PASA/SSA General Meeting Minutes: April 20th, 2017

Welcome: Meeting called to order at 9:04 AM by Trisha Ruiz, PASA President

- Approval of the minutes (February 2017)
  - Ruby Villeges motioned to approved PASA & SSA Minutes. Annette Mendoza seconded the motion to approve PASA & SSA Minutes. Minutes were approved with no opposition.

- Recognition of New Employees
  - One of the new employees was in attendance: Karen Winters, SOE Dean's Office

Announcements

- Merger updates: Constitution and By Laws updates presented by Nikki Olivas
  - USA Constitution was approved by the committee and executive board.
  - Question of whom would dictate discussions, the President of USA
  - The vote to approve or reject the proposed USA Constitution will be open until Wednesday, April 26th at 5pm.

- Presidential Search reminder by Trisha Ruiz
  - Fill out surveys for each candidate for your feedback to reach presidential search committee.
  - Question of when the oncoming President of UHCL comes aboard will there be a chance for USA to meet with him/her, USA will request for the oncoming President of UHCL to speak at an USA meeting

Spotlighter:
Dr. Antonio Corrales, College of Education Professor
Topic: Institutional Change

Shared Governance Updates

- Planning and Budgeting Committee report delivered by Karen LaRey
  - Jean Carr (PBC Vice-Chair) updated on optional fees: UH-System Board – no new fees except of housing. As a result, fees such as those for Psy.D. & TEA were pulled and Non-Resident UG & GRAD tuition fee will go up by $7.00.
  - Interim Provost, Dr. Houston update on budget reductions
    - 2 sources for budget reductions: enrollment decline & legislative session. Senate Finance Committee – No more than 10% cut but at least 6% cut. Budget reduction within Provost Office by 21% = $315,931. Student Services reducing budget by 9% = $156,148. Enrollment Management reducing budget by 9% = $466,482
    - Library reducing budget by 10% = $134,657. Protecting currently filled positions is key importance
    - Reduction plans due to Provost by April 15th. Beyond FY18 hard to say what will happen, have to see how things go during FY18. Once a base funded position is cut, it’s gone. To get that position back, it must go through the yearly Priority Funding process.
  - Dr. Short (HSH)
    - Budget reduction of 6% = $600,400. Sweeping lapse salary .M&O and faculty travel reduced by half. Adjunct Budget reduced. 2 programs on hold – Public Service Leadership & Geography.
  - Dr. Cummings (BUS)
    - Budget reduction of 6% = $570,639. 3 retirement will help with compensating for budget reduction. Reduce graduate stipends by $100,000. IA/TA hiring freeze. Move faculty salary from ledger 1 (state funding) to DDT. Will cut back on adjuncts.
  - Dr. Shermis (EDU)
    - Budget reduction of 6% = $410,036. Sweeping lapse salary. 2 retirements will help with compensating for budget reduction. FY18 summer – decrease in classes taught.
Dr. Czajkiewicz (SCE)
  - Budget reduction of 6% = $642,375. Sweeping lapse salary. 1 resignation will help with compensating for budget reduction. 3 searches (positions) will not be filled.

- Facilities and Support Services Committee report delivered by Kent Case
  - Facilities Project Update
    - Ward Martindale gave a preview on the Major Construction Projects for feedback for his presentation to UHCL. The Project PowerPoint was sent to UHCL on February 8, 2017. Highlights include stats and photos of the new buildings.
  - Master Plan Update: Had a great response from the survey that was sent out. Spoke to the architects and they’re pulling data from the survey to tally data. Next step, open campus forum on March 7, 2017 to review the data and announce the winner of the iPad.
  - Park and Traffic Safety Committee Reports from Rebecca Huss-Keeler
    - Van accessible only spots. If a regular handicapped vehicle parks in the spaces they cannot be ticketed. Bike racks installed everywhere except Arbor and SSCB. Part-Time employees working 20 hours or less will receive a prorated parking tag. These will be done on a case by case basis with Harry Glass. Police cruiser at entrance 1 in the mornings to help with safety of the intersection until it stopped. Asked police not to block the road for employees trying to enter. Bayou Circle has an accessibility issue, getting from the parking spots to the ramp is out difficult and out of the way. Event signs are not being removed after a reasonable time. Causing signs to be misleading after the events are finished. Parking not being enforced in faculty/staff lots. Additionally, enforcement does not happen in Delta lot by the basketball courts. Harry Glass says they enforce until 8pm. Parking needs to police the lot at times when classes change.

- University Life Committee update by Nikki Olivas
  - Smoking Policy Recommendation
    - The ULC membership voted in favor of adopting the proposed tobacco free policy. The policy will now be reviewed by the University Council with a summary of the findings from each constituency. 9 voted in favor, 2 opposed, with 1 abstention.
  - Transportation Update
    - The transportation ad hoc committee presented their recommendations
      - Recommendations include:
        - Offering more competitive pay for a second shuttle van driver. Adding more signage and information to help the community learn how to use the shuttle. Providing alternatives to driving, such as bike shares (could be low cost or free to adopt bike shares at the university because people who use the services pay for it). Chief Hill was concerned about the safety of more bikers before making the campus more bike-friendly (e.g. bike lanes). Adding a Transportation Officer (or expanding the responsibility for the Parking Dept. to include Transportation). Look at possible grants or TXdot for funding. Add a metro Houston stop at the Delta building (try to rebuild that partnership)
  - Recycling Update:
    - Between Spring 2017 and May Mini all trash cans in classrooms of the Bayou Building will be moved to the hallway to increase recycling
  - Childcare Update
    - Robert Bartsch compiling a report on the results of the childcare survey and research, which will hopefully be ready for ULC approval in Fall 2017

- Parking and Traffic Safety Committee update by Nikki Olivas
  - Parking
To get on the Lot A waitlist email or call Harr or the Parking Dept. It was recommended that information be added to the website. Website update will delay this change.

Community Library rate – not happening because of budget cuts

Bayou Traffic Circle Accessibility
- Gave Steiger asked why the accessible parking space was moved from the Bayou Circle to Houston drive. There is concern that the curb cut and ram are not lined up with the accessible parking spots. Gavin and Derrell will look at the space in person to further investigate the issue.

The committee reviewed responses from the master plan survey
- Signage: It was recommended that signage be updated and moved for Lot A to specify that the lot is for faculty and staff and be easily viewable from either direction cars are entering.

- Food Service Committee: Patrick Cardenas (no report)
- Quality Leadership Team: Dr. Angela Kelling
  - QLT is meeting to move to a sustainability plan as we complete 5 years of the QEP. The budget is being greatly reduced and professional development is being moved to the Center for Faculty Development. Although staff may be allowed to attend many events, the main focus will be faculty. Please send any feedback on how the professional development helps you as a staff member or any key points to consider to Angela Kelling at kellinga@uhcl.edu

**Treasurer’s Report**
- PASA: Laura Molina-Guzman
  - PASA SUPPORT (2064 C0062 F0960 NA)
    - Budget balance: $166
    - $1500 in scholarships awarded in March
  - PROF ADMIN ASSOC (2078 C0062 F0508 NA)
    - Budget balance: $1375.68
    - Fund Equity: $8.63
      - Budgeted $2900 to cover costs for Spring Break Break luncheon
  - PASA SCHOLARSHIP (4027 C0062 H0816 NA)
    - Fund Equity/Balance: $419.50
    - Total Cost Center Balances: $1541.68
    - Total Fund Equity: $428.13
- SSA: Jacqueline Darragh
  - Ledger Balance – 9007 $7,874.40
  - 2078 – $177.73
  - 2064 – $2,875.00
  - Fundraising YTD - $4,247.10

**Drawings**
- Trivia: Leigh Shelfer, Kanalyn Jackson, Karen Winters, & Benito Vasquez
- Parking: Sandra Windham and Kimberly Duren

**SSA Announcement**
- New Vice President & President Elect: Annette Mendoza
- New Recording Secretary: Marlene Richards

**Adjourn**
Meeting was adjourned at 10:15AM.