

**University Life Committee (ULC)**

Thursday, October 25, 2018

10:00 – 11:30

B1302

**Agenda**

**I. ACTION ITEMS**

- A. Approval of September 27, 2018 minutes
- B. Discussion and Possible Approval --
  - a. Flexible Workplace Initiative

**II. INFORMATION/DISCUSSION ITEMS**

- A. Policy Management
  - a. Review and Update
  - b. Title or Name for Policies
- B. Workplace Violence & Intimidation Draft
  - a. Discuss and Revise; prepare to send to constituents for feedback
- C. Education and Credential Advancement Reward draft policy
  - a. Initial Committee Feedback
- D. Constituent Announcements

# University Life Committee

October 25, 2018

Minutes

## Members Present

Carol Bates, Linsey Ford, Lisa Gossett, Allen Hill, Kaira Jackson, Renee Lastrapes, Frank Matthews, Brad McGonagle, Iliana Melendez, Ivelina Pavlova-Stout, Sana Zeidan

## Members Absent

Anupama Devi Balla, Amber Brown, Patrick Cardenas, David Rachita, Thomas Schanding

## Alternates Present

Cindy Saltzman

## Alternates Absent

Thomas Garcia, Laura Guerrero, Kathy Kirchner, George Mattingly, Brian Mills, David Palmer, Kristi Randolph

## Guest

Scott Richardson, Ed Puckett

## Action Item

The Chair asked if there were any changes or corrections to the September 27, 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

### Policy Management

Dr. Gossett said she met with Ms. Sheeba Thomas from UCT. UCT, working with Dr. Carman, developed a “user stories” document that will be shared with the committee. We need a better-organized system for determining who is responsible for the policies. Dr. Gossett and Ms. Thomas spoke to Peggy Levy at UH Main Campus and her full time job is to manage their policies. They have a University Coordination Council that reviews their policies and provides feedback. Peggy Levy currently reports to the compliance officer (a newly created position). There was a recommendation made that UHCL create part of a position that would manage our policies. Dr. Gossett said this committee should start thinking about where this role might be housed (possibly under the compliance officer or Administration and Finance). This will be a decision made by

President Blake. This would not be a full time position, with maybe 25 to 30 percent of their responsibilities dedicated to policy management. Dr. Gossett and Dr. McGonagle met with Dr. Brian Stephens (Faculty Senate Governance Chair) to begin discussing this issue. We need to have better framework in place to house the policies also might begin setting up in an intranet for internal comments. This committee could begin developing that process and address the personnel issue as we move forward. Ed Puckett said the first thing is to find out what the user wants and then determine what solutions are available. He said some options could be to carve out a separate space on Omni Update that has a separate approval system. Another solution could be a custom-built application or something that we consider purchasing. Dr. Gossett will share the user stories document that has been prepared. She is meeting with Sheeba Thomas next week for additional feedback.

### **Title or Name for Policies**

Dr. Gossett said at our last meeting this committee discussed a new name for our policies other than CLAMS. So far, there have been two suggestions:

- Clear Lake Administrative Policies and Procedures (CAPP)
- Hawk Administrative Policies (HAP).

After discussing, the committee agreed by consensus to recommend changing the name of UHCL policies to CAPP. The name change will be discussed with legal and Dr. Blake.

### **Flexible Workplace Initiative Policy**

Dr. Gossett said at our last meeting the committee reviewed this policy and distributed it to their constituents for comments. Dr. Gossett and Dr. McGonagle met with Valerie Coleman-Ferguson for legal review, and some minor changes were made. These changes were reviewed by this committee. An example of where this policy could apply is if someone that has a family member with a terminal diagnosis that should be resolved in a couple of months and their job allows them to work at a place other than at the UHCL campus and still get their job responsibilities met. The policy can also allow them to come to campus a limited number of hours and be able to remain as an employee without going through the FMLA process. The policy still requires a 40-hour workweek and for the department to have adequate coverage. If they are unable to have coverage then this flexibility will not be allowed. Dr. Gossett asked the committee if they were ready to move this to University Council. A motion was made and seconded to approve the Flexible Workplace Initiative Policy as revised and forward to University Council. ***(Motion passed unanimously)***

### **Workplace Violence and Intimidation Policy**

Dr. Gossett said we received some feedback from Chief Hill and other comments regarding this policy. The committee reviewed and discussed the new draft policy. It was noted that there is a Crisis Awareness Response Emergency Team (CARE) being reviewed by legal and Jennifer with OTC. Dr. Maxwell and Dr. Blake want to make this an interim policy while it goes through the shared governance process. The link in the Workplace Violence and Intimidation policy currently links you to the form and does not define the CARE team itself. The CARE policy will define the scope of the CARE team,

their responsibility and the members. After discussing, the committee decided to change the link to read, "For more information on the CARE team please click here". Dr. Gossett said she would meet with Brad and legal to review the revised version to incorporate today's comments. If legal has no major changes, Dr. Gossett will forward this to the committee to share with their constituents for feedback. If there are major changes from legal, it will come back to this committee for discussion.

### **Constituent Announcements**

Dr. Gossett asked the committee of their constituency had information to share or any upcoming events to announce. The committee had no comments or announcements.

### **Education and Credential Advancement Reward (Draft Policy)**

Dr. McGonagle said the purpose of this policy is to recognize faculty and staff who advance their educational credentials or their professional credentials in terms of value added to the institution and what they do capacity at the institution. We have no mechanism for department heads or deans to reward or recognize individuals who advance their credentials. Having a tool to recognize those folks is critical. This would provide a one-time reward or increase in pay separate from merit increase. It is recognition for value added. He said this policy is not retroactive and the supervisor has to approve on the front end. After discussing, the committee agreed this policy would need further review and clarity regarding how it would be funded and other issues.

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