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](http://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](mailto: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