

General Meeting Minutes (University Staff Association)

Feb 15, 2018 – 9am-10am – Garden Room

- 1) Welcome/approval of meeting minutes from Jan 23, 2018
 - a. Called to order at 9:01am
 - b. Approval of minutes: Holly Sobata
 - c. Second motion to approve: Iliana Melendez
- 2) Recognition of new employees
- 3) Parking Silent Auction & Raffle Last Call for entries
- 4) Announcements
 - a. ULC Representative – Iliana Melendez
 - b. Archive ALT Opening – still vacant
 - i. If you are interested, email USA@uhcl.edu
 - c. USSEC –2 vacant positions
 - i. If you are interested, email USA@uhcl.edu
 - d. Weekly Newsletter
 - i. Trying to not send as many emails
 - ii. Will contain all events, conferences, webinars, taco table information, and meeting dates
 - iii. Reply to email to give your feedback
 - e. Endowment Updates
 - i. Currently with legal
 - f. Concerns and Ideas Survey – Coming Soon
 - i. Idea came from USSEC
- 5) Committee Reports
 - a. University Council (ULC)
 - i. Update by Marlene Richards
 - ii. Teaching Relief Policy: a policy being presented by faculty senate and is for an individual that wants to take leave but does not fall within FMLA and does not want to use sick or vacation leave
 1. Available dependent on your supervisor
 2. Has been done in the past for faculty members but is not well-known
 3. Trying to have it apply for staff members as well, not just faculty
 4. Allows flexibility to work at home or other duties that do not fall under FMLA
 - b. University System Staff Executive Council (USSEC)
 - i. No updates other than Concerns and Ideas Survey
 - c. Facilities and Support Service Committee (FSSC)
 - i. Traffic and Parking Sub-Committee
 1. Meet next week

- d. Planning and Budget Committee (PBC)
 - i. meet next week
 - e. University Life Committee (ULC)
 - i. Wi-Fi: need more units to stop signal from being dropped
 - ii. Hand sanitizers: waiting on blueprint to see where they will all be located
 - iii. Smoking policy: motion to change name to "Tobacco Free" to include all types of tobacco (cigarettes, chewing tobacco, etc)
 - 1. Faculty & staff: report to HR
 - 2. Students: report to David Rachita
 - 3. Resources will be available to faculty, staff, and students for smoking cessations and what is covered under different insurances; free resources from State of Texas and federally
 - 4. Unable to smoke anywhere on-campus or in cars
 - f. Professional Development Committee – Corey Benson
 - i. SAVE THE DATE – Jun 15, 2018
 - 1. Spring Conference (not official name): conference for staff, details in the works
 - ii. Email to come about webinars about who is presenting, email should come later today (Feb. 15, 2018) from USA email
 - 1. Tuesday, Feb. 20 from 12pm-1pm
 - g. Scholarship Committee – Jay Hernandez
 - i. Does not have an update
 - h. Fundraising Committee – LeeAnn Wheelbarger
 - i. Sign-up sheet available for volunteering, contact Debra Ross
 - i. Program Planning Committee – Tiffany King
 - i. Pictionary, scholarship giveaway, light refreshments at Spring Event
 - 1. Themes: superheroes, nerds vs. jocks, luau, beach (vote will come soon)
 - j. Welcome & Outreach Committee – Julie Brenengen
 - i. Taco table vouchers being given to new employees
- 6) Treasurer's Report
- a. USA Support (2064 C0062 F1135 NA) ST 16372
 - i. Fund equity: \$4906.00
 - b. University Staff Association (2078 C0062 F1136 NA) ST 16373
 - i. Fund equity: \$2500.00
 - c. USA Scholarships (4027 C0062 H0858 NA) ST 16374
 - i. Fund equity: \$0.00
 - d. USA Support (9007 C0062 F1137 NA) ST 16375
 - i. Total liability: \$6645.74
- 7) Drawings: Parking Silent Auction & Raffle
- 8) Special Speaker: H&R Block Representative, Bich Tran
- 9) Upcoming General Meeting
- a. The third Thursday of every month starting at 9AM

b. Meeting adjourned by Marlene Richards @ 9:51am