PASA General Meeting Agenda

Meeting Date: February 18, 2016
Meeting Location: SSCB 1100

Breakfast Sponsor: PASA

Welcome — Bernie Streeter, PASA President

Topic: Resume Update
Spotlighter: Chuck Crocker, Director of Career & Counseling Services

*UHCL Career Services can email the presentation to anyone who wants.

- Employees look at resumes on average 10-15 seconds, 1-2 pages. Resume need specific career focus and it needs to have a theme.
- Top attributes employees seek: 1) Leadership, 2) Ability to work with a team, 3) Communication (written) skills, 4) Problem solving, and 5) Communication (verbal).
- Essentials:
  - Header: name, professional email address, number you can be reached at during normal business working hours
  - Objectives: seldom used. Keep short and direct.
  - Skills: list only hard skills and avoid listing soft skills
  - Summary/non-technical: organizational development, training development, HR, compliance, computer.
  - Education: should be at or near top, degree + major
  - Experience: bulleted format with action verb at start of sentence. Be concise, have a date in the right column, list employer and job title.
  - Professional Development: list professional organizations, offices held, participation and dates. Employers will look at this for patterns of professional interest and involvement.

Recognition of New Employees
Alex – Instructional Technology

Parking Space Auction... last call for entries

Approval of Minutes from Prior Meeting (November 2015)
Patrick Cardenas moves to approve the minutes and Teal seconds the motion.

Announcements:

- PASA Social/Mixer—Contact: Allen Cox Cox@UHCL.edu or Carmen Conley conley@uhcl.edu
  - PASA Social will be at Sherlock’s
- Spring Break Break—Contact: Allen Cox Tuesday, March 15, 2016
  - There will be Pictionary, best dressed (Star Wars), and best costume. It will be from 8:30 to 10am.
- Shout Outs; promotions, professional advancements, et cetera
- Hunt With Hunter—Contact: Student Life Office
  - Will occur in March. Call out for volunteers to help stuff eggs.
- Galveston County Food Bank Drive; Student Organizations
  - Collecting food and household items.

New Business

- Blue & Green Go Texan Day; Wednesday, Feb 23 | Bayou Atrium II | 11am-1pm
  - Western wear day. Best dressed contest-volunteers needed to judge.
- Jean Nettles PASA Scholarship www.uhcl.edu/scholarships
  - Please apply for scholarship. PASA needs to start awarding.
- Biggest Loser Contest—Contact: Jacob Crawford CrawfordJ@UHCL.edu or Sandra Thomas ThomasS@UHCL.edu
  - Training with Jacob at the Fitness Center – weigh ins
  - Winner announced June 1st.
  - Nutrition portion of challenge: Facebook page has recipes and motivation.
  - Twenty people have signed up so far.
Committee Reports

PBC (Planning & Budgeting Committee) – Leslie Cummings & Karen LaRey
- University Advising Office - Tim Richardson - development/alumni relations, fundraising
- Pearland campus - by end of year, UHCL sole use of buildings.

FSSC (Facilities & Support Services Committee) – Jamila Maxie & Andrea Crucian
- Visual of new buildings placement, student housing by 2018, fixing DOS area
- Bayou building - labs being renovated May or June 2016
- Arbor - additional faculty offices
- Parking committee - online visitor parking option (pay) and student prorated passes
- Maintenance issues - submit work request for any issues you see

ULC (University Life Committee) – Patrick Cardenas & Nikki Olivas
- No meeting in January but will meet today.
- There are 2 subcommittees: 1) Increase faculty involvement - get faculty to announce student events/student life events and 2) women’s council/committee

UC (University Council)/USSEC (University Systems Staff Executive Council) – Bernie Streeter
- No meeting

PDC (Professional Development Committee)
- There will be 2 presentations for brown bag luncheons

Welcome and Outreach Committee – Carmen Conley
- February 25th - PASA social at Sherlock’s
- Three new employees visited

Fundraising Committee – Bernie Streeter & Allen Cox
- Get permission to sell food item for fundraising.
- Farmer’s Market and Chili Cook-Off are in March

Treasurer’s Report – Rosie Pineda, PASA Treasurer

Drawings: Trivia/Door Prize/Parking Raffle
Door Prizes: Clarice Carlson and Kristi Randolph Simon
Parking: Tanjeh

Adjourn
Motion to adjourn and the motion is seconded by Patrick Cardenas.

Visit PASA at www.uhcl.edu/pasa
Email: pasa@uhcl.edu