

University Life Committee (ULC)

Minutes

March 27, 2023

Zoom Meeting 12:00pm

Members in Attendance

Angela Kelling, Yolanda Edmond, Shelia Baker, Joshua Lyman, Russell Miller, Janice Newsum, Jennifer Willis-Opalenik, Yi Su, Bernadina Streeter, Sheeba Thomas, Michael Wu,

Alternate Members in Attendance

Nicholas Shaman, Fran Davis Williams, Mark Denny, David Brittain, Yolanda Nimmer-Williams

Members & Alternate Absent

Joe Contreras, Isabelle Kusters, David Rachita, Cindy Goode, Andrea Black, Ericka Deleon, Linsey Ford, Jason Babin, Dorothy Kirkman, Kristi Randolph-Simon, Sana Zeidan

Minutes

Called to order

1. Approved minutes

2. Old Business

A. Campus Carry Policy (presentation by Chief Miller)

- i. No content changes to this policy, only changes are its format numbering, font, and title name Memorandum of Administrative Policy was corrected.
- ii. Section I Purpose and Scope
The second sentence in first paragraph was written in the past tense, the policy was originally written before the law was in place or went into effect.

Motioned and approved to forward the Campus Carry Policy to UC

B. Wellness and Recreation Center Fee Discussion

- i. Dr. Yi Su would like to propose a discount fee to the Rec and Wellness Center for faculty members or would like the university to pay the fee for the faculty membership. It was suggested before we can discuss and vote on the proposed discount, more data need to be collected, such as how many faculty are members to the center, what is the charge for faculty at other local universities and area gyms. It was also suggested to vote on establishing a sub-committee to collect data before they can present this request. Mark Denney stated any changes to the policy would have to be approved by the SGA because it is a student rec center, not a university center. There is a Student Advisory Council for the rec center as they are the ones who set the original fee.

Dr. Sharman made clarify to Dr. Su request, he is requesting the university to subsidize the faculty fee to the center rather than changing the policy.

Motion and approved to provide more data to continue this topic discussion.

3. New Business

1. HR Policies, Ms. Yolanda Edmond AVP, Human Resources

a. Alternative Work Arrangements Policy

Attachment A: Record of Changes to Policy				
		Changed Paragraph #	Proposed Change	Reason for Change
1.	Alternative Work Arrangements (02.04.10)	1(F)	Change present at their regularly assigned place of employment with two hours of being contact to four hours.	Allows employee more time to report to campus if necessary.
		1(G) Second Paragraph	Eliminate	Duplicate of 2.26
		1(G) i and ii	Eliminate	Moved to Section 4
2.		2.2.2 – 2.25 and 2.27	Eliminate sections and replace with employees must apply each academic year.	Eliminating the need to apply every semester.
3.		3.7	Eliminate	Duplicate statement from Section 3 (C&D)
4.		4.0	Add specific positions and/or areas that are not suited for alternate work arrangements.	Eliminates the need to have a Alternate Work Options list as outlined in Section 5.1 A
5.		5.1 (A)	Eliminate	Eliminating the Alternative Work Option List – Positions are defined in 4.0
6.		5.1 (C)	Add language that requires 3 hours of remote work training instead of 9	Reduces the number of training hours required.
7.				
		4.5.3	Change to 5.5.3 and change Exec Dir to Assoc VP of HR	Correct numbering and title

The following positions that are not eligible for alternative work arrangements are: executive leadership, senior leadership, police department, facilities, maintenance and construction, President’s office executive assistant, also any position that is student or customer related.

b. Discipline and Dismissal of Regular Staff Employees Policy

- Section 5.1: change the verbiage to stay consistent with the system. Will change the wording to verbal counseling rather than informal counseling.
- Section 5.1, 4 verbal counseling was added a timeline, an expiration date of 6 months.

c. Recruitment, Job Posting and Selection Policy

- The criminal background check policy that was created, they added how to complete the procedure to the policy.

d. Reduction in Force of Regular Staff Employee Policy

Attachment A: Record of Changes to Policy				
		Changed Paragraph #	Proposed Change	Reason for Change
1.	Reduction in Force of Regular Staff Employees (02.A.06)	2.2	Remove 2.2	Policy does not apply to temporary employees
2.		2.3	Expand the definition of RIF	To provide more details on RIF
3.		3.1 – 3.3	Consolidate 3.1 and 3.3 and remove 3.2	Consolidating 3.1 and 3.3 to streamline the policy and 3.2 is included in 4.3 (d)
4.		4.3 (d-e)	Remove affirmative action	Equal Employment Officer will be involved at the appeal level and signature of approval is HR and General Counsel. This aligns with the UH System policy.
5.		5.0	Remove 5.0 Temporary Staffing	Will follow detailed analysis specified in 3.1 and 3.2 to align with UH System policy
6.		6.3	Remove the language of establishing a position which is "essentially" the same	The previous statement in 6.3 addresses guidelines of re-establishing the same position - using the words "essentially" the same is too ambiguous. Also the changes align with the UH System policy.
7.		6.6	Remove second bullet that addresses probationary period if later hired in a different position by UHCL	The RIF policy should only address an employee who is RIF'd and rehired in the same position within 6 months. This change aligns with the UH System policy.
8.		7.1 – 7.3	Remove HR and replace with Equal Employment Officer	HR should not be included in the appeal process. This will allow for a separation of duties, which aligns with the UH System policy.
9.		8.0 – 8.9	Remove Hearing Procedures from policy	If an appeal is granted by the Equal Employment Officer, they will follow their internal hearing procedures that would not involve HR or the

Motion and approved policy all HR policy changes.

2. Posting Flyer Information on University Bulletin Boards presented by Dr. Tina Powellson, VP Student Affairs

- a. Quick first read of policy that defines how to display flyers around the campus.

Motion to adjourn meeting @ 1.20pm