

AMS Report 2019

University Staff Association

Mission Statement

The USA at UHCL is an organization of university employees engaged in interaction and dialogue with faculty, staff, and students. The association provides increased opportunities for its members through collective input, networking, scholarships, and professional development, inspired by the experience and participation of its elected officials and committee representatives, and cooperation with its general membership.

Methods

University Staff Association (USA) Outcome Set

Outcome: UHCL Community

Strengthen the direction, goals and cohesiveness of USA in order to create a more interconnected university community.

Method: Recruitment

Program level; Indirect – Other

Assessment Methods: Improve the Welcome and Outreach Committee, who will contact new employees monthly. The Corresponding Secretary will send weekly newsletters. The Archivist/Archivist Alternate will update staff association board by Patio Café.

Criteria for Success: It is our goal to see at least three new members participate in meeting or events each month.

Strategies: Send a member of the committee to meet with new employees in person to welcome them. They will receive a list of General and shared governance meeting dates/times, as well as a calendar of events. In addition, we will begin hosting a USA Booth to relay our purpose and provide an opportunity to network with other university members.

Implementation Plan (timeline): We will evaluate the success of this program at the end of each one year fiscal term.

Key/Responsible Personnel: Welcome Outreach Committee Chair and Committee, Archivist, Archivist Alternate, and Corresponding Secretary

Method: Professional Development

Assessment Methods: The Professional Development Committee Chair will create a terms worth of events, workshops, or seminars for professional development for staff to attend or participate in. The USA President will approve the list of events.

Criteria for Success: USA will host at least 3 events per year for professional development to support University staff. The Professional Development Committee Chair will lead 3 events by inviting speakers, finding seminars, and creating a new culture for investing into the staff at UHCL.

Implementation Plan (timeline): The Professional Development Committee Chair will keep the Corresponding Secretary informed of any upcoming training opportunities to share via USA Newsletter.

- Monthly or weekly updates will be sent via USA Newsletters.
- Training opportunities flyers will be available during monthly general meetings.

Key/Responsible Personnel: Professional Development Committee Chair and USA President

Outcome: Financial Support

Increase staff financial support for furthering their education by providing scholarships.

Method: Promote Fundraisers

Program level; Direct – Other

Assessment Methods: Heavily market fundraisers, such as the Harvest Fair, parking fundraiser, flocking and seasonal fundraisers.

Criteria for Success: We would like to see an amount of \$1000.00 raised in scholarship funds and obtain two new fundraising activities for the USA Torres Scholarship.

Strategies: We would like to dedicate 2 fundraisers a year to go directly towards the scholarship cost center. We will continue to host a parking fundraiser quarterly for one parking space, when Employee of the Quarter is not rewarded there will be another parking space to be eligible in the parking fundraiser. Our largest fundraiser of the year, Harvest Fair, will be heavily marketed in advance to the community to see a steady flow of vendor registrations.

Implementation Plan (timeline): This plan are currently in effect.

Key/Responsible Personnel: Fundraising Committee Chair and Committee, USA President, USA Vice President

Method: Create Budget for Scholarship Committee

Program level; Direct – Other

Assessment Methods: Each semester we give away a number of scholarships. We plan to set a general number as a goal with how much money to award to each applicant. To be able to strive toward the goal.

Criteria for Success: Cost center 2064 will exclusively be spent on scholarships for 2018-2019 school year.

Strategies: We would like to dedicate 2 fundraisers a year to go directly towards the scholarship cost center. We would like to set a goal of 5 applicants to consider and how much to award each. We would also like to dedicate money to large events to prevent over-spending.

Implementation Plan (timeline): The USA President, USA Vice President, USA Business Coordinator, USA Treasure and USA Treasure Alternate will meet in October 2018 to set out the remainder of this terms budget. From there the USA President will coordinate with the Fundraising, Program Planning, and Scholarship Chairs to plan their events/budget accordingly.

Key/Responsible Personnel: USA President, USA Treasure, USA Treasure Alt.

Method: Promote Scholarships/Volunteer Opportunities

Assessment Methods: Increase promotion of available scholarship and service.

Criteria for Success: We would like to set a possible goal of 5 applicants each award term for the USA Torres scholarship.

Strategies: In order to receive the scholarship you must have a participation level within USA. We would like to see more volunteer opportunities filled in support of scholarships and receiving scholarships. Monitor the number of applicants for scholarships and find a means to generate more applications. Such as promoting scholarships via flyers, USA board near the Patio Café, discuss scholarships at General Meetings. Monitor participation at events, meetings and volunteering.

Implementation Plan (timeline): This plan is currently in effect.

Key/Responsible Personnel: Scholarship Committee Chair, Archivist, Archivist Alternate, Corresponding Secretary and President

Outcome: Shared Governance

Promote a collaborative university shared governance system, which includes faculty, staff, students and administrators.

Method: Collaborate with Faculty Senate

Assessment Methods: Partner with Faculty Senate throughout the year to find common goals to achieve together for those that work at UHCL as a whole to push general ideas into University Council.

Criteria for Success: USA should connect with Faculty Senate Leadership monthly, attend Faculty Senate Meetings or review minutes from Faculty Senate meetings monthly.

Strategies: We will collaborate with Faculty Senate on goals/ideas that could benefit staff as well.

Implementation Plan (timeline): The USA President/Vice President will contact Faculty Senate leadership and decipher the best communication to use for the staff association and faculty senate collaboration by October 2018.

Key/Responsible Personnel: USA President and Vice President

Method: Collaborate with University Council

Assessment Methods: The USA President and Vice President will voice staff concerns and ideas at the monthly University Council meetings. Will bring awareness to executive board and general membership awareness of any votes and updates from University Council.

Criteria for Success: Attendance at each university council meetings by both USA President and Vice President. Updates given at executive board and general meetings of University Councils agenda items.

Strategies: We will keep the President of UHCL updated with any large endeavors made by USA and USSEC.

Implementation Plan (timeline): The University Council is already in affect and either the President or Vice President of USA have always been present to voice concerns.

Key/Responsible Personnel: USA President and Vice President

Method: Collaborate with Student Government Association (SGA)

Assessment Methods: Partner with Faculty Senate throughout the year to find common goals to achieve together for those that are a part of the UHCL community to push general ideas into University Council or through the Shared Governance process.

Criteria for Success: Attendance at each SGA meeting by both USA President and/or Vice President. Updates given at executive board and general meetings of SGA's common goals and/or events.

Strategies: We will collaborate with SGA on goals/ideas that could benefit staff. Alongside, supporting SGA initiatives like food drives and event attendance to activities that are open to the entire UHCL Community.

Implementation Plan (timeline): The USA President/Vice President will contact SGA leadership and decipher the best communication to use for the staff association and SGA collaboration by October 2018.

Key/Responsible Personnel: USA President and Vice President

Method: Collaborate with University System Staff Executive Council (USSEC)

Assessment Methods: The USA President and Vice President will share staff concerns, ideas and current practices at quarterly USSEC meetings. Will bring awareness to university council, executive board and general membership awareness of any updates or endeavors from USSEC.

Criteria for Success: Attendance at each USSEC meetings by both USA President and Vice President and two additional USA members. Updates given at executive board and general meetings of USSEC agenda items.

Strategies: We will keep the President of UHCL, USA executive board and USA general membership updated with any endeavors pressed by USSEC.

Implementation Plan (timeline): The University System Staff Executive Council will be having its first quarterly meeting January 2018. Thereafter we will be represented at all additional meetings every quarter.

Key/Responsible Personnel: University System Staff Executive Council Representatives including, the USA President, USA Vice-President and two additional general USA members or members of the USA Executive Board.

Method: Representation

Assessment Methods: Ensure that USA representative and/or alternates will attend each shared governance meetings, general committee meetings and task forces. Additionally USA will be represented at University Council, University System Staff Executive Council and Faculty Senate.

Criteria for Success: All committee positions will be filled; all leadership positions will receive nominations; USA will remain engaged in monthly meetings including, general meetings, executive board meetings, university council, university system staff executive council, and shared governance.

Strategies: Most of these representations are assigned, except for representation at Faculty Senate.

Implementation Plan (timeline): The USA President/Vice President will contact Faculty Senate leadership and decipher the best communication to use for the staff association and faculty senate collaboration by March 2018.

Key/Responsible Personnel: USA Shared Governance Representatives and Alternates, USA President and Vice President

Outcome: Staff Member Participation

Promote a collaborative staff association to increase communication throughout the university.

Method: Community Event Involvement

Assessment Methods: Become more involved with the UHCL Community, in order to increase employee relations, increase school spirit, and improve internal communication from department to department.

Criteria for Success: We would like to have 10 participate in I heart UHCL day, 10 participate at the ambassadors table throughout the semesters.

Strategies: We will encourage our members to participate in other events, such as Spirit Week, be securing a booth/table at those events. We will also encourage our members to participate in Blue and Green Wednesday.

Implementation Plan (timeline): We will secure a table for I heart UHCL Day sign up lists become available. We will make a reminder at General Meetings about Blue and Green Wednesday to show our school spirit.

Key/Responsible Personnel: USA President and Program Planning Committee Chair

Method: USA Event Participation

Assessment Methods: Increase participation and attendance at USA sponsored events.

Criteria for Success: We will host 3 major events and general meeting initiatives to promote positive interactions between university employees.

Strategies: We will continue to host the Harvest Fair, Winter Luncheon, Spring Event and Friday Taco Table. We will host 3 major events to promote positive interactions between university employees. Harvest Fair is an opportunity to take a break and relax. It is a prime opportunity for brief interactions among employees, some of which participate in this event as vendors. We will have volunteers throughout the day to interact with customers, which will include employees. The Winter Luncheon and the Spring Event will serve as an opportunity to reward all of the University's employees after the regular semester ends. Expressing appreciation for everyone's hard work builds morale. We also plan to increase the amount of giveaway items available at these events. In addition, adding more volunteer opportunities at these events will encourage other members who may not currently be active to begin participating. We plan to create new initiatives for general meetings, such as, training opportunities, breakout sessions for shared governance, discussion forums, and special speaker presentations.

Implementation Plan (timeline): Harvest Fair occurs in late October. The winter luncheon is schedule in December, after finals week. Spring Event will be after the spring semester ends. General meetings are scheduled for each month for the entire term.

Key/Responsible Personnel: USA President, USA Vice President, Program Planning Committee Chair and Fundraising Committee Chair

Method: Administrative Support

Assessment Methods: The USA President will meet with VPAF & President of university to discuss association goals and opportunities of communication to staff of UHCL initiatives.

Criteria for Success: The USA President and Vice President will meet quarterly with VPAF & President of the university.

Strategies: The group will discuss on staff association goals and how they align with the university's overall mission and purpose. The USA President will request needed support from upper administration is supporting USA meeting attendance.

Implementation Plan (timeline): Meetings will be set up quarterly with President and VPAF secretaries at least one month prior to desired meeting dates (August, November, February and May).

Key/Responsible Personnel: USA President and USA Vice President

Outcome: Community Support

Increase resources from the broader community in support of the university's mission.

Method: Promoting Local Businesses:

Assessment Methods: USA will promote local businesses in exchange for support of USA.

Criteria for Success: We would like to increase the amount of participation by local vendors in the Harvest Fair by 15%. We would also like to increase the amount of donations from local businesses for the winter and the spring event by 15%.

Strategies: We currently use the Harvest Fair, our largest fundraiser of the year, as an opportunity to not only raise funds, but also promote local vendors. For our luncheons, we plan on reaching out to local business for donations to be used as door prizes. In exchange, these businesses will be recognized and allowed the opportunity to display business cards or flyers.

Implementation Plan (timeline): Harvest Fair takes place in late October. The winter luncheon takes place in December after finals week and the spring event will be held after the spring event. In regards to reaching out to vendors and business this must be done 5 to 6 months prior to the event.

Key/Responsible Personnel: Fundraising Committee Chair, Program Planning Chair, and USA President