



University
of Houston
Clear Lake

University Staff
Association

General Meeting Minutes

Date: Feb. 12, 2019

Room: SSCB Lecture Hall

Time: 2-3pm

Call to Order 2:03 pm

I. Business

a. Review of January General Meeting Minutes

- i. Correction to spelling of name of Scholarship awardee, Krista Buckmeister

b. Orgs vs. Offices donation drive competition

- i. Officially ends March 19
- ii. Current counts: 42 items donated by students vs. 15 donated by staff

c. Treasurer Report

USA SUPPORT (2064 C0062 F1135 NA) ST 16372

Fund Equity: \$3,211

UNIVERSITY STAFF ASSOCIATION (2078 C0062 F1136 NA) ST 16373

Fund Equity: \$2,469.06

USA SCHOLARSHIPS (4027 C0062 H0858 NA) ST 16374

Fund Equity: \$3,228.52

USA SUPPORT (9007 C0062 F1137 NA) ST 16375

Total Liability: \$5,682.33

d. USA Committee Reports

- i. Program Planning Committee – No updates
- ii. Professional Development Committee – Vanessa Cubides
 1. Approximately 50 attendees to Brown Bag Lunch session
 2. Another Brown Bag Lunch planned for April or May
 3. Working on Professional Development Conference
- iii. Fundraising Committee – Laura Moseley
 1. Easter tamale sale upcoming
 2. Email to be sent out
- iv. Scholarship Committee – No updates
- v. Welcome & Outreach Committee – No Update
- vi. Call for feedback about

e. Shared Governance Reports

- i. Facilities and Support Services Committee – Debra Ross
 1. Upcoming meeting in February for Space Allocation & Utilization and Parking Subcommittees
- ii. Planning and Budgeting Committee – Leigh Ann Shelfer
 1. Planning and Budgeting Committee Meeting – February 7, 2019

2. Strategic Hiring Committee Report
 - I. Deja Sero, Planning & Budget Director and member of the Strategic Hiring Committee, presented the report on 29 approved positions for December and January
 - II. Strategic Hiring Committee meets every two weeks
 - III. Four new positions—all in Student Affairs to handle anticipated enrollment growth
 - IV. Seventeen backfill positions
 - V. One promotion
3. HR currently creating career ladders similar to those in place at UH
 - I. Creating position descriptions for all UHCL positions
4. Mark Denney, VPAF, is creating a new org chart for President Blake
 - I. Updated org charts typically posted on website each Fall
 - II. Current one on website is from November, but is out-of-date due to numerous changes
5. Legislative Session Update
 - I. Our request:
 - a. Restoration of non-formula support
 - i. Downward expansion
 - ii. Institutional enhancement
 - iii. Center for Autism and Developmental Disabilities (CADD)
 - iv. Environmental Institute of Houston (EIH)
 - v. High-tech labs
 - b. Hazelwood Act funding (for Veterans and their families)
 - i. Costs us \$4.5-5M/yr
 - c. Restoration of instruction and operations formula to 2010-2011 level
6. House Appropriations Committee Recommendations
 - I. UHCL keeps 100% of our Hold Harmless Fund, which will be put into our institutional enhancement fund
 - II. No reduction to non-formula items
 - III. Increase Comprehensive Research Fund (still down from FY16-17)
 - IV. 2.65% total biennium increase (1.33%/yr)
7. Senate Appropriations Committee Recommendations
 - I. UHCL keeps 100% of our Hold Harmless Fund
 - II. 10% cut to Downward Expansion funds (due to funds being identified as formula generating)
 - III. Reduce our formula funding due to Predicted Square Foot Adjustment for online course offerings
 - IV. Increase Comprehensive Research Fund (still down from FY16-17)
 - V. 0.99% biennium increase
8. Summary
 - I. UHCL will not be receiving a budget cut this biennium
 - a. Worst case: \$200K increase
 - b. Best case: \$2M increase
 - II. Seeking money to complete Phase 2 of STEM Building (complete build-out of labs and classrooms)
 - a. Will have to wait until next legislative session
 - III. Priority for executive and legislative branches for the biennium: K-12

- education funding and property tax reductions
- IV. Senate Finance Committee meets February 13
- V. House Appropriation Hearing is February 18
- VI. UHCL Day is February 19 (our lobbying day)

- iii. University Life Committee – Patrick Cardenas
 - 1. Meeting Thursday, January 24
 - 2. Updates to Workplace Violence and Intimidation Policy
 - 3. Please read and provide feedback on policies
 - 4. Education & Credential Advancement Reward policy
 - I. Please read and provide feedback
 - 5. Reviewing by-laws for ULC
 - 6. Draft proposal to President Blake for Policy Coordinator position
 - I. 0.25 FTE position description
 - II. Attach to existing staff position
 - 7. Next meeting February 28

II. Information & Announcements

- a. USA Newsletter to be issued
 - i. Upcoming meeting dates for Shared Governance, USA, and more
- b. Staff morale survey
- c. Blue & Green Wednesday
 - i. Show your spirit
 - ii. Send photos wearing blue and green to USA@UHCL.edu to be entered into Parking Raffle
- d. Dillon Nash – Big Event/Day of Service: March 2
 - i. Student volunteer opportunities
 - ii. Community service
 - iii. Partnership with Houston Parks and Recreation
 - 1. Cleaning parks
 - iv. uhcl.edu/getinvolved
- e. Executive Board Meeting February 4
 - i. Guest Speaker – Mark Denney, VPAF
 - 1. Updates to Bayou Building in preparation for Board of Regents
 - 2. Request for feedback on locations to post staff updates (e.g., Employee of the Quarter, Scholarship awardees)
 - 3. Send ideas to USA@UHCL.edu
- f. Brian Heard, Registrar – Volunteers needed for Spring Commencement
 - i. Sunday, May 19
 - 1. 12pm – HSH and CSE
 - 2. 5pm – BUS and COE
 - 3. 70 volunteers needed (35 for ceremony)
 - 4. Food provided
 - 5. Training provided in advance
 - 6. Shuttle bus to NRG stadium provided

III. Employee of the Quarter: Chat Steed

IV. Special Speakers – Student Government Association: Izuh Ikpeama, Jessica Kunzat, & Tyler Baggerly

- a. Topic: 10th Annual SGA Donation Drive

V. USA Scholarship Awardees

- a.** 3rd, Christa Buckmeister
- b.** 2nd, Vanessa Cubides
- c.** 1st, Marlene Richards

VI. Motion to adjourn by Laura Moseley, seconded by Kim Edwards

Meeting adjourned at 2:42pm