

# NOTES

## Planning & Budget Committee (PBC)

From 1/25/23 | Noon  
Bayou 1333

**Call to order:** Dr. Michael

### **Approval of Meeting Notes: Notes from 12/21/22 in December folder**

Motion to approve minutes distributed by made by Dr. Jeffrey Mountain and seconded by Dr. Ed Waller. Minutes approved

### **Old Business**

Questions about P-card policy can be deferred until the February meeting in order to give members time to solicit feedback from P-card users.

1. Ms. Sero: Tuition and Fees process and timeline
  - Went over document she sent out earlier in the day.
  - UHS decided we would begin the process of submitting fees.
  - Renamed field to be clear that we want student benefit on the request form
  - PBC meeting in February will be moved to 2/22 from 2/15 - presentation of Fee request from units
  - PBC feedback will go to UC
  - Month of April will be for adjustments based on feedback from the state.
  - Question: (answered by Mr. Mark Denney) we have the option to do 2 years?
    - Yes, but they are only expecting to see 1 year
    - This is technically the off-year for mandatory fees but they are allowing us to ask for them.
    - We expect UHS to say we only want to see requests for next year.
  - Question (Omah Williams-Duncan) – Is this the time to go back to colleagues in our colleges and ask if there are course fees to be increased?
    - Academic course fees go through Dr. Matthew. It is time to be preparing them but go through Academic Affairs and Dean's office. They don't come through PBC.
    - Dr. Mountain said he believes new or increased course fees were requested last fall.
    - Deja Sero said yes that usually happens in the fall to set them for the upcoming year.

- (17 min) Dr. Mountain's fee did not exist and therefore had to go ahead
- Ms. Sero replied that we are hoping the Legislature will get back on a regular cycle this year.
- Student Service fees vs special Course fees.
- Mark Denney has scheduled meetings with SGA for fees the first two (2) weeks of February. Deja will add dates to her document.

## 2. Mark Denney – Fees – Discussion of the document

- 2 years w/ no fee increase but cost of doing business is increasing
- Will suggest 2.5% increase in tuition. Don't want to price students out with too high tuition.
- Increase Designated Differential Tuition for HSH as it has not been increased in many years.
- Parking – need a parking garage and we are far from there financially,
- Question from Dr. Rhode: Are you looking at alternate forms of parking for scooters/bicycles?
  - Mr. Denney: Yes, but not now
- Mr. Denney would prefer that faculty & staff pay for parking and have all students pay an access fee which would be less than current parking fee. Those who buy parking passes are subsidizing every other mode of transportation onto the campus. The access fee would be less than what students with a pass currently pay but more for those who don't park on campus. (Pre-pandemic 75% students paid for parking, 25% did not). A fee of this type would give us options for other modes of transportation.
- Student Orientation/Advising/Registration Fee: Considering a 2-day program with overnight in the Residence Hall. Current fee does not cover cost of program. Overnight program may increase residency in Hall.
- Meal Plan/Declining Balance – prices will increase because cost of food and labor is increasing. Are we doing a disservice to our students leaving the minimum amount at \$1,500? Are students financially prepared to pay for food when that amount will not get them through a semester.
  - We have other challenges with students who are not using all their money on their card. Students do not get that money back if they do not use it. We try to keep the minimum amount below the actual amount because students may go other places to eat. Mr. Denney requested a list of these students and wants to meet with them to understand why they do not use the money on their card.
  - We need Chartwells to be in the black on this campus.
  - Dr. Waller: What happens when their account goes to \$0?
  - They can reload or pay cash to eat when that happens. Mr. Denney would like to incentivize students to add to their card but we have not been successful in doing so, i.e. student pays \$90, get \$100 on card. Kurt Lund said he would help with this.

- Q: Can Financial Aid be used for meal plan? If student lives on campus, then it can be used directly to pay for meal plan because the cards are required for residents.
- Can Faculty/Staff have a meal plan? Yes.
- Discussion of food quality and lack of healthy food.
- Textbook pilot program for Fall 2023: Math courses – fee/sch = all materials for that course. Dr. Mathews is working on this project.
  - Within 1 year at UH, many faculty opted in on this program. 19K students opted in on the fee to get their materials in the S22 semester. UH all courses are in now - \$225/student/semester - there is an opt out. >90% student acceptance rate during pilot. Project 80% acceptance rate for next year. Feedback from students has been great.
  - Dr. Waller asked for more information on this.
  - Financial Aid awards could pay fees for books
  - Faculty can choose their textbooks. Covers ebooks as well.
  - Dr. Rohde: Does it include the online programs offered by publishers? Mr. Denney said if any material is on the adopted list at the bookstore, then yes, it is included. If it's outside of that, then I cannot answer. It's a pilot program.

### 3. Mr. Denney: Financial State of the University (update on delivery)

- How did FY22 go? What initiatives were funded, with a deep dive into the financials. **Dates: 2/7, 2/14**
- Looking forward: How is FY23 going so far, what's pending in legislation, and how will that impact UHCL? **Dates: 2/10, 2/17**

#### *Current State: Quick overview*

- Enrollment down 5% fall, 6+% spring, ~\$5Million deficit, we will make it up using fund balance and reduced spending – 50/50.
- ~\$20 million in fund balance. We don't want to cut too far into that.
- Question Dr. Rohde: UHCL has held raises in the past, will that happen again? Mark Denney doesn't really want to answer this. He can make no commitments today. A market-study analysis of salaries is being conducted. Working on faculty as well as staff salary analysis to do possible market adjustment. President Walker has committed to pay at market rate.
- Vacancies are being filled and salaries are going up so there will not be as much lapsed salary this year.
- At some point we will lose more staff/faculty because we are not paying market rates and people are tired of it.
- Will ask if some expenses can be trimmed through spring and summer.
- Occasionally, not spending causes a greater problem.

### 4. Mr. Denney: Student Center update

- 1<sup>st</sup> survey: 70% students said yes
- 2<sup>nd</sup> survey: going out this week with 3 fee options
- Campaign to raise awareness
- Student referendum after Spring Break

### **New Business/Announcements**

Mr. Denney: Policy on Policies presentation/discussion and distribution

- Draft Policy in TEAMS folder. This was drafted following the UHS policy of the same name.
  - Slides attached.
- Compliance and Policy Coordinator will shepherd policies through approval process. Position is currently vacant.
- All policies will be owned by a division.
- If our policy is word for word the same as a UHS policy, we will use that one, not create our own.
- PBC will now see policies. It has not in the past.
- Showed copies of Attachment A & B for policies that will be used to track changes of policies. (Draft UHCL MAP 01.A.01 Administrative Policy 1.13.2022 - attached)
  - Committees can “recommend” or “not recommend” policy changes.
- Discussion of college or Academic Affairs policies vs university policies.
- Authority down. Our policies can be more restrictive than UHS policies but not less. Same for colleges.
- Working to get clarity on our website and know what the actual policies are.
- Goal is to have this policy done by May. Recommend that the committee members bring comments to February meeting. Mr. Denney will bring those comments showing accepted/rejected to March meeting.
- Where to find UHCL policies? <https://www.uhcl.edu/policies/>
- We now link to UH website if the UHCL policy is the same as the UHS policy.
- Work is being done to renumber our policies and try to line them to UH System policy numbers.
- Question: who is responsible for the policies? Policy coordinator works for the Compliance officer. Dr. Yolanda Nimmer Williams is the Director of University Compliance.

Motion to adjourn: Dr Rohde;2<sup>nd</sup>: Dr. Michael  
Adjourned.

Any questions send to Dr. Michael or Mark Denney.

**Next meeting:** 2/22/23 Bayou 1333

**University of Houston Clear Lake**  
 FY2022 - FY2023 Planning and Budget Committee (PBC) Attendance Sheet

Meeting Date: 01/25/2023

Members	Seat	Role	Absent/Present
Meagan Bearden	USA	Staff Representative	<i>M/Be</i>
Yvette Bendeck	Faculty 1 (serving until 2023)	BUS College Representative	online
Mark Denney	VP Administration & Finance	Division Representative	
Omah Williams-Duncan	Faculty 2 (serving until 2024)	COE College Representative	<i>Omah</i>
LeeBrian Gaskins	AVP Information Technology	Department Representative	
<b>Jamie Hester</b>	<b>PBC Administrative Support</b>		
Lorie Jacobs	Faculty 3 (serving until 2023)	HSH College Representative	<i>Lorie</i>
Kurt Lund	USA	Staff Representative	<i>Kurt</i>
Chris Maynard	Academic Affairs/Provost	Division Representative	
<b>Tim Michael</b>	<b>Chair</b>	BUS College Representative	
Jeffrey Mountain	Faculty 5 (serving until 2023)	CSE College Representative	<i>Jeffrey</i>
Juan Olguin	Office of President 1	Division Representative	online
Tina Powellson	Interim VP Student Affairs	Division Representative	
Miriam Qumsieh (ex-officio)	Office of Institutional Effectiveness <i>Research</i>	Department Representative	
Larry Rohde	Faculty 6 (serving until 2024)	CSE College Representative	<i>Larry Rohde</i>
Deja Sero (ex-officio)	Vice Chair	Department Representative	<i>Deja</i>
Ed Waller	College Dean	College Representative	<i>Ed Waller</i>
TBD	SGA	Student Representative	

Alternates	Seat	Role	Absent/Present
Elbby Antony	VP University Advancement	Division Representative	online
DeAngel Bonilla	Academic Affairs/Provost	Division Representative	online
Gloria Boza	Office of the President	Division Representative	
Soma Datta	Faculty Representative	Faculty 1	
Henock Gebrehiwot	Office of Institutional Effectiveness	Department Representative	
Miguel Gonzalez	College Dean	College Representative	
Preeti Jain	Faculty Representative	Faculty 2	<i>P Jain</i>
	VP Student Affairs	Division Representative	
<i>Juan Fernandez</i>	USA	Staff Representative	<i>Juan</i>
Cindy Saltaman	VP Student Affairs	Division Representative	
Sheeba Thomas	AVP Information Technology	Department Representative	online

Non-Voting Guests			Absent/Present
Elbby Antony	University Advancement		
Sherry Hawn	Administration and Finance		
Tim Richardson	Student Success Initiatives		
Kara Hadley-Shakya	Strategic Enrollment Mgmt.		
Joe Staley	University Advancement		online
Maureen Villarreal	Administration and Finance		
Lea Black	Strategic Enrollment Mgmt.		online

*Pam Shefman*

*Planning + Assessment*

*P/S*



Full Name	User Action	Timestamp
Hester, Jamie	Joined	1/25/2023, 11:51:57 AM
Bendeck, Yvette M	Joined before	1/25/2023, 11:51:57 AM
Olguin, Juan	Joined before	1/25/2023, 11:51:57 AM
Qumsieh, Miriam	Joined	1/25/2023, 11:54:19 AM
Qumsieh, Miriam	Left	1/25/2023, 1:01:26 PM
Bonilla, DeAngel Fitzgerald	Joined	1/25/2023, 11:54:40 AM
Black, Lea J	Joined	1/25/2023, 11:57:52 AM
Black, Lea J	Left	1/25/2023, 1:10:07 PM
Staley, Joseph	Joined	1/25/2023, 11:57:59 AM
Williams-Duncan, Omah M.	Joined	1/25/2023, 12:01:24 PM
Williams-Duncan, Omah M.	Left	1/25/2023, 12:50:07 PM
Saltzman, Cindy	Joined	1/25/2023, 12:02:16 PM
Saltzman, Cindy	Left	1/25/2023, 12:06:57 PM
Thomas, Sheeba Biju	Joined	1/25/2023, 12:11:14 PM
Antony, Elbby	Joined	1/25/2023, 1:15:55 PM

# University of Houston Clear Lake

## Planning and Budget

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The 88<sup>th</sup> Texas Legislature is now in session to determine funding for the 2024-2025 biennium. While state funding decisions will not be final until the end of May, with guidance from UHS, all UH campuses will move forward with preparing tuition and fee requests to be presented to the Board of Regents for the FY2024 Budget. If you need assistance in reviewing tuition and fee income, please work with your business administrator.

<b>Due Date</b>	<b>Due To</b>	<b>Responsible</b>
<b>February 3<sup>rd</sup></b>	Unit/College Head	Fee Owner
<b>February 10<sup>th</sup></b>	Vice President	Unit/College Head
<b>February 17<sup>th</sup></b>	Planning & Budget Office	Division Vice President
<b>February 22<sup>nd</sup></b>	Presented to PBC	Planning & Budget Office
<b>March 9<sup>th</sup></b>	Presented to University Council	PBC
<b>March 31<sup>st</sup></b>	UHS for board prep	Planning & Budget Office

### NOTES:

1. It is not required to prepare your proposal for both FY24 and FY25.
2. Attach any additional documentation that supports your request.
3. Do not forget to provide all rates associated with the proposed fee request.  
(Ex: Parking has different rates per term and individual)

Please reach out to the Planning & Budget Office if you need additional guidance in:

- a. Determining the appropriate fee amount change
- b. Legislative code application and restrictions
- c. Establishing multi-year pro-formas/projections

Tuition and Fees for consideration to increase and rationale:

1. Designated Tuition: Currently at \$196 for Resident Undergrad, \$320 for Resident Graduate, \$342 for Nonresident Undergrad, and \$464 for Nonresident Grad – all are per SCH.
  - a. I recommend raising Undergraduate resident by 2.5% or to \$201 (rounded). I would not increase any of the other tuition rates, as we are working hard to restore our Graduate, both resident and nonresident enrollment, and we are still high in our region. This may be the last year we hold Graduate and Nonresident rates flat though – we've held them for a few years now, and it may be time to start to see some increases.
  - b. The rationale is the rising costs of everything, this 2.5% increase is well below half of the inflation rate, so we are doing more than our part to reduce costs, and placing only a portion on the backs of our students.
2. Differential Tuition: Currently, three of the four colleges are seeing surplus balances accumulate in these funds. The exception being HSH. Their current DDT for Undergrad is only \$5, I would increase it by 5% to \$5.25, if pennies is a challenge, then the full monte: \$6/SCH, or a 20% increase. This college lacks local funds to strengthen their programs. The others would require greater justification. Possibly consider an increase to the Graduate rate, but at \$25/SCH, it may be appropriate, those are majors. The Undergraduate rate is for the many support courses.

Fees:

1. Student Service Fee – SFAC is considering a 10% increase, increasing the fee from the current \$42/SCH to \$46.20/SCH
  - a. The fee has increased on average only 1.2% over the last two biennia, and labor, their primary expenditure, has increased on average by 3% per year.
2. Parking Fee – while post-pandemic, demand on our parking has lessened, we are still \$50+ dollars per year on our parking permit revenue before we can afford a parking garage, and with (if successful) the addition of STEM II and a new Student Center, a parking garage is even more necessary. Parking will need to continue to increase annually, for the foreseeable future.
  - a. I am proposing a \$5 annual increase to the parking fee. Increasing from the current \$90 annual to \$95 annual.
3. Recreation and Wellness Center Fee – This was proposed last fiscal year, that the fee be increased by the maximum allowed of 10%, the increase is necessary to fund operations and support staff as well as creating the ability to begin to build emergency building repair funds and equipment replacement funds, now that the equipment purchased in the original opening is approaching 5 years into their life cycle.
  - a. The proforma for the Center was that it would open at \$110, and increase annually at marginal increments until it approached the maximum rate of \$150. Now, 5 year into operations, it remains at the original \$110, which was never the intent of the proforma.
  - b. This increase of 10% would be an \$11 dollar increase, increasing the fee from \$110, to \$121
4. Academic Records Fee – the Registrar's office is moving to a new transcript application that must be paid for. Increasing this fee will fund that new cost. I do not know the full cost, so I am not prepared to make a recommendation of how much that fee should increase, but I look to Strategic Enrollment Management to work with the Planning and Budget office to determine that increase.
5. Extended Access and Support Fee (EASF). The fee is currently set at \$7/SCH, with a maximum of 9 credits or \$63/semester, for undergraduate students only. With increasing support costs for



Pearland and TMC as well as behind the scene support for remote learning, this fee should increase to support these costs.

- a. I am recommending a \$1 or \$2/SCH fee increase, and to look at charging it to graduate students as well –
  - b. This would not generate the increased costs we are experiencing in supporting our “Off Clear Lake” sites, but if repeated for a few years, will substantially assist.
  - c. I also believe we should set up a formal allocation model and periodic review on the allocation of this fee revenue, and potentially change out some things paid by this fee that may not fit the definition of this fee as it has changed over time.
6. Student Orientation/Advising/Registration Fee – as we seek to expand our orientation program, this fee needs to be considered to address the rising costs of a more robust and engaging orientation visit program.
- a. This fee is currently set at \$60/student and \$20 per guest, I do not know the full cost, so I am not prepared to make a recommendation of how much that fee should increase, but I look to Strategic Enrollment Management to work with the Planning and Budget office to determine that increase
7. Graduation Application Fee – this fee is currently set at \$80, and includes the student’s diploma but not cap/gown, as well as supporting commencement. As the cost of commencement continues to increase, this fee needs to increase.
- a. I do not know the full cost, so I am not prepared to make a recommendation of how much that fee should increase, but I look to Strategic Enrollment Management to work with the Planning and Budget office to determine that increase
8. Meal Plan minimum declining balance – this is extremely controversial, as the campus continues to have less and less on-campus activity, both faculty and staff, but students as well – sales at the Patio Café have declined substantially. This makes it harder and harder for Chartwell’s to expand menu offerings and to maintain freshness of food. As such, students are eating there less, creating a downward spiral.
- a. However, with the current inflation impacting both the cost of food and labor, costs of food items in the Café will go up, and close to 10% for FY2024. If we leave the minimum balance at its current level, those dollars will not go as far.
  - b. I am considering proposing an increase from the current minimum level of \$1,500 per semester to \$1,600 per semester for residents of Hunter Residence Hall. That would be a 7% increase or \$100/semester. This is below the allowable 9% increase that the campuses within the UH System that Chartwell’s is allowed to impose per the contract on meal plan rates.

# UHCL MAP 01.A.01: Administrative Policy Creation, Revision and Retirement Procedures

Aka "Policy on Policies"

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## Origins of this policy

- It is crafted after UHS's Administrative Policy Procedures
- Addition: UHCL's Shared Governance Structure
- Reviewed and modified by a UHCL Team:
  - Faculty Senate Presidents
  - Past Faculty Senate Presidents, who have been working on UHCL Policy processes
  - University Staff Association President
  - UHCL Administration

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## Why do we need this policy?

- To separate out what the current Shared Governance Policy is attempting to do:
  - Lay out the role and function of Shared Governance on the UHCL Campus
  - Define and guide the policy process on the UHCL Campus
    - At present, our Shared Governance Policy attempts to do both
- Better define our Administrative Policy Process
  - Create a path for policy creation and review
  - Define the role of each of the Shared Governance Committee's
- Assign clear responsibility for review, update and publishing of UHCL administrative policies

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### Policy Design, Review, and Retirement path:

- Subject Matter Expert: Staff person most responsible for the policy
  - Senior Leadership role (Director and Above)
- Executive Review: Vice President responsible for the policy reviews
- Legal Review: New or Substantive Changes: Pass Legal review before moving on to the next step.
- Shared Governance Review: Fully vetted policies then go to Shared Governance for Review and advice
  - Two new elements:
    - All changes are listed in an accompanying attachment: Paragraph #, what change, why
    - All recommended changes not adopted: Paragraph #, what change, why not
- Compliance and Policy Coordinator shepherd the Policy

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### Who owns each Policy: Accountability

- This policy details that each policy, based on its functional subject matter, is owned by a specific Division.

Policy Category	Responsible Division
General Administration	Administration and Finance
Human Resources	Administration and Finance
Fiscal Affairs	Administration and Finance
Audit Function	Administration and Finance
Student Affairs	Student Affairs
Academic Affairs	Academic Affairs
Information Services	Academic Affairs
University Advancement	University Advancement
Government Relations	University Advancement

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### Connection to Shared Governance: Review

- Each Policy, by functional area, is aligned with a Shared Governance Committee:

Policy Category	Responsible Shared Governance Committee
General Administration	
Administrative Guide	University Life Committee
Facilities and Physical Plant	Facilities and Support Services Committee
Risk Management	Planning and Budget Committee
Public Safety	Facilities and Support Services Committee
Human Resources	University Life Committee
Fiscal Affairs	Planning and Budget Committee
Audit Function	Planning and Budget Committee
Student Affairs	University Life Committee
Academic Affairs	Academic Council Committee
Information Services	Academic Council Committee
University Advancement	University Life Committee
Government Relations	University Life Committee

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### A clearly defined process: Clarity

- Step 1: Subject Matter Expert (SME) reviews and proposes policy
- Step 2: VP meets and approves policy
- Step 3: Legal Review ensures compliance, risk mitigation, etc.
- Step 4: Shared Governance Review
  - Adopts or Rejects recommended changes (sensitive to legal review)
- Step 5: University Council Review
  - Policy, Attach A: all accepted changes, Attach B: all rejected changes
- Policy Coordinator: Gets signatures, maintains the Policy web page

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### Institutional Memory: History

- The Policy Coordinator will retain the following:
  - Final, PDF of approved Policy: Unalterable
  - Final, Word version of approved Policy: Expedite review and revision
  - Attachment A: Why we made the changes we did – in detail
  - Attachment B: Why we didn't make some changes – in detail
  - Shared Governance Meeting Notes from Review – Historical context
- The Policy web site will show:
  - UHS Policies
  - UHCL Policies (when we differ from UHS)
  - UHCL Policy retirements

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### A moment about Shared Governance

- This will change the current policy on Shared Governance
- Removing language on policy process
- Instead of trying to manage an administrative process, with an advisory, engagement, collaboration process.
- This policy improves and defines the role of Shared Governance, in this administrative process.
- It does NOT remove, reduce, or restructure UHCL's Shared Governance structure.

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# University of Houston Clear Lake

## MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: General Administration  
AREA: Administrative Guide

Number: MAP 01.A.01

**SUBJECT: Administrative Policy Creation, Revision and Retirement Procedures**

### I. PURPOSE AND SCOPE

This policy establishes the guidelines for developing, approving, revising, publishing, and retiring all University of Houston- Clear Lake (UHCL) policies, known as Memorandum of Administration Policies (MAPs). UHCL administrative and business operations are subject to federal, State of Texas, University of Houston System Board of Regents, and University of Houston System policies and procedures. In construing policies, compliance with Board policy, SAMs, and higher legal authority is presumed to be intended.

UHCL vice presidents are responsible for promoting and enforcing the compliance of all MAPs within their area of oversight. Faculty, staff, and students are responsible for knowing, understanding, and complying with MAPs that relate to their position, employment, or enrollment at UHCL.

### II. POLICY INFORMATION

This policy is intended to enhance operational efficiencies, best practices, shared governance, compliance, effective decision-making, and transparency with respect to the manner in which UHCL policies are developed, maintained, and retired. For academic policies, please see UAAP - 1.6.

- A. This policy is drafted in accordance with [University of Houston System Administrative Memorandum \(“SAM”\) – 01.A.01](#).
- B. The creation of new policies, monitoring and overseeing the implementation of existing policies and procedures, and the rescission of existing policies will adhere to UHCL’s Shared Governance System ([UHCL 01.A.06 – University Shared Governance Policy](#)).
- C. A master copy of the UHCL Memorandum of Policies (MAPs) shall be maintained by the Office of Compliance.
- D. The policy coordinator in the Office of Compliance will work with the responsible party/subject matter expert (SME) to:
  1. Address any questions regarding policy development.
  2. Guide the policy through the Shared Governance System (SGS) review and approval process.
  3. Ensure correct policy formatting (See Appendix B) and proper signatures prior to publishing the new policy to the UHCL community via the UHCL website.
- E. The responsible party/SME is responsible for following the policy development and implementation process established by this policy, communicating their policies effectively,

presenting their policies through the SGS process as appropriate, reviewing and updating their policies regularly, and monitoring their policies for compliance and effectiveness.

- F. UHCL vice presidents are responsible for promoting and enforcing the compliance of all MAPs within their area of oversight.
- G. Faculty, staff, and students are responsible for knowing, understanding, and complying with MAPs that relate to their position, employment, or enrollment at UHCL.
- H. Policies and associated procedures shall be reviewed on a regular basis. The review cycle may vary depending upon the policy type, scope or the volatility of information within, with no more than five (5) years between reviews.

### III. DEFINITIONS

- A. Board: The Board of Regents of the University of Houston System (UHS).
- B. Full Review Process: The review and processing of new MAPs and substantive changes to current MAPs. There are four phases in the full review process, which the responsible party must manage:
  - 1. **Subject Matter Expert Policy Formation** – Ensures SME develops and reviews MAP.
  - 2. **Executive Policy Review** – Ensures division VP reviews and approves new policy/substantive changes to current MAP.
  - 3. **Legal Review** – Ensures new MAP or substantive changes to current MAP is reviewed by legal.
  - 4. **Shared Governance Review** – Ensures MAP adheres to requirements of the Shared Governance review process.
- C. Housekeeping Change: A revision to a MAP that is clerical in nature and does not directly change meaning or intent of the policy. Housekeeping changes include references to supporting law or other policies, corrected formatting or typos, corrected titles, change of authority for the policy, updated contact or URL information, or very minor text changes for clarity.
- D. Policy: For the purposes of this document, UHCL defines a policy as a statement of institutional philosophy and a general statement of a rule, established to provide direction and assistance to the university community. Policies should be governing principles that have broad application or effect across the university.
- E. Procedures: A statement that prescribes specific actions to be taken to conform to established policies, allowing for the orderly implementation of those policies. Procedures should articulate the process for accomplishing the parameters of the policy and might document a defined order, process, or course of action, thereby ensuring consistent and repetitive approaches to policy compliance.
- F. Responsible Party(ies): The supervisor primarily responsible for the subject matter of the policy. Depending on the subject matter, a MAP may have more than one responsible party.
- G. Shared Governance System: Collaborative avenue through which constituent groups advise the university's president on matters of policy and assist in the development of procedures.

UHCL's Shared Governance System is comprised of the following committees:

1. University Council
2. Academic Council
3. Planning and Building Committee
4. University Life Committee
5. Facilities and Support Services Committee.

- H. Subject Matter Expert (SME): The individual(s) designated by the responsible party(ies) as the curator of the MAP and the first point of contact to answer policy questions. The SME is the employee(s) with working knowledge of the MAP and/or direct (or "hands on") responsibility for the implementation of the policy.
- I. Substantive Change: A revision to a MAP that materially alters its meaning or intent.
- J. University Council (UC): The UHCL Shared Governance Committee that will make final recommendations to the university president. Recommendations will come to the UC from the provost or other Shared Governance committees.

#### IV. PROCEDURES

- A. Any member of any constituent group or any person at UHCL may introduce a policy proposal or other item into the SGS policy management system ([UHCL 01.A.06 – University Shared Governance Policy](#)). See also Appendix D – Flowchart.
1. Interested University Member Proposals. Any constituent group or interested university member may introduce a policy proposal. This group/person should share their concerns/proposal with the University Life Shared Governance Committee, who will remand the member to the appropriate responsible party for action. The responsible party will be required to report to University Life the action taken on the proposal at the next scheduled University Life Committee meeting.
  2. Responsible Party Proposals. Any new policy or substantive changes to a current policy introduced by the responsible party must adhere to a full policy review:
    - a. **Subject Matter Expert Policy Formulation**
      - If substantial changes are made to an existing policy, the SME should develop an attachment/exhibit that details:
        1. Paragraphs modified.
        2. What the modification was.
        3. Why the modification was made.
      - This document should be labeled "Attachment A."
    - b. **Executive Policy Review** (See Appendix A – Table I (Responsible Executive)).
    - c. **Legal Review**
    - d. **Shared Governance Review** (See Appendix A – Table II (Responsible Shared Governance Committee)).
      - A hard policy with no mark-ups should be submitted along with Attachment A, if required.

The policy should be drafted in such a way as to be understandable, concise, and easy to navigate.

- B. Upon introduction to the SGS policy management system, the chair of the



- appropriate SGS committee will be notified, and the chair of the committee will:
1. Place the *draft* policy on the committee’s next available meeting agenda for a first presentation.
  2. Notify the responsible party and SME of the agenda date.

C. Committee members will receive the new or updated policy (with Attachment A) 10 days prior to the scheduled committee meeting. After the presentation of the new/updated policy, committee members will have the opportunity to offer comments to the responsible party/SME. Attachment A example:

Attachment A: Record of Changes to Policy			
	Changed Paragraph #	Proposed Change	Reason for Change
1.			
2.			
3.			

D. Following the first presentation, the responsible party/SME will determine which suggested changes, if any, to include in the draft policy, and amend Attachment A to reflect those changes. If any suggested changes are rejected, then the responsible party shall create an Attachment B and list the proposed change(s) not accepted as well as the reason(s) this change was not adopted. Attachment B example:

Attachment B: Record of Rejected Changes to Policy				
	Changed Paragraph #	Proposed Change	Proposing Party	Rationale for Rejecting Proposed Change
1.				
2.				
3.				

E. At the next scheduled SGS committee meeting, the responsible party/SME will present the policy updates accepted (amended Attachment A) as well as not adopted (Attachment B), if necessary. If the SGS committee disagrees with the responsible party/SME, this information shall be included in the committee’s notes and sent to UC when the policy is presented.

F. After the second presentation, the SGS committee must forward the draft policy and accompanying documents (Attachments A, Attachment B, etc.) to UC for review. The responsible party/SME will present the policy at the next scheduled UC meeting. The UC may add any additional recommendations, recommend the policy be adopted as presented, adopt the policy with amendment(s), or not adopt the policy ([UHCL 01.A.06 – University Shared Governance Policy](#)).

G. Once the *draft* policy completes the Shared Governance review phase, it will be returned to the policy coordinator for further processing.

H. The policy coordinator will review the policy formatting, links and appropriate signatures. The approval of the president, as indicated by signature on the approval line, must be given in order for any *draft* policy to become an official policy of the university.

- I. The policy coordinator will assign a policy number and publish electronically on the UHCL website the administrative policy and communicate the new/updated policy to the SGS committee via email. Additionally, the responsible party/SME will determine if other effective methods for policy dissemination should be undertaken and if training should be conducted.
- H. Retirement of a Policy. A MAP is to be retired when it is no longer needed or is more effectively combined with or superseded by a board policy, SAM or another MAP. A MAP is considered retired upon documented approval by the responsible party/SME, the appropriate vice president, and the president. Upon retirement, the policy coordinator will remove the MAP from the UHCL website and archive it. See Appendix C – MAP Retirement Policy Form.
- I. Archiving. When a MAP is revised or retired, the policy coordinator will maintain the prior or retired version(s) in its electronic archives.
- J. Expedited Reviews
  1. **Legal.** Certain information within an official MAP may become obsolete or require revision due to changes in legislation or other higher authority (i.e., UH Board or UH System Policy). Policy revisions required that are not open for interpretation or debate (e.g. changes in legislation or higher authority) will not be subject to the standard 10-day posting and full review process. Instead, the policy will be revised and submitted directly to University Council and the president for approval.
  2. **Minor Changes.** Policy revisions incorporating minor or non-substantive changes will not be subject to the standard 10-day posting and full review process. Instead, the policy will be revised and submitted directly to University Council and the president for approval.
  3. **Housekeeping Changes.** The policy coordinator in consultation with the MAP's responsible party/SME, has the authority to make non-substantive, housekeeping changes to a MAP without the necessity of going through the full review process. The document will be submitted directly to University Council and the president for approval.
- J. **Interim Issuances.** When a new MAP or revisions to an existing MAP are needed in a timeframe that does not allow for the full review process due to a regulatory, accreditation, or other pressing need, it can be proposed as an *interim* policy. The creation of or updates to an *interim* policy shall be made by the responsible party/SME and presented to University Council at its next scheduled meeting for the president's approval. Upon approval, the *interim* policy will be returned to the policy coordinator for further processing. The *interim* policy must undergo the full review process within 12 months after its introduction to University Council.

## V. RESPONSIBILITY

- A. Periodic Review. The responsible party/SME is responsible for maintaining and updating MAPs in his or her area to ensure that they reflect current policy and practices and that they are in conformance with applicable laws and regulations. To ensure policies remain current, all MAPs should undergo a periodic review at least once every five years, or more often if required by law or circumstances. If such a periodic review does not result in changes, the responsible party/SME will confirm to the Office of Compliance that the

MAP has undergone review and is current, and the MAP documentation will be updated to reflect the most recent review date.

- B. Enforcement and Monitoring. UHCL vice presidents are responsible for promoting and enforcing the compliance of all MAPs within their area of oversight.
- C. Compliance. Faculty, staff, and students are responsible for knowing, understanding and complying with MAPs that relate to their position, employment, or enrollment at UHCL. Responsible parties/SMEs are responsible for following the policy development and implementation process established by this policy, communicating their policies effectively, reviewing and updating their policies regularly, and monitoring their policies for compliance and effectiveness.

**VI. REVIEW AND RESPONSIBILITY**

Responsible Party: Compliance Director

Review: Every five years

**VII. APPROVAL**

Approved: \_\_\_\_\_  
Vice President Administration and Finance

\_\_\_\_\_  
President

Date: \_\_\_\_\_

**VIII. REVISION LOG**

Revision Number	Approval Date	Description Change

**IX. REFERENCES AND RELATED STATUTES, POLICIES, OR REQUIREMENTS**

Texas Education Code § 111.35 – *Bylaws; Rules; Regulations*

University of Houston System Board of Regents Policy 01.01.5 – *Component University Policies.*

SAM 01.A.01 – *Creating and Maintaining System Policies*

MAPP 01.A.01 – UH MAPP

MAP 01.A.06 – UHCL Shared Governance Policy

APPENDIX A

# University of Houston Clear Lake

## RESPONSIBLE EXECUTIVE

**TABLE I**

The responsible party shall ensure that any new policy or substantial change(s) to an existing policy is reviewed and approved by the appropriate vice president:

VICE PRESIDENT	POLICY AREA OF RESPONSIBILITY
VP for Administration & Finance	General Information (01)
	Human Resources (02)
	Fiscal Affairs (03)
	Audit Function (04)
VP for Student Affairs	Student Affairs (05)
Senior Vice President of Academic Affairs & Provost	Academic Affairs (06)
	Information Services (07)
VP for University Advancement	University Advancement (08)
	Government Relations (09)

## RESPONSIBLE SHARED GOVERNANCE COMMITTEE

**TABLE II**

The responsible party shall ensure that any new policy or substantial change(s) to an existing policy is introduced via the appropriate Shared Governance Committee:

	POLICY AREA OF RESPONSIBILITY	SHARED GOVERNANCE COMMITTEE
<b>01</b>	<b>General Administration</b>	
	Administrative Guide	University Life Committee
	Facilities and Physical Plant	Facilities and Support Services Committee
	Risk Management	Planning and Budgeting Committee
	Legal Affairs	University Life Committee
	Public Safety	Facilities and Support Services Committee
<b>02</b>	<b>Human Resources</b>	University Life Committee
<b>03</b>	<b>Fiscal Affairs</b>	Planning and Budgeting Committee
<b>04</b>	<b>Audit Function</b>	Planning and Budget Committee
<b>05</b>	<b>Student Affairs</b>	University Life Committee
<b>06</b>	<b>Academic Affairs</b>	Academic Council
<b>07</b>	<b>Information Services</b>	Academic Council
<b>08</b>	<b>University Advancement</b>	University Life Committee
<b>09</b>	<b>Government Relations</b>	University Life Committee

POLICY TEMPLATE

APPENDIX B

University of Houston  Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: \_\_\_\_\_

Number: \_\_\_\_\_

AREA: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

I. PURPOSE AND SCOPE

Provides a rationale for the policy or procedure. The rationale may be a reference to a legal requirement, a statement of the goals which the policy is attempting to facilitate, or some other description of the reasons for the implementation of the policy or procedure.

II. POLICY INFORMATION

Explains in clear language what the policy entails and its objectives.

III. DEFINITIONS

Provides a glossary of specialized terms and their meanings to help the reader understand uncommon vocabulary or references.

IV. PROCEDURE

Explains the steps, forms, or methods to achieve the objectives of the policy.

V. REVIEW AND RESPONSIBILITIES

Designates the responsible department manager or division head and defines the review frequency.

VI. REVISION LOG

Lists previous issues and revision and reaffirmation dates of the policy. Reaffirmation dates will be placed below the issue number to which they correspond. For the first issue of the policy, the following statement shall be added under the Policy History section: "No prior issues of this policy."

VII. REFERENCES

Identifies any authority or other information pertinent to the contents of the policy, such as state or federal legislation, Texas Higher Education Coordinating Board rules, UH System Administrative Memoranda, etc. If there are no references in the policy, the following statement shall be added under the References section: "There are no references associated with this policy."

- Use approved template.
- Use Microsoft Word software.
- Use 1" top, bottom, left, and right margins on the policy.
- Policy number will be assigned by the Policy Coordinator.
- Policies should be typed in Times New Roman font.
- Drafts should be forwarded to the Policy Coordinator in the Office of Compliance.

APPENDIX C

# University of Houston Clear Lake

## MAP POLICY RETIREMENT FORM

A MAP is to be retired when it is no longer needed or is more effectively combined with or superseded by a board policy, SAM or another MAP. A MAP is considered retired upon documented approval by the responsible party/SME, the appropriate vice president, and the president.

The responsible party/SME shall complete and sign this form and return it to the policy coordinator. The policy coordinator will present this item at the next scheduled University Council meeting.

<b>Policy Title</b>	<b>Policy Number:</b>
<b>Responsible Party/SME:</b>	<b>Phone:</b>
<b>Vice President:</b>	<b>Phone:</b>
<b>Requested Effective Date:</b>	

**Request disposition of MAP:**

- Retire the policy/policy memorandum
- Retire the policy because it is being consolidated with another policy
- Other:

**Rationale for taking recommended action:**

- Content is no longer relevant (Please provide an explanation in the box below.)
- It fits better with another policy or merging of policies (List policies below.)
- It does not belong as a governing policy and is better suited relocated to another website Location (i.e., division/department procedures, etc.)
- Other:

**Explanation for rationale:**

\_\_\_\_\_  
Responsible Party/SME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## Questions

Next Steps:

I am sharing this with all Shared Governance Committees:

- University Life,
- Planning and Budget,
- Facilities Support Services, and
- Academic Council

Then to University Council

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APPENDIX D

# University of Houston Clear Lake

## MAP PROCESS FLOW CHART

