

General University Staff Association Meeting Minutes

March 15, 2018

1. **Call to Order @ 9:01 by Marlene Richards**
2. **Standard Order of Business**
 - a. Approval of Meeting Minutes from Feb 15, 2018
 - i. First to approve: Iris Martinez
 - ii. Second to approve: Corey Benson
 - b. Reports
 - i. University Council (UC)
 1. Position Search Committees for 4 positions
 - a. Provost
 - b. A&F VP
 - c. 2 other positions within President's office
 2. Did not meet this month
 - ii. University System Staff Executive Council (USSEC)
 1. State Universities Staff Council/Senate Consortium
 - a. Were not able to attend this month but continuing with previous goals
 - iii. Facilities and Support Services Committee (FSSC)
 1. Traffic and Parking Sub-Committee
 2. Space Allocation and Utilization Sub-Committee
 - a. Survey about to be sent out with 3 open-ended questions about your office's need for space
 3. Signage Ad Hoc Sub-Committee
 4. No other updates
 - iv. Planning and Budget Committee (PBC)
 1. Presented by Jamie Hester
 2. Feb 22nd meeting
 3. Renu Khator approved 4.5% increase in designated tuition for undergrad residents - \$73,000 additional income based on Fall 18 SCH
 4. College of HSH – Dr. Short presented FY 19 budget cuts
 - a. 6% cut = \$595,711
 - b. No cuts to instructional faculty, but 2 secretarial positions were cut; there will be no more full-time secretarial coverage in suites, but a work order system will be used to cover all work requests
 - c. \$300k off annual adjunct pool – faculty & administration will sacrifice to make up for this cut
 - d. No faculty course releases – dean and associate dean will be teaching in Fall 2018
 - e. Increase class caps, focus on offering courses that are in demand & low enrollment classes on a case-by-case basis
 - f. Summer 2018 – cut some adjunct budget, cut 2nd course fee
 - g. Staff will use network printers instead of office printers to cut \$35,000
 - h. 2 retirements – those positions will be cut
 - i. Last 4 years budget cuts = ~\$2 million
 5. College of CSE – Dr. Kim presented FY19 budget cuts
 - a. 6% cut = \$603,833
 - b. Cut 2 vacant positions; some visiting faculty positions were also cut in areas affected by enrollment decrease
 - c. Reduced 2019 Summer school budget by \$150,000
 - d. Decrease in faculty travel reimbursement
 6. College of Business – Dr. Waller presented FY19 budget cuts

- a. 6% cut = \$536,401
 - b. Goal was to minimize loss of non-tenure track faculty & keep summer base funding
 - c. Cut 2 positions that were vacated by retirement and one VMOE position (loss of 3 positions total, \$201,923)
 - d. Reduced adjuncts (\$103,534), M&O reduction (\$230,944); plan to replace the money lost in the 2 cuts with DDT
 - e. Must balance increased class loads with decrease in research by faculty
 - f. Last 2 years budget cuts = ~\$1.5 million
 - 7. College of Education – Dr. Pedro presented FY19 budget cuts
 - a. 6% cut = \$380,434
 - b. 2 positions were cut because of retirements; parts of 4 vacant positions to fund Summer 2019
 - c. Cut the rest of summer school allocation (\$280,526)
 - d. A budget task force has been formed to shift from tactical to strategic budget planning; the task force is comprised of Dr. Pedro, Usha Mathew, and Dr. Waller
 - v. University Life Committee (ULC)
 - 1. Policy Collections Sub-Committee
 - a. Collect all policies and place them in one area for easy review
 - b. www.uhcl.edu/policies
 - 2. Policy Management Sub-Committee
 - a. Can review and track the progress of a certain policy
 - 3. By-Laws Sub-Committee
 - a. Reviewing the by-laws for ULC; Hugh P. Avery committee will be created by them
 - 4. No updates
 - vi. Professional Development Committee – Corey Benson
 - 1. SAVE THE DATE – June 15, 2018 (8:30am to 1pm)
 - a. 50 people max
 - b. Registration will be live in April
 - 2. March 22, 2018 @ noon: can register for a webinar
 - vii. Scholarship Committee – Jay Hernandez
 - 1. 3 recipients of USA scholarships
 - a. Patrick Lawrence Cardenas - \$725
 - b. Julie Brenengen - \$800
 - c. Corinne Hodges - \$925
 - viii. Fundraising Committee – LeeAnn Wheelbarger
 - 1. Flocking will return
 - a. More details will follow in the newsletter
 - b. \$5 to flock someone, \$10 for insurance to prevent flocking
 - c. Money will benefit scholarships
 - d. Can be anonymous
 - e. Will need flock-masters to deliver the flocks
 - 2. Raffle for parking spots
 - a. \$2 for 1 ticket, \$5 for 3 tickets
 - ix. Program Planning Committee – Corey Benson
 - 1. Spring Event upcoming, no official name
 - 2. Laura Wilder is the chair of the committee
 - 3. Will occur after the end of Spring semester
 - x. Welcome & Outreach Committee – Julie Brenengen
 - 1. No updates, continuing to reach out to new employees
- c. New Business
 - i. Archivist Alternate Appointment – Breana Dinh

- ii. Nettles and Staples Endowment Update
 - 1. Nettles: approved, has been sent to Financial Aid
 - 2. Staples: wording adjustment to define "child" accurately (biological child, stepchild, adopted child, etc.)
- 3. **Good of The Order**
 - a. Karen Fiscus: fundraiser to help pay for expansion of Art Gallery on May 19, 2018
- 4. **Announcements**
 - a. New Employee Recognition
 - b. Concerns and Ideas Survey – Opening March 20
 - c. Parking Raffle Drawing (drawn at the end of the month)
 - d. Upcoming Meetings: the third Thursday of each month starting at 9am
 - i. April 19, 2018 – 9am-10am – Bayou 2234
 - ii. May 17, 2018 – 9am-10am – SSCB Lecture Hall
- 5. **Program:** Special Speaker, Miriam Qumsieh from the Office of Institutional Effectiveness
 - a. Planning and Assessment, Institutional Research
 - b. Report data and information to the state and government for funding purposes (Texas Higher Education Coordinating Board and Department of Education)
 - c. Provide internal reporting to deans, executives, and programs (requests available)
 - d. OIE Data Portal
 - e. Looking into creating a data warehouse (working with UCT and stakeholders) with data analysis tools in the future
- 6. **Adjourned at 9:35am**