PASA General Meeting Agenda

Meeting Date: September 17, 2015
Meeting Location: SSCB 1100

Breakfast Sponsor: Office of the President

Welcome — Bernie Streeter, PASA President

Meeting started at 9:05am

Topic: Foundations of Excellence, John N. Gardner Institute for Excellence in Undergraduate Education
Spotlighters: Dr. Darlene Biggers, Associate VP, Student Services

The experience of first year students. Soliciting volunteers for committees. The Foundations of Excellence difference looks at the entire first year or transfer experience for students. Method: Nine Foundational Dimensions.

Dr. Biggers: What is student learning in the first year and in the transfer year? How can we increase the success? We are here to talk about the student experience and Excellence in Learning. The Nine Dimensions will be handled by nine committees. The Nine Dimensions include: philosophy, organization, learning, faculty/campus culture, transitions, all students, diversity, roles & purposes, and improvement.

The Foundations of Excellence Self-Study Leadership-liaisons and steering committee. Should be a heavy-faculty driven program. We are in the early stages of the steering committee. It is a highly structured process. Each committee will be expected to use data and answer questions in their workbook. The process will be led by nine dimensions committees. A survey will be sent out to all faculty and staff in October and one in November to all new and transfer students. Meeting frequency for committees has not been set. Committees will look at data to determine where we are as an institution. They will give a grade to the institution. As each committee finishes they will push a button to submit their report to John Gardner who will review the reports and provide feedback.

We need people from different parts of the university, who are willing to be part of a committee, who are willing to voice their opinions, and who are not intimidated by faculty. John Gardner will give feedback to each committee. This is a great opportunity to discuss with faculty, staff, and students. The goal is to have an outstanding first year experience. Studies have shown that the increase in student success and retention has dramatically increased through the implementation of the Foundations of Excellence program. For more information, please review the Foundations of Excellence presentation.

Recognition of New Employees
Travis Webster – Writing Center
Maria Arevalo-Sanchez – Program Coordination in HSH
Jason Barkemeyer – HSH Academic Advisor Coordinator
Jacob Crawford – Coordinator for Campus Recreation
Teal Keller – Orientation Coordinator
Shaterica Washington – administrative assistance for RN program
Jon Reeves – Psychology Intern with Counseling Services
Stacy Shields – Psychology Intern
David Chavers – Psychology Intern with Counseling Services
Jonathan Schmalz – Training Director at Counseling Services
Kimberly James – Associate Director of Counseling Services
Gwynnetta Sneed – Asset Management Coordinator
Erika Garcia – ISS coordinator

Trivia/Parking Raffle Entries ...last call for entries

Approval of Minutes from Prior Meeting (July 2015)
Minutes approved
Professional and Administrative
Staff Association

2015-2016 PASA EXECUTIVE BOARD
President: Bernie Streeter ∙ President-Elect: Allen Cox ∙ Past President: Dave Benz
Secretary: Valente Aguilar ∙ Treasurer: Rosie Pineda ∙ Archivist: Kent Case ∙ Archivist Alternate: Ruby Villegas ∙ Webpage Coordinator: Guillermo Rodriguez
PBC Representative: Leslie Cummings ∙ PBC Alternate: Karen LaRey ∙ FSSC Representative: Jamila Maxie ∙ FSSC Alternate: Andrea Crucian
ULC Representative: Patrick Cardenas ∙ ULC Alternate: Nikki Olivas

Announcements:
- **QEP Workshop**—Contact: Cecilia Croft  Croft@UHCL.edu
  If you have the opportunity to participate, do so. It is free and it is a professional development opportunity.
- **UHCL Kickball game**—Contact: Jacob Crawford  CrawfordJ@UHCL.edu
  Student and Staff kickball game. There will be staff and student t-shirts. Sign up is already online: www.uhcl.edu/campusrecreation. Event will be October 13, 2015.
- **PASA Social/Mixer**—Contact: Allen Cox  Cox@UHCL.edu or Carmen Conley  Conley@uhcl.edu
  First social will be next Thursday, September 24th. Chelsey’s Wine Bar ($2 drink special) from 6pm to ... It is a good opportunity to network and connect with fellow employees.
  Priorities and goals from executive board - in order to have more participation and representation from PASA members, we will have more events for this to happen. We are looking for ideas.
  - Spring Break Break led by Allen Cox
  - Comiculture announced by Jeff Bowen – it is free but seating is reserved. There is also a call for volunteers to help with a table.

New Business

**Priorities and Goals for 2015-2016**

Unite & Connect

**Committee Reports**

PBC (Planning & Budgeting Committee) – Leslie Cummings & Karen LaRey

FSSC (Facilities & Support Services Committee) – Jamila Maxie & Andrea Crucian – met at the shared governance meeting.

Nominated chair – Dr. Ales Valenti. Will meet every second Thursday. Project-construction and renovation activities.

ULC (University Life Committee) – Patrick Cardenas & Nikki Olivas – nominated Dr. Robert Barge as chair. Currently collecting schedules from members to determine meetings. Hope to talk about smoking soon...

UC (University Council)/USSEC (University Systems Staff Executive Council) – Bernie Streeter

PDC (Professional Development Committee) – Joanne Timm & Lori Lopez – new events coming October and November.

Welcome and Outreach Committee – Carmen Conley – August/September we had 7 new employees. There is a survey going out through email from Welcome and Outreach Committee.

Fundraising Committee – Bernie Streeter & Allen Cox – we need someone to come forth and help with the fundraising committee. There funds can be used for scholarships and professional development opportunities.

**Treasurer’s Report** – Rosie Pineda, PASA Treasurer – for 2064 (PASA Support) funds = $1666, for 2078 (Professional Admin Association) funds = $2000, and for 4027 (PASA Scholarship) funds = $264.50.

**Drawings:** Trivia/Door Prize/Parking Raffle

Trivia Winner – Cindy Cook
Parking Raffle – Cruz Flores
Door prize – Leah Black and Erika Garcia ($5 gift card each)

Adjourn

Motion to adjourn at 0944 by PASA President and seconded by PASA VP.

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