



University Council Minutes

*September 8, 2022, 2:03 p.m. (Forest room and Virtual Teams Meeting) | Meeting Called to Order by
Dr. Richard Walker, Interim President*

In Attendance

Contreras, Joe, Denney, Mark, Do, Gigi, Dugree, Neal, Garland, Kathleen, Gaskins, LeeBrian, Gonzalez, Miguel, Hadley-Shakya, Kara, Hart, Aaron, Hawn, Sherry, Kitchen Steven, Lastrapes, Renee, Lewis, Beth, Matthew, Kathryn, Maynard, Christopher, McClendon, Vivienne, Ortiz, Veronica, Pedro, Joan, Rachita, David, Richardson, Timothy, Sanford, Glenn, Staley Joseph, Villareal, Maureen, Waller, Edward, Walther, Christine, Michael, Timothy, Withey, Paul, Salee, Wayne, Ramirez, Daniel, Clogston, Natalie, Nimmer-Williams, Yolanda, Brittain David, Yates, Brice.

Approval of Minutes

The minutes from the May 8, 2022 meeting were reviewed and unanimously approved.

ACTION ITEMS

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Dr. Walker welcomed the University Council Members and Shared Governance Committee members to the 2022-23 Shared Governance Kick-Off. Before breaking out into sessions Dr. Walker introduced the Interim Work Policy. This policy will allow for the potential for some individuals to be able to work remotely for a couple of days out of the week. Some of these policies were adopted from UH and UH Downtown and UHCL has created the best policy. Dr. Walker did present it to the Chancellor for her review but UHCL will mark it as a demo. VP Mark Denney and HR Executive Director, Maureen Villarreal explained the process and guidelines for qualification. This will go through the shared governance process as an interim policy and will come back to the university council for final approval.

Ms. Maureen Villarreal, Interim Executive Director, Human Resources, and Mr. Mark Denney, VP, Administration and Finance provided information on the interim policy.

- This policy is not for everyone, it is for staff only.
- Request for approvals will be revisited every semester. It recognizes that the situations and operations are different from one semester to the next, especially between fall, spring, and summer. So, it cannot be authorized for a full year with the recognition that those conditions change from semester to semester.

- Each division will receive requests for their division and make a decision on approval at one time so that it is not on a first come first serve basis policy. It is critical that it will be the responsibility of each division, Vice President and their team to make those assessments.
- Employees are to be flexible during extenuating circumstances when there is a need to report to work. For example, reporting to staff/support commencement. Staff would have to be present for commencement.
- When staff is considering this alternative work policy, please consider the position, not the person. There are some positions that will not qualify.
- A form has been created to request an alternate work schedule. The committee will collect these forms and there will be a timeframe during each semester. HR will communicate the process for the fall semester. There will be a definitive deadline for anyone who wants to submit a request. Once the deadline has come, all forms will go to the vice president for that particular division to make and communicate those decisions. This process will take place at the beginning of each semester. There will be accountability, managers are going to be responsible for making sure that the work still gets done even when individuals are working remotely and if at any point in time the manager does not think the staff member is being successful in completing their duties, it can be revoked.
- Staff will spread out flexible work schedules during the week to ensure consistent staff visibility at all times, not just on certain days. The employee may request two days, but the supervisor can recognize only one day. It is important that the staff is on campus for the students during the work week and normal business hours.
- Any remote work that is 100% will be classified at posting through HR as 100% remote work. Those positions will have to be advertised as 100% remote work.
- The intent is that the committee would like to publish the list on the website once it has been finalized.
- If there are any other suggestions or different opinions and views on those positions, let the committee know. There was a lot of consideration and thought about the work that needs to be done about who our customers and clients are and how to best serve them.

Information Items – University Shared Governance Committee Reports

Mr. Denney informed the attendees of the designees for the breakout sessions for the Shared Governance Committees.

- FSSC – Chief Miller will assist in the election of the new Chair for the FSSC Committee. FSSC will then appoint the Chair of The Space Allocation and the Chair for Traffic and Parking Safety Subcommittee.
- PBC – Ms. Deja Sero will support this committee and once the Chair has been selected the Chair will take over.

- ULC – Ms. Maureen Villareal is going to support the committee and the election of the Chair.

Next Meeting

October 13, 2022 | 2:00 p.m., Forest room, and Virtual via Zoom

There being no further business, the meeting adjourned at 2:21 p.m.