



University  
of Houston  
Clear Lake

University Staff  
Association

## General Meeting Minutes

**Date:** Oct. 18, 2018

**Room:** SSCB 1.100.03

**Time:** 9 a.m. – 10 a.m.

**I. Call to Order 9:05**

**II. Standard Order of Business**

- a. Review of Meeting Minutes from Sept 20, 2018 General Meeting
  - i. PBC Committee Correction
  - ii. Title, “General Meeting Agenda”, corrected to “General Meeting Minutes”
- b. Executive Board Meeting Actions/Information
  - i. Correction of language on William A. Staples University Staff Association (USA) Scholarship Endowment criteria
  - ii. USA Survey 2018, available until October 25, 2018
- c. Treasurer Report
  - i. USA SUPPORT (2064 C0062 F1135 NA) ST 16372  
(1) Fund Equity: \$4,611.00
  - ii. UNIVERSITY STAFF ASSOCIATION (2078 C0062 F1136 NA) ST 16373  
(1) Fund Equity: \$2,469.06
  - iii. USA SCHOLARSHIPS (4027 C0062 H0858 NA) ST 16374  
(1) Fund Equity: \$1,652.52
  - iv. USA SUPPORT (9007 C0062 F1137 NA) ST 16373
- d. USA Committee Reports
  - i. Fundraising Committee – Laura Moseley  
(1) Harvest Fair – needed for popcorn machine and USA table
  - ii. Professional Development Committee – Vanessa Cubides  
(1) Volunteers needed for Professional Development Committee
  - iii. Program Planning Committee – Christine Paul  
(1) Committee members needed to help plan Winter Luncheon

- iv. Scholarship Committee – Margaret Garcia
  - (1) Volunteers needed for Scholarship Committee
- v. Welcome & Outreach Committee
  - (1) No updates
- e. Shared Governance Reports
  - i. University Council – Tyler Hall
    - (1) Record enrollment for Fall 2018
    - (2) Percentage of first-time-college & Pearland applicants increased
    - (3) State of the University address Thursday, November 1<sup>st</sup>, 2-3pm in the Bayou Theatre
  - ii. Facilities and Support Services Committee – Debra Ross
    - (1) FSSC meeting Monday, October 22<sup>nd</sup>
    - (2) Signage Ad-Hoc Subcommittee – Approval given to move forward with Phase II of signage plan
  - iii. Planning and Budgeting Committee – Leigh Ann Shelfer
    - (1) New Vice President of Administration and Finance, Mark Denney
    - (2) New Strategic Hiring Process
  - iv. University Life Committee – Patrick Cardenas
    - (1) Meeting Thursday, October 25<sup>th</sup>
    - (2) Flexible Workplace Initiative – link to provide feedback

### **III. Information**

- a. Upcoming USA Newsletter
  - i. Please review attachments
- b. AMS 2019 Document
  - i. IN FAVOR: 11, OPPOSED: 0, ABSTAINED: 2
- c. Upcoming Events
  - i. Harvest Fair
    - (1) October 30 – November 1
    - (2) Entrepreneurs sought

- ii. Parking Fundraiser
  - (1) October 17 – October 29
  - (2) Purchase tickets from Marlene or Laura
- iii. Employee of the Quarter Nominations
  - (1) October 17 – 29
- d. Volunteer Opportunities
  - i. Fundraising Committee
    - (1) Harvest Fair
  - ii. Professional Development Committee
    - (1) Professional Development conference planning
  - iii. Program Planning Committee
    - (1) Winter Luncheon
  - iv. Scholarship Committee
    - (1) Spring and Fall scholarship applications review
  - v. Welcome and Outreach Committee
    - (1) Monthly welcome to new employees
    - (2) Seasonal outreach to current UHCL staff
- e. Special Speaker: Office Bumgarner, UHCL Police Department
  - i. Topic: Community Outreach

**IV. Motion to adjourn by Patrick Cardenas**

- a. Seconded by Laura Wilder
- b. Meeting adjourned at 9:33am

Meeting was adjourned at 10 a.m.