zone space in the SSCB and how the space could be used for students. After further discussion, it was noted there is space on the second floor being used as storage for cabinets. Dr. Ward pointed out that this is a good example of why a request process needs to be implemented. Dr. Ward stated he anticipates a process in place by the end of the year.

Dr. Blake commented that a current student worker, Naomi Wiggins, gave a presentation to the university Core Leadership Team related to wayfinding and has done the preliminary work. She recommended Dr. Ward contact Ms. Wiggins.

Dr. Ward also noted the committee is working on campus signage, and he will contact Ms. Wiggins and continue to move forward.

### **University Life Committee**

Dr. Gossett reported the committee met on September 13 and September 27 to discuss goals and review SAM's. The committee is currently reviewing two draft policies: Flexible Workforce Initiative Policy with few minor comments. It is anticipated that by next month the policy will be given to legal counsel for review.

The Workplace Violence and Intimidation Policy was also discussed. The policy is currently under initial review by the committee.

Dr. Gossett stated she will be working with Faculty Senate to develop a policy management system (Policy on policies). Dr. Gossett advised she met with Sheba Thomas from UCT to discuss ideas and opportunities for developing a better management process. Discussion followed on policy creation, communication, ownership, and location of the policies.

### **Planning and Budget Committee**

Timothy Michael reported the committee meets on the first Thursday of the month. Mark Denney, the new VP for Administration and Finance is the co-chair of the committee. Mr. Denney was introduced to the committee and will be taking a more active role going forward. Dr. Michael reported the FY 19 budget plan, along with the LAR are now available for review online. Dr. Michael commended Deja Sero for providing the committee with a deposition of the reserves report that reflected historic information and where reserves have been invested and allocated.

Discussion followed related to the Strategic Hiring Committee and how they will be reporting to the PBC to keep them informed. The committee will provide recommendations to the President for consideration.

Dr. Michael reported that the budget task force will be focusing on strategic initiatives and what is needed in the budget process.

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## **President's Report**

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### **Enrollment**

Dr. Blake reported enrollment is currently at 9,027 and that the admission rate changed only by 1% and overall applications were up 25%. UHCL Pearland had a 172% increase in undergraduate applications and 80%

increase in graduate applications. Dr. Blake acknowledged and thanked the faculty and deans' willingness to be available and participate during open enrollment and commended them on moving in the right direction as a team!

Dr. Blake announced that a university-wide meeting is scheduled for November 1, 2018, 2:00 p.m. – 3:00pm in the Bayou Theatre. These meetings will be held once a year, with the format of the meeting similar to a State of the Union address. Dr. Blake noted that in addition to her speaking, she is requesting leaders of each division address opportunities and challenges and present an overall status report in their specific areas.

Dr. Blake reported it was brought to her attention that faculty members are experiencing conflicts with the current University Council Meeting schedule, and administration will be working on scheduling the University Council meetings schedule going forward and being more sensitive to faculty schedules, as we want to encourage faculty participation while understanding scheduling conflicts do occur

### **Strategic Planning Process**

Dr. Blake reported Dr. Joan Pedro and Dr. Kevin Wooten have agreed to be co-leaders for the Strategic Planning process. They will be leading our efforts by providing their expertise, creativity and commitment to the process. A draft of the new Mission Vision and Values statement has been completed which will be instrumental as the Strategic Planning process begins. In addition to completing a draft of the Strategic Planning process, Dr. Pedro and Dr. Wooten will be providing a timeline and recommendation for several working priority groups and propose a level of engagement for possible external consultants. Dr. Blake advised she will be collaborating with Student Senate leadership and Core Leadership team during this process to ensure all concerns are reflected in the process.

Dr. Blake inquired if any of the committee members had participated in a strategic planning process. She requested that those individuals with experience submit any potential concerns, opportunities and strategies they had not thought about and discuss at the next University Council meeting.

### **Leadership Retreat – October 12, 2018.**

Dr. Blake reported she is hosting a Leadership Retreat with consultant, Dr. Gretchen Bataille on October 12, 2018. Dr. Blake commented that given the new team in place, it is a great opportunity for team building and common mission focus. She also added in order to fully realize the potential of the university, we need to be contributing through the roles we play and be committed to that contribution. Dr. Blake introduced the following individuals who will be attending the retreat: Dr. Steven Berberich - Provost, Dr. Daniel Maxwell – VP Student Affairs, Dr. Mark Denney- VP Administration and Finance, Dwayne Busby – Executive Director Strategic Partnerships, De'AWN Bunch – AVP Marketing/Communications, Rhonda Thompson – VP University Advancement, Dean Ed Waller – College of Business, Dean Mark Shermis - College of Education, Dean Ju Kim –Interim Dean College of Science and Engineering, and Dean Rick Short – College of Human Sciences and Humanities.

### **Current Executive Searches**

Dr. Blake discussed the existing interim roles of Dr. Daniel Maxwell – Student Affairs and Dr. Scott Richardson – Diversity Officer – Title IX. Executive searches will be conducted for these two positions. The following executive searches are currently underway: Dean – College of Science and Engineering, Executive Director-UCT, and Vice President - University Advancement.

Dr. Blake shared that she recently attended the annual HACU (Hispanic Association of Colleges and Universities) Conference held in Atlanta, GA. In 2010, UHCL was designated as Hispanic serving. Dr. Blake stated the conference was informative and discussed better strategies and supporting the success of Hispanic students. Dr. Blake commented the conference could be a potential opportunity for UHCL faculty to present and would be discussing further with the Provost.

Dr. Blake commented on the UHCL Strategic Planning process and how it should reflect a model for the 21<sup>st</sup> century for public higher education. She also noted the following critical questions need to be addressed in preparation for the strategic planning process;

What is the purpose of public higher education today?

How should UHCL prepare students for the changing nature of roles at work in the 21<sup>st</sup> Century?

Who are our students and how should we be preparing them?

What resources are needed to prepare students well? (Capital, facilities, equipment, time)

What does it mean for UHCL to be a Hispanic Serving Institution (HSI)?

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## Announcements

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Dr. Bendeck reported the Open House was a great success. The main focus was on the new STEM and Recreation/Wellness Center buildings, and the TED Faculty talks received many positive comments. Approximately 450 were in attendance, with 386 applications received and 81% admitted, The next Open House is scheduled for November 10, 2018 at UHCL, UHCL-Pearland will hold its Open House on November 3, 2018.

Dr. Maxwell reported that a mock residence hall room is being constructed in the atrium of the SSCB for students to preview what a residence hall room will look like. Dr. Maxwell also noted that UHCL will be changing its narrative related to UHCL housing, specifically noting UHCL's partnership with University Forest Apartments for over 25 years. The goal is to attract students with an option for more traditional housing or apartment living. The residential hall is anticipated to open in Fall 2019. The interview process for the Director of the Residence Hall is currently underway, which will include training related to policy and protocol.

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## Next Meeting

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**November 8, 2018 | 2:00 p.m., Forest Room**

There being no further business, the meeting was adjourned at 3:40 p.m.