



University
of Houston
Clear Lake

University Staff
Association

General Meeting Minutes

Date: Nov. 15, 2018

Room: SSCB 1.100.03

Time: 9 a.m. – 10 a.m.

Call to Order 9:07

I. Business

a. **Review of October General Meeting Minutes** – no corrections

b. **Appointment of Treasure Alternate** – Kim Oldigs

c. **Treasurer Report**

USA SUPPORT (2064 C0062 F1135 NA) ST 16372

Fund Equity: \$4,611.00

UNIVERSITY STAFF ASSOCIATION (2078 C0062 F1136 NA) ST 16373

Fund Equity: \$2,469.06

USA SCHOLARSHIPS (4027 C0062 H0858 NA) ST 16374

Fund Equity: \$2,737.52 **Increase of \$1,085.00, \$240 tamales before meeting**

USA SUPPORT (9007 C0062 F1137 NA) ST 16375

Total Liability: \$7151.44

d. **USA Committee Reports**

i. Program Planning Committee, Christine Paul – Holiday luncheon great entertainment from the Clear Lake show choir. Decorations start 9am.

ii. Fundraising Committee, Laura Mosely – Tamale sales hit \$240 before meeting. Will do tamale sale again in December.

iii. Professional Development Committee, Vanessa Cubides

iv. Scholarship Committee, Margaret Garcia – applications for scholarships due beginning of January. Request for application review committee.

v. Welcome & Outreach Committee, George Mattingly – identifying different ways to reach out to new and current staff to welcome to UHCL and the USA

e. **Shared Governance Reports**

i. University Council, Tyler Hall - The HR proposed Flex workspace on campus policy was approved and is now awaiting President Blake's signature.

ii. Facilities and Support Services Committee, Lisa Coen

1. Pearland Health Science Center on schedule for completion in December with classes to start Jan. 14 with Alvin Community College

2. Student housing on schedule for completion by July 2019

3. Online website wayfinding improvement project presentation by student project manager Naomi Wiggins in the President's office.

4. Parking and Traffic Safety Subcommittee (PTSS)

a. Discussed moving pay kiosk location at Bayou visitor's lot to address safety issue of drivers and pedestrians using, and traffic congestion during events. Discussed moving kiosk inside the lot

to allow street traffic to flow and allow other parking lots to egress, also option for kiosk inside building and numbered spots with ticketless parking so users don't have to go back to car, or mobile parking app.

- b. Signs need updated at Bayou circle drive and Pearland to include Pay Kiosk location in addition to instructions to pay for parking at kiosk.
 - c. Request ADA parking at Bayou drive move from left to right side where ramp is
 - d. Healthcare Admin students pay for parking at TMC and at UHCL. TMC will not waive parking costs as this is their only revenue, but Mr. Herrera said that we can try to request a reduced rate.
 - e. Bus routes are proposed for service to Pearland and Pasadena. Facilities met with the city of Pasadena, who has approved high school parking lots as pickup locations, and President Blake is in favor of this initiative. Vehicles and employee costs are being looked into.
 - f. Discussion of having designated parking spots for future residence hall occupants due to parking lot congestion during class hours and car and personal security at night, distance carrying groceries, etc. Designated parking would make residence halls competitive with the apartments.
 - g. Master plan has more parking in plan. Next meeting is next week.
- 5. Space Allocation and Utilization Subcommittee (SAUS)
 - a. Meeting next Tuesday 11/20 from 1-2pm
 - b. Reviewing new process for space applications and charge bylaws of the committee
 - 6. Campus signage
 - a. Signage walk through done 11/5/18.
 - b. Design labs coming back to do final specs on Dec. 3
- iii. Planning and Budgeting Committee,
- 1. Consists of five positions, including the Provost, Director of Human Resources, VP Student Affairs, VP A&F, and Budget Office Director.
 - 2. Discussed strategic hiring, ask for more feedback with position requests
 - 3. New budget software Hyperion coming
 - 4. Budget in 7 million deficit using reserves
 - 5. FY19 Projection 5.57% SCH increase resulted in 1.7 million net increase, but typically don't replace December graduates in the spring.
 - 6. 3 phase models for budget recommended to core leadership to choose
- iv. University Life Committee,
- 1. Worked on Flex policy, incorporating comments.
 - 2. Workplace policy on conflict and intimidation working on and hope to have to USA for review in December.
 - 3. Advancement Incentive Policy drafted
 - a. Would provide for bonus upon work relevant certification or degree obtained during employment.

- b. What to do if there is no extra money in budget to accommodate
- c. What if certificate is required as a part of job
- 4. UCT Portal being created to submit and review policies, sunset reviews
- 5. Propose to change name from Clear Lake Administrative Memorandum (CLAM) to Clear (Lake) Administrative Policies and Procedures (CAPP).

II.Information

- a. **University System Staff Executive Council (USSEC)** consisting of USA President Marlene Richards, Lee Ann Wheelbarger, Vanessa Cubides, Debra Ross, met with other UH System (UH, UHD, UHV) Staff Councils to discuss professional development and policies system wide.
 - i. Discussed Flex work policy, working on telecommute policy, merit & evaluation career ladder.
- b. **Special Speaker**, Dr. Ngoc-Bich Tran, Ph.D., E.A., CFP

III.Meeting adjourned at 10:16