

Members in Attendance

Angela Kelling, Yolanda Edmond, Yvette Bendeck, Soma Datta, Amber Brown, Alexandria Kennedy, Isabelle Kusters, Matthew Perry, Sheeba Thomas, Jennifer Willis-Opalenik

Alternate Members/Guests in Attendance

Mohsen Daghoogi, Stacy Zellner, Dr. Tina Powellson, David Rachita, Dr. LeeBrian Gaskins

Members & Alternate Absent

Debbie Williams, Fran Hawkins-Williams, Russell Miller, Yi Su, Brice Yates, Andrea Black, Christina Cedillo, Benjamin Franz, April Harris, Stephanie Holleran, Andrew Wiemer, Sana Zeidan, Sherry Hawn, Yolanda Nimmer-Williams

Minutes

Called to order.

1. Approval of Meeting Notes: Meeting minutes: November 8, 2023

2. Old Business

1. By-laws review

There were no additional comments on the By-laws. Will revisit the general policy and procedure document for shared governance.

2. OIT policies

There were no additional comments on the OIT policies. Motion to vote and second to vote on OIT policies.

a. Retire MAP 07.A.15 Acceptable Use Policy for UHCL Information Systems

It was voted and approved to retire MAP 07.A.15 policy.

b. Vote on MAP 07.A.01 Acceptable Use Policy for UHCL Information Systems

It was voted to approve MAP 07.A.01 policy.

3. **New Business/Announcements**

1. Division of Student Affairs

a. Review MAP 05.C.08 Hazing

**RECORD OF CHANGES TO HAZING POLICY #05.C.08
Attachment A**

Attachment A: Record of Changes to Policy 05.C.08			
	Changed Paragraph #	Proposed Change	Reason for Change
1.	ALL	Policy was reformatted to the current university format and the headers were updated throughout the document.	Need to reformat the policy to align with the current university standard. Headers now match the subject of the policy.
2.	Section I. Purpose and Scope	Change “The University of Houston – Clear Lake” to “University”.	Paragraph and policy consistency.
3.	Section 4.1.1 Paragraph One	Added “recklessly permitting hazing to occur” along with “peace officer and law enforcement agency” language.	As required by Section 37.152 of the Texas Education Code.
4.	Section 4.3.6	Grammar corrections throughout the sentence.	To be grammatically correct.
5.	Section 4.5.3	Deletion of language in reference to community standards and other mandatory reporting requirements.	Office of General Counsel deemed this language unnecessary and inconsistent with the University of Houston’s Hazing policy.
6.	Section 4.5.4	Anonymous reporting link updated to the new ClearView Connect reporting link.	Per the Office of General Counsel, the new ClearView connects anonymous reporting link should be utilized across the UH System.
7.	Section 4.6	Re-numbered.	For numbering consistency and to reflect section/paragraph additions and deletions.
8.	Section 4.6.2	Paragraph revision to speak to “an individual reporting a hazing incident being immune from civil or criminal liability”, if all items in Sections 4.6.2.1 and 4.6.2.2 occur.	As required by Section 37.155 of the Texas Education Code.
9.	Section 4.6.2.1	Law enforcement agency language added.	As required by Section 37.155 of the Texas Education Code.
10.	Section 4.6.2.2	Reformatted section.	Document consistency.
11.	Section 4.6.3.2	Reference link to Section 37.155 of the Texas Education Code.	As instructed by the Office of General Counsel, for document consistency.
12.	Sections 4.8.1 – 4.8.3	Adding the University requirements on communication and distribution of the hazing disciplinary report: electronic distribution to all enrolled students, sharing the availability and location of said report with all students attending orientation programs, and publishing said report on the Dean of Students office website.	As required by Section 51.936 of the Texas Education Code.

Discussion of changes to the policy was presented by Matthew Perry, Associate Dean of Students. This is an existing policy that required changes to the policy. The above changes were voted on and approved by the committee.

2. HR Information Items

- a. MAP 02.A.04 – Discipline and Dismissal of Regular Staff
- b. MAP 02.A.13 – Recruitment, Job Posting and Selection of Staff Employees
- c. MAP 02.A.14 – Promotion and Transfer of Staff
- d. MAP 02.A.20 – Hours of Work
- e. MAP 02.A.31 – Public Access to Personnel Files
- f. MAP 02.A.33- Employing of Foreign Nationals
- g. MAP 02.A.40 - Staff Attendance and Punctuality
- h. MAP 02.B.07 – Fair Labor Standards Act
- i. MAP 02.B.13 - Additional Compensation – Exempt Staff
- j. MAP 02.D.04 – Types of Employee Leave
- k. MAP 02.D.08 – Parental Leave

Attachment A: Record of Changes to Policy				
	Policy # and Name	Changed Paragraph #	Proposed Change	Reason for Change
1.	MAP 02.A.04 – Discipline and Dismissal of Regular Staff	II.2.3.1 & IV.4.3	Changed veteran to military; added ethnicity and gender (referring to sex); and removed component when identifying system universities.	To align with SAM 01.D.07, updated non-discrimination statement and removed component when referring to UHS universities.
2.	MAP 02.A.13 – Recruitment, Job Posting and Selection of Staff Employees	II.2.3	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.
3.	MAP 02.A.14 – Promotion and Transfer of Staff	II & V.5.1	Changed veteran to military; added ethnicity and gender (referring to sex); and removed component when identifying system universities.	To align with SAM 01.D.07, updated non-discrimination statement and removed component when referring to UHS universities.
4.	MAP 02.A.20 – Hours of Work	II.2.1 & II.2.5	Changed veteran to military; added ethnicity and gender (referring to sex); and removed component when identifying system universities.	To align with SAM 01.D.07, updated non-discrimination statement and removed component when referring to UHS universities.
5.	MAP 02.A.31 – Public Access to Personnel Files	II.2.4	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.
6.	MAP 02.A.33- Employing of Foreign Nationals	III.3.10	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.
7.	MAP 02.A.40 - Staff Attendance and Punctuality	II.2.8 & 2.9	Changed veteran to military; added ethnicity and gender (referring to sex); and removed component when identifying system universities.	To align with SAM 01.D.07, updated non-discrimination statement and removed component when referring to UHS universities.
8.	MAP 02.B.07 – Fair Labor Standards Act	II.2.3	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.
9.	MAP 02.B.13 - Additional Compensation – Exempt Staff	III.F	Removed component when identifying system universities.	To align with SAM 01.D.07, removed component when referring to UHS universities.
10.	MAP 02.D.04 – Types of Employee Leave	II.	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.
11.	MAP 02.D.08 – Parental Leave	III.3.3	Changed veteran to military; added ethnicity and gender (referring to sex).	To align with SAM 01.D.07, updated non-discrimination statement.

Discussion of changes to the policy was presented by Ms. Yolonda Edmond, AVP Human Resources/CHRO. The above policy changes were small changes with informational items only. Most of the policies were updated earlier during the year but required verbiage changes to align with the SAM.

3. Policy issues with Events on Campus discussion

Faculty members expressed their concerns about planning events, specifically the policies of hosting major events on campus and a request to resolve the concern. They would like to know what the guidelines are. Which departments can assist with planning their events? What are the rules for parking and the process for catering events? It was suggested to speak with facilities management and/or the facilities committee for documentation. Dr. Kelling will follow up with facilities and provide their response during the next meeting.

Motion to adjourn meeting.
Respectfully submitted,

Debbie Williams

Created on January 26, 2024