University Life Committee (ULC)
Minutes – November 8, 2023, Meeting
Meeting called to order at 2:00pm
Approval of Minutes – Statement read

Members in Attendance
Angela Kelling, Yolanda Edmond, Yvette Bendeck, Soma Datta, Fran Hawkins-Williams, Rusell Miller, Matthew Perry, Brice Yates, Amber Brown

Alternate Members in Attendance
Mohsen Daghooghi, Andrew Wiemer, Sana Zeidan

Members & Alternate Absent
Alexandria Kennedy, Isabelle Kusters, Yi Su, Sheeba Thomas, Jennifer Willis-Opalenik, Sherry Hawn, Yolanda Nimmer-Williams, Mark Denney, Al Black

<u>**Minutes**</u>

Called to order.

1. Approval of Meeting Notes: Meeting minutes: October 11, 2023

2. Old Business
    1. By-laws review
        a. The following changes to the by-laws are tabled for voting until further notice due to updating of policies of the share governance.
            i. Number 2: Membership
                1. Section B: Position title changed to Associate Vice President of (Executive Director of Human Resources.
                2. Section C: Non voting ex office members of the committee. Police Chief or representative. Title IX officer or representative. Chief Diversity Officer or representative Student accessibility services representative.
            ii. Number 1: Responsibility
                1. Mr. Denney suggested to include the following statement to the Responsibility bylaws "student center fee annual budget review and recommendations." because the University Life Committee has a budgetary responsibility, of which the student center fee is required to go through ULC.

3. New Business/Announcements
    1. Retire MAP 07.A.15 Acceptable Use Policy for UHCL Information Systems
        This policy is being replaced with MAP 07.A.01

2. Review MAP 07.A.01 Acceptable Use Policy for UHCL Information Systems
   a. There is a correction to the policy title to reflect the same is on the website. ~~Office of Information Technology~~ General. All policy changes to the website will be submitted to Yolanda Nimmer-Williams.
   b. Section: Purpose and Scope, Dr. Kelling inquired about the statement within the policy "Every year for UHCL information resources is required to read, understand, and agree to comply with the UH System SAMS, UHCL MAPPS and other applicable policies". Is that the expectation of every employee to read all policies.
   Dr. Gaskins responded by saying yes. Mr. Denney responded by saying yes, in defense of the responsibility of each employee to read and adhere to each policy. Dr. Kelling suggested defining the policy in paragraph, Level 1 is defined in SAM.
   c. Section F:1, in the MAP of UHS, Incidental personal use of email, internet access, telephones, fax machines, printers, copiers, etc., is restricted to university-approved users, it does not extend to family members or other acquaintances.
   d. Section F:6, University employees (including supervisors) are not authorized to access the e-mails of a current or former employee without their consent unless there is a business justification and prior approval is obtained by contacting UHS Information Security, who will review the matter in consultation with the Department of Human Resources and the Office of the General Counsel before authorizing access to the emails. Does the individual have to be notified? The person would be notified by legal in reference to this policy.
   e. Section O: The introduction of any new technology into the UHCL information resource environment requires review and approval of the University of Houston System UHCL-designated Information Security Officer and by the Office of Information Technology. Does this include software already approved at UH? The approval of software varies and must go through technical, purchase or legal approval.

   Will table to remove policy MAP 07.A.15 until ULC's December meeting.

Motion to adjourn meeting.
Respectfully submitted,

Debbie Williams