

## **SAUS Committee Meeting Minutes October 7<sup>th</sup>, 2024 | Location: Teams**

**Present:** Dr. Lin (Libby) Yi, April Felan-Butler, Mary Washington, Doug Wells, Dr. Chris Ward, Sana Zeidan, John Rodriguez, Debra Ross, Jaime Richeson, Lee Hilyer, Dr. Skylar Rolf, Emily Horton, and Dr. J'Naudia Hunter-Phillips.

**Guest Speakers:** Dr. Yolanda Nimmer-Williams and Stacy Zellner - Compliance & Ethics  
Dr. Libby Yi called the meeting to order at approximately 2:02 pm.

### **1. Responsibilities of SAUS – Doug Wells**

- Doug suggested that the SAUS sub-committee consider the possibility of eliminating itself by changing the FSSC Bylaws to eliminate the SAUS subcommittee. Doug added that there is not much for SAUS to discuss, and any pending facilities-related items rely on FSSC for approval.
- Dr. Chris Ward responded that it would not make sense to disband SAUS. Dr. Ward added that SAUS has played an important role for UHCL in the past, and he recommended that if there is nothing to discuss, we should cancel monthly meetings instead of disbanding the group altogether.
- Debra Ross expressed that although SAUS is a standing subcommittee, we do have a voice. SAUS should continue, as many important items have been discussed, and accomplished in our meetings. At times, there is not enough time to discuss everything at the FSSC meetings, so it is important to have this forum available to discuss and work out other issues before it is passed down to FSSC.
- Dr. Skylar Rolf agreed that the SAUS meetings were valuable and there have been many robust discussions. SAUS serves an important role at UHCL and SAUS acts as a filtration process for the larger FSSC committee.
- Jaime Richeson also felt that just because we don't have any business to discuss at times, we don't need to cancel the subcommittee altogether.
- Dr. Ward added that SAUS tends to act as a problem-solving committee. Though this committee, some UHCL staff and faculty members have learned about all the campus spaces that are available to them, as well as the ones that are not even utilized.

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- The sub-committee will send a report with all remarks to FSSC for further suggestions and their further review, and determination if any changes should be made to SAUS.

#### **2. Use of Space Policy updates – Dr. Yolanda Nimmer-Williams and Stacy Zellner**

- Stacy Zellner (Policy Coordinator, Compliance & Ethics) shared the recent updates made to the current existing *Use of Space Policy* at UHCL and informed the group that she is currently working on cleaning up the policy. Stacy also showed her current progress to the SAUS group.
- Dr. Yolanda Nimmer-Williams (Director, Compliance & Ethics) added that the SAUS committee members are the subject matter experts, and instrumental in providing these policy updates to General Counsel.
- Thus far, Stacy has made formatting changes, and the Scheduling section, which now includes a definition of scheduling. Also, the scheduling process in the policy did not match the room scheduling process and platform currently being used at UHCL. Stacy also added updates regarding campus dining, the distribution of alcoholic beverages, and displays and posters on campus. To help make it more user-friendly, Stacy will also add the links related to the alcoholic distribution policy, the food request form, and the bulletin board policy from Student Affairs.
- After the meeting, Stacy sent it to April Felan-Butler (Administrative Support of SAUS), who sent it to Dr. Yi, who will then forward it to the entire SAUS committee for review and make any suggestions for Stacy, who should have it redlined for General Counsel by Wednesday, Oct. 9<sup>th</sup>. The policy will also be sent over to FSSC for their review and input.
- Dr. Nimmer-Williams reiterated that once the policy is sent to SAUS and FSSC, it will not be the final review, as it still needs to also go to other subject matter experts, VPs, and other channels before it goes through General Counsel.

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- Dr. Yi reminded everyone to review the Use of Space Policy once it was sent out, and to provide any suggestions that they may have. It will be sent over to FSSC and also discussed in our next SAUS meeting.
- Dr. Yi asked if there were any additional questions, comments, or suggestions. Since there were no additional items for the good of the order, Dr. Yi then concluded the meeting at approximately 2:33 pm.