



University
of Houston
Clear Lake

University Staff
Association

General Meeting Minutes

Date: Apr. 9, 2019

Room: SSCB Lecture Hall

Time: 2-3pm

Call to Order 2:06 pm

- I. **Minutes Review of March General Meeting Minutes** – no updates noted
- II. **Open Positions:** Corresponding Secretary, Planning and Budgeting Committee (PBC) Alternate, Food Services Rep. We would love to have you be a part of the University Staff Association Executive Board. Email: usa@uhcl.edu for more information.
- III. **Treasurer's Report**

USA SUPPORT (2064 C0062 F1135 NA) ST 16372
Fund Equity: \$3,211

UNIVERSITY STAFF ASSOCIATION (2078 C0062 F1136 NA) ST 16373
Fund Equity: \$2,340.34

USA SCHOLARSHIPS (4027 C0062 H0858 NA) ST 16374
Fund Equity: \$3,228.52

USA SUPPORT (9007 C0062 F1137 NA) ST 16375
Total Liability: \$5,542.33
- IV. **Committee Chair Updates**
 - a. **Program Planning Committee** – No updates
 - b. **Professional Development Committee** – Vanessa Cubides
 - Another Brown Bag Lunch planned for April or May
 - Working on Professional Development Conference in June or July
 - c. **Fundraising Committee** – Laura Moseley
 - Easter tamale sale upcoming – April 10-15
 - d. **Scholarship Committee** – No updates until next semester
 - e. **Welcome & Outreach Committee** –
 - Update done by UCT so all new employees should be getting USA emails
 - April 25 – Ice Cream Social
 - Looking at lanyards & plastic tumblers for USA members
- V. **Shared Governance Updates**
 - a. **Facilities and Support Services Committee** – Tonya Jeffrey
 1. Signage & Parking postponed
 2. Hunter Hall on schedule for Fall 19'. It anticipates hosting a Director and 5 Resident Advisors (RA's), with move in August 5th. Student move-in date August 22nd. 70-80 students responded in the past three weeks to the housing survey being conducted. The contractor had a couple accidents recently with falling off a ladder, and a generator sparked fire.
 3. Bayou Patio Café renovations to begin summer 2019 to support Hunter Hall demand. No new franchises are scheduled to share housing meal demand but Campus Rec Smoothie Bar may expand its menu to include sandwiches.
 - Phase 1, Kitchen Equipment added with additional gas/power lines

- Phase 2, Starbucks will expand to a separate room. Additional menu items are unknown.
 - Phase 3, Dining Room remodeling and update for residence hall accommodation.
4. Chelsea Crouse was not present to report on Campus Signage Ad Hoc Sub-committee's Phase 1 and 2 meeting with Design Labs. The following questions were posed to Mr. Herrera, Signage Co-Chair:
 - When will the website campus maps be updated to include the new Campus Rec and STEM buildings? Herrera says, soon.
 - When will the plaques be replaced that were moved to accommodate construction? April 2 Faculty and Staff Awards presentation will mark conferring of new awards. No response.
 5. Mark Denney, representing Space Allocation and Utilization Sub-committee (SAUS), presented the current forms and process used in the last few months for SAUS review, approval and recommendation. FSSC members are requested to provide feedback and approval of the updated process and these forms. FSSC members should email input to Mr. Denney and the process/forms will be approved at the next FSSC meeting.
 - SAUS Request form with Endorsements
 - SAUS Committee Feedback for Yes, No, proposal is not fully developed
 - SAUS Proposal Pro's & Con's for FSSC
 6. New Space Assessment presentation from Eric Herrera described request for proposal (RFP) response from Vendor ATG to assess UHCL space utilization, manage the data in a web application on the Cloud and, on an annual basis, verification and update of this UHCL space utilization data by room and cost center. The application will be used for the Work Order System but not for scheduling nor space allocation (SAUS). There is no FAMIS nor PeopleSoft integration scheduled at this time.
 7. Will current rooms be renamed or re-numbered? No, the name and allocated use of each room is registered with the state.
 8. The ATG RFP signoff is scheduled for 30-60 days from today's meeting date.
 9. Capital Improvement Process (CIP), is a UHS directive that requires any each campus project over \$5 million be evaluated and presented to UHS for approval. CIP requires campus staff solicit the aid of an independent contracting firm (1% fee cost) to evaluate the improvement plan and make recommendations. Mr. Denney and Mr. Herrera is working on completion of the first CIP next week.
 10. Master Plan Review will give Shared Governance and FSSC a stronger say in Master Plan priorities in the future. A process is needed as rationale for priorities and decisions made in the past. For example, Mr. Denney asked why there is a STEM 1 and STEM 2 on the Master Plan. Dr. Ju Kim says a request was made to the state for a larger STEM building but the approval was in stages by fiscal year, making STEM 2 a priority to "complete" the initial UHCL planned initiatives.
- b. **Planning and Budgeting Committee – Laura Wilder or Leigh Ann Shelfer**
1. VPAF, Mark Denney presented the FY20 Budget Initiative Process and Timeline
 - March 2019 – each division collects and ranks initiatives
 - April 2019 – each division VP gives campus presentation and shares list with PBC
 - May 2019 – core leadership ranks and consolidates lists, drafts budget with 3% reduction, top initiatives are added, stopping when a balanced/sustainable

budget is attained, and budget is presented to the university through campus-wide forums.

2. Projections: Our revenue growth projections still leave a structural deficit of \$4.2M with \$3.7M for investing in an across-the-board pay increase (included in Mark Denney's A & F initiatives), rebuilding university general reserves and funding approximately \$6M in initiatives. Mr. Denney would like to see a centralized budget versus the current de-centralized one that has allowed approximately \$34M to be held in reserves across divisions. Some of these funds could be returned to the University, for distribution to initiatives (new name for priorities). Some reserves can't be touched (ex. HEAF funds).
- c. **Legislative Session Update**—presented by **Deja Sera**
1. House Appropriations Committee: Proposes an increase in our formula funding, and that our non-formula funding remains intact.
 2. Senate Appropriations Committee: Proposes an increase in formula funding but with a discount for online courses. Also proposes that our non-formula funding for downward expansion be cut by 50%. The UH System government relations person feels confident this won't happen. He proposes that our downward expansion remains fully intact until our undergrad enrollment reaches 12,000 students.
 3. Legislative Summary: Worst case: \$2M increase for biennium based on Senate recommendation. Best case: \$4.8M increase for biennium based on House recommendation.
 4. Administrative & Finance Policy Updates: Current policies known as SAMs (System Administrative Memorandums) are being transitioned to a new format called MAPs (Memorandums of Administrative Policies) with new numbering. Policies will be in an electronic depository, on website or a planned intranet, which will be searchable and clickable.
- d. **University Life Committee** – Iliana Melendez
1. Meeting Friday, March 22
 2. Fire & Life Safety EM code – tied to federal mandates, so those three policies went on to University Council, and in ULC as a formality.
 3. Dr. Richardson – Title IV, added as an ex officio member of ULC
 4. Proposed policy coordinator role with .25FTE

VI. Upcoming Events & Announcements

- a. Volunteers needed for Spring Commencement, Sunday, May 19
- b. Orgs vs. Offices donation drive competition
 1. Staff won with 1,362 items donated versus 780 donated by students
- c. Kid's U Camp registration
 1. Discounts for staff
 2. Hawk STEAM Academy for middle schoolers—registration open
 3. www.uhcl.edu/cep
- d. Send picture of you wearing blue and/or green on Wednesdays to USA for entry into parking raffle
- e. Thursday 5/23 5-8pm El Dorado's Mexican restaurant happy hour for staff

VII. Motion to adjourn 2:40 pm