PASA/SSA General Meeting Minutes: May 18th, 2017

Welcome: Meeting called to order at 9:03 AM by Trisha Ruiz, PASA President

- Approval of the minutes (April 2017)
  - Dr. Reno motioned to approve PASA & SSA Minutes and Andrew Crucian seconded the motion to approve PASA & SSA Minutes

- Recognition of New Employees
  - 6 New employees to UHCL
    - Jose Sanchez Arevalo, Grounds Keeper-FMC, Mirna Borges, Custodian-FMC, Cecilia Bozen, Mail Clerk-Admissions, Sonia Mercado, Custodian-FMC, Juan Elizondo, Custodian-FMC, Gwangryung Kim, Groundskeeper-FMC
  - In attendance:
    - Marla Jordan, Graduate Enrollment Counselor-College of Business who is an alumni of UHCL and Sheeba Thomas, IT Business Analyst who has been working at for 1 month

Announcements

- Merger updates:
  - Constitution and By Laws –
    - Ratified by 94.74% vote in favor | 5.26% vote opposed
    - By Laws will be sent again for consideration if you would like to run for an office or for you to nominate someone.
  - FY18 Inaugural University Staff Association elections – 22 vacant positions
    - Shared governance positions amount will stay the same
    - Available Positions
      - President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Treasurer Alternate, Archivist, Archivist Alternate, 2 FSSC Alternates, 2 PBC Alternates, 2 ULC Representatives, 2 ULC Alternates, Welcome & Outreach Chair, Scholarship Committee Chair, Fundraising Committee Chair, Professional Development Committee Chair, Program Planning Committee Chair
  - FY18 University Staff Association Elections Timeline
  - Friday Breakfast Table Volunteer needed
    - Please contact Tiffany King to sign up

Spotlighters:

Chuck Crocker, Director, Office of Career Services
Topic: “Who is Career Services?”
- Career Services is open to Faculty and Staff.

Holly Sobota, Training and Development Specialist, Office of Human Resource
Topic: “What’s Your Brand?”
- Ms. Sobota’s is available to conduct group training and one-on-one development by appointment.

Shared Governance Updates

- PBC update by Jamie Hester
  - Dr. Tim Michael (PBC chair) invited representatives from the President’s Office, Administration & Finance and Academic Affairs to present the proposed budget changes to deal with current and pending financial crisis.
President’s Office: Rhonda Thompson presented the cuts for the President’s office and University Advancement.
  ▪ President’s Office was to cut $63,715. All will come from the Operating Reserves.
  ▪ UA had to cut $122,866. The largest amount came from the Alumni & Community Relations M&O. There were no cuts to the Bayou Theatre since it is in startup mode and they hope it will become a source of revenue for the university.

Administration & Finance: Interim VP Jean Carr presented the cuts. A&F had to cut $665,041 (7.27%) from their budget. This achieved by cutting vacant positions & M&O. Of note HR will not be hiring an Assistant Director at this time, the PD will eliminate its cadet program, vacant custodial positions will not be filled, and temporary positions in finance will no longer be used.

Academic Affairs: Dr Houston recapped the cuts that were presented in the previous meeting by the Deans. There will be reduction of 20.5 faculty positions and 18.5 support staff positions. All affected positions were vacant due to being unfilled, resignation or retirement. Total cut was $3,778,419.

All positions cut were base funded and any position reinstatement will be required to go through the university’s priority process.

Dr Houston said he worked with the Deans of COE and SCE on a plan for one time funding to generate revenue to be used for summer of 2018. By adding 32 sections taught by adjuncts COE hopes to cover the costs of those classes and make at least $300,000. CSCE will add 69 adjunct sections. He hopes to make $1million. If this fall semester exercise is profitable then they will do it in the spring also. He has offered the same opportunity to HSH and Business.

Ms. Carr said that going forward all lapsed salaries will be swept if they are paid by State or 2064 funds. This is a change in policy.

Deans Council will be meeting this summer to discuss Google click initiative by Enrollment Mgmt, diversification of recruiting, Ruffalo Noel Levitz review.

We want a big enrollment for summer 2018 as it is the beginning of a base funding year.

There is a higher number of international students graduating this year than normal.

FY18 Funding: 50% Base Funding, 50% Reserves.

Ms. Carr said that the meal plans will be presented to the May Board of Regents meeting. The TEA fee that was proposed will be treated as a pass through charge – collected from the appropriate students and sent directly to TEA.

The cuts are to the respective base budgets and reinstatement of any cut position will require to university’s annual priority process.

- FSSC update by Andrea Crucian
  - Facilities Construction Updates
    ▪ Zone control units are being installed soon to help control the temperature in buildings.
    ▪ Asbestos abatement done in the flooring in the old mail room floor.
    ▪ LED lights: Phase 1-Bayou has been completed. Phase 2 is starting in May for outside lighting from the pond to South Campus
    ▪ Police Building: signed contracts with contractors
    ▪ Theater: back stage bathroom was renovated
    ▪ Student Housing: preliminary review done, construction should start in August 2017 (projection)
    ▪ Old mail room may become part of the Art Gallery plus 2 offices.

Parking & Traffic Sub-Committee – Dr. Becky Huss-Keeler presented

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Email: pasa@uhcl.edu
- Delta Building parking issues with parking for sports fields. Parking enforcement has been enhanced per Harry Glass. If the issue continues, please notify Harry Glass.
- They have requested 40 additional employee parking spaces in Lot D2 to accommodate the new buildings/new faculty; the SGA vote declined the request.
- FSSC Voted to add the 40 requested new parking spaces in Lot D2; all were in favor and 2 abstained from voting; our chair, Dr. Alix Valenti, was going to notify Ward Martindale & Derrell Means of the FSSC vote to add the new spaces.
- 60 new parking spaces have been added at the Pearland Campus.
- Parking Website: There have been issues with getting a code from the website. The website is supposed to be updated with more information for users.
- Dr. Robert Barsch during SL committee – a report with 7 suggestions for transportation (using a grant). They will send out a survey.
  - Space Allocation & Utilization – Amanda Johnson presented
    - Mother’s Rooms will be in the new buildings constructed.
    - A survey will be sent out for feedback.
- ULC update by Caye Trahan
  - Smoking Policy
    - The smoking (tobacco-free) policy for the UHCL campus was recently approved by University Council.
    - ULC is not in charge of implementing the new policy and is currently unsure which campus entity will handle this.
    - The new policy could be effective as early as August this year.
  - Transportation
    - ULC’s Transportation Subcommittee will send a survey to all students during the fall semester to determine current transportation needs.
    - The following recommendations/suggestions are being forwarded to Student Life to discuss:
      - Second driver for courtesy shuttle
      - External grant potential for public transportation, biking, and ‘green’ transportation on campus
      - Possibility for Metra Houston bus stop at Delta Building on Bay Area Blvd.
    - The following recommendation is being sent to University Council to review:
      - Consider adding Transportation Department to existing Office of Parking at UHCL (UH Main has Transportation and Parking in one office.)
  - Communication of State Legislature Actions
    - There has been a request for ULC to discuss methods to communicate Texas legislature actions (that could affect UHCL) to our campus community.
    - The following websites have been identified as good resources; however, frequent monitoring would be required to determine which actions are applicable to UHCL:
      - texastribune.org
    - The UHCL Office of Communications does not have available staff to track these bills.
    - Most of the ULC members agreed this would be a substantial undertaking and require additional staff to monitor the high volume of legislative actions.
    - ULC will continue discussions on this topic at a later date.

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Fragrance-Free Policy Discussion

ULC was asked to discuss the possibility of initiating a fragrance-free policy on campus.
Due to allergies and other health-related reactions, there is a trend at some campuses in our country to limit the use of scented personal care, laundry, and cleaning products.
It was decided the issue is better addressed one-on-one by an individual’s supervisor or other person of authority, rather than a broad policy implementation.
The committee agreed not to take any further action regarding this issue.

ULC will not be meeting during the month of May.

Food Service Committee: Patrick Cardenas (no report)
Quality Leadership Team: Dr. Angela Kelling

The QLT had its last meeting of 2016-2017 and will transitioning for Fall 2017. The committee will be reduced in 2017-2018 and will not need staff representation. At this point, the QEP should be a part of UHCL culture and will not be supported financially to the same level. Professional Development will be shifting to the Faculty Develop Center and trainings will be focused on faculty, with staff allowed to attend select trainings if applicable. If QEP trainings were useful for you as a staff member, please email Angela Kelling (kellinga@uhcl.edu) to provide that feedback. Staff will also be involved in the new QLT which will pick a topic for the SACS 10 year report due in 2022, but it is unclear when that process will begin.

University Council (no report)

Treasurer’s Report

PASA Treasure Report

PASA Support Account 2064 Budget Balance: $166
  $1500 in Scholarships awarded in March
Prof Admin Assoc Account 2078 Budget Balance: $1966.57
  Fund Equity: $8.63
    Budgeted $2900 to cover costs for Spring Break Break luncheon
PASA Scholarship Account 4027 Fund Equity/Balance: $475.50
Total Cost Center Balances: $2132.57
Total Fund Equity: $484.13

SSA Treasure Report

SSA Support Account 2064 Balance: $2875.00
Support Staff Association Account 2078 Balance: $177.73
  Fund Equity: $273.24
Support Staff Association Account 9007 Balance: $8043.19
Total Cost Center Balances: $3052.73
Total Fund Equity: $8316.43

Drawings

Trivia Question: According to campus signage, which one of the animals is not a part of our habitat?
Answer: Hawks
Attendance Award - Dr. Reno
Parking: Sandra Windham and Kimberly Duren

Adjourn

Marlene Richards motioned to adjourn and Julie Brenengen seconded the motion to adjourn.
Meeting adjourned at 10:04 AM.