

## University Life Committee (ULC)

Minutes

February 27, 2023

Zoom Meeting 12:00pm

### Members in Attendance

Angela Kelling, Yolanda Edmond, Yi Su, Sheila Baker, Sheeba Thomas, Jennifer Willis-Opalenik, Michael Wu, Bernadina Streeter, David Rachita, Janice Newsum, Joshua Lyman

### Alternate Members in Attendance

Nicholas Shaman, Sherry Hawn, Mark Denny, David Brittain, Yolanda Nimmer-Williams

### Members & Alternate Absent

Joe Contreras, Isabelle Kusters, Russell Miller, Cindy Goode, Andrea Black, Erika DeLeon, Linsey Ford, Jason Babin, Dorothy Kirkman, Kristi Randolph-Simon, Fran Davis Williams, Sana Zeidan, Brice Yates

### Minutes

1. Called to order
2. Approved minutes
3. Old Business
  - a. No Feedback on Policy on Policies (presented at the Jan. 23, 2023 meeting), to review the policies it can be found in ULC teams folder
  - b. Mr. Denney reported in the Compliance Meeting it was stated that the subject matter experts will be updating the compliance office, tracked on excel and up dates will also be placed on the compliance website
  - c. Motion to approve and vote on Policy on Policies
4. New Business
  - a. **HR Policies, Reaffirmed or Discontinued/Retired policies presented by AVP, Human Resources**
    - i. Retired Policies
      1. Retired - Employee and Independent Contractors 02.A.24
        - a. no changes to the content will adopt the SAM policy
      2. Retired - Equal Opportunity and Non-Discrimination Statement 01.D.05
        - a. no changes to the content will adopt the SAM policy
      3. Retired - Group Insurance 02.C.08
        - a. will adopt the SAM policy
      4. Retired - Overtime and Compensatory Time for Non-Exempt Staff 02.B.02
        - a. no changes to the content, will adopt the SAM policy
      5. Retired - Staff Service and Performance Awards 02.E.07
        - a. no changes to the content will adopt the SAM policy
      6. Retired - UHCL Staff Compensation 02.B.04
        - a. will adopt the salary guidelines for Non-Faculty Personnel, no changes to the policy
      7. Retired - UHCL Training Program 02.A.26
        - a. will adopt the SAM policy

- ii. Reviewed and Updated HR Policies
  - 1. Drug and Alcohol Abuse Prevention Policy 01.A.10 – Attachment A
    - a. no changes to content, but changes to the format to align with UHCL Policy Format (motion to approve & approved)
  - 2. Employee Relations Grievance and Appeal 02.A.05 – Attachment A
    - a. minor changes of title from Exec. Director of Human Resources to AVP for Human Resources where changed throughout the documents
    - b. In section 4.5 #11 to 14, all the numbering was off, those were corrected
    - c. Change review of policy from 2 years to 3 years (motion to approve & approved)
  - 3. Hours of Work 02.A.20
    - a. no changes to policy, renewal of this policy is every 2 years, due in 2023, will change from 2 years renewal to 5 years renewal (motion to approve & approved)
  - 4. Tobacco-Free Campus 01.A.08
    - a. no recommended changes, but due date to renew in 2023
    - b. David Rachita suggested a name change of the policy to Tobacco and Vapor Policy. Vapor is listed in the policy; some students feels vapor isn't considered as tobacco. Mark Denney recommended a broader conversation of the topic that would define the exact meaning of the policy. It was suggested of David to forward the request to the Division of Student Affairs for a name change of the policy. David made a friendly recommendation to table the decision on this policy, therefore; the name change can be forward to the Division of Student Affairs (motion to table & approved)
- iii. The following policies will be reviewed in the next meeting on March 27, 2023:
  - 1. Alternative Work Assignment
  - 2. Reduction in Force
  - 3. Affirmative Action Plan
  - 4. Summer Pay Policy

**b. Campus Carry Policy presented by Chief Police Russell Miller**

- i. No changes, numbering format is correct, technical change in the first paragraph of the policy, one of the wording was written in the future tense rather than the past tense. The law has changed since the policy has gone into effect. (policy is a first read and will be reviewed again in the next meeting on March 27, 2023)
- c. Dr. Yi Su stated, would like to propose the committee to suggest a reduction or free membership to the Wellness and Recreation Center for faculty members.  
Mr. Denney explained the charge of the fee from students, community, staff, and faculty covers the operations of the building.

Meeting adjourned @ 1:10pm.