

University Staff Association

Meeting Minutes

Nov. 16, 2017 – 9am-10am – SSCB Lecture Hall

- 1) Welcome/Approval of Meeting Minutes from Oct. 19, 2017
 - a. Meeting called to order by Marlene Richards at 9:07am
 - b. Motion to approve minutes: LeeAnn Wheelbarger
 - c. Second motion to approve: Corey Benson

- 2) Committee Reports
 - a. University Council
 - i. Update by Marlene Richards
 - ii. 100th Day Address (November 15th)
 - iii. Board of Regents meeting (November 16th)
 - iv. Attended final Master Plan presentation before sent to Board of Regents
 1. Guideline 20 years into the future for UHCL
 2. Ward Martingale will post it online
 - b. Facilities and Support Services Committee
 - i. Update by Kim Edwards
 - ii. STEM/REC making good progress
 - iii. Student Services building – replacing caulking on windows
 - iv. Bayou – new chiller in place
 - v. Arbor roof – about to begin new roof project (2-3 months before completion)
 - vi. Bayou chiller – will begin after January 1st (should be no impact, may take 8 weeks)
 - vii. Pearland flooding – working on weekends, cutting out sheetrock and widening baseboards
 - viii. No updates on parking
 - ix. Space allocation/utilization: next meeting November 30th

- x. Computer subcommittee: no update, usually meet in Spring semester
 - xi. Campus signage: will be reviewed at Master Plan meeting
 - xii. Visitor parking – groups of visitors are blocking roads; currently looking into setting up where visitor parks and then gets a ticket for their car
- c. Planning and Budget Committee
- i. Update by Susan Green
 - ii. November 7th: tuition/fee presentation to SGA
 - 1. Designated tuition increase
 - 2. Additional student fee
 - 3. Housing (private rooms)
 - 4. Declining balance meal card
 - 5. SGA voted to support all 4 requests
 - 6. Voted to pass all 4 onto University Council
 - iii. Meeting (November 14th):
 - 1. If you have any ideas on cost cutting/revenue increasing, send to Gracie Villarreal or Jamie Hester
 - a. Anonymous: put into mail without your name on it
 - b. Will then present them to Dr. Blake
- d. University Life Committee
- i. Update by Dr. Katie Reno
 - ii. Met on October 26th- next meeting on November 16th
 - iii. Smoking ban will be implemented in Fall 2018, which will allow time to help people by providing stop-smoking programs
 - iv. Transportation committee will be grouped with parking
 - v. Childcare on campus:
 - 1. College of Education is exploring option on ULC's behalf
 - vi. Dr. Blake
 - 1. Looked at how the university handles policies and proposed 3 sub-committees (anyone can serve on them, not just ULC members)
 - a. Email Carol Carman or Katie Reno to join them
 - b. Policy Collection
 - i. Help set guidelines for our standards, rules, etc.
 - c. Policy Management

- i. Develop process of managing policies (where process is during the approval process, where it goes, who needs to see it next, etc.)
 - d. By-Law Revision
 - i. Asked for a Writing Center rep (Travis Webster) and a ULC rep
- 3) Treasurer's Report
 - a. Update by Melissa Hernandez
 - b. 1st 3 cost centers have had no change
 - c. Last cost center had additional income from Harvest Fair and Breakfast Table
- 4) Announcements
 - a. Vice President Nominations
 - i. Email nominations to Kelly Molinaro
 - b. Holiday Luncheon
 - i. Wednesday, Dec. 20
 - c. Commencement Volunteers
 - i. Sunday, December 17
 - ii. 12pm: CSE and COE
 - iii. 5pm: BUS and HSH
 - iv. www.uhcl.edu/commencement and click Volunteer link to sign up
 - d. UHCL PD VIN Etching
 - i. When: Thursday, Nov. 30 (1pm-3pm)
 - ii. Where: Parking Lot D
 - iii. Questions: Officer Watts (watts@uhcl.edu)
 - iv. Helps deter theft and is free
 - v. Accepting reservations and then park-and-go
- 5) Spotlight Speakers: Lisa Coen and Tony Murillo - Environmental, Health & Safety (previously Risk Management)
 - a. Food permits are now available online
 - i. About UHCL -> Risk Management -> Forms or Safety page

- ii. Temporary Food Permit Policies and Procedures
- iii. Requires you to log into the system
- iv. State (as of June 2017) requires food handler's training through an accredited training provider
 - 1. If food is hot, it also requires fire extinguisher training when using sterno's for hot holding
 - 2. Learn2Serve.com
 - 3. Servsafe.com
- v. Store made items may only be distributed for free at event; they may not be sold or distributed "by donation" (which may require a redistribution license) unless the group has written approval from the store manager to resell
- vi. All outside caterers/vendors/contractors providing food at UHCL and the UHCL Pearland Campus must be in possession of a valid Health Permit (City of Houston, Harris County)
- vii. For orders \$100 or more – must speak to Chartwells first

6) Closing Remarks

- a. USA Parking Spots (Silent Auction and Raffle):
 - i. Raffle winner (SSA spot)
- b. Meeting adjourned 9:49am by Marlene Richards