General University Staff Association Meeting Minutes
March 15, 2018

1. **Call to Order @ 9:01 by Marlene Richards**
2. **Standard Order of Business**
   a. Approval of Meeting Minutes from Feb 15, 2018
      i. First to approve: Iris Martinez
      ii. Second to approve: Corey Benson
   b. Reports
      i. **University Council (UC)**
         1. Position Search Committees for 4 positions
            a. Provost
            b. A&F VP
            c. 2 other positions within President’s office
         2. Did not meet this month
      ii. **University System Staff Executive Council (USSEC)**
         1. State Universities Staff Council/Senate Consortium
            a. Were not able to attend this month but continuing with previous goals
      iii. **Facilities and Support Services Committee (FSSC)**
         1. Traffic and Parking Sub-Committee
         2. Space Allocation and Utilization Sub-Committee
            a. Survey about to be sent out with 3 open-ended questions about your office’s need for space
         3. Signage Ad Hoc Sub-Committee
         4. No other updates
      iv. **Planning and Budget Committee (PBC)**
         1. Presented by Jamie Hester
         2. Feb 22nd meeting
         3. Renu Khator approved 4.5% increase in designated tuition for undergrad residents - $73,000 additional income based on Fall 18 SCH
         4. College of HSH – Dr. Short presented FY 19 budget cuts
            a. 6% cut = $595,711
            b. No cuts to instructional faculty, but 2 secretarial positions were cut; there will be no more full-time secretarial coverage in suites, but a work order system will be used to cover all work requests
            c. $300k off annual adjunct pool - faculty & administration will sacrifice to make up for this cut
            d. No faculty course releases – dean and associate dean will be teaching in Fall 2018
            e. Increase class caps, focus on offering courses that are in demand & low enrollment classes on a case-by-case basis
            f. Summer 2018 - cut some adjunct budget, cut 2nd course fee
            g. Staff will use network printers instead of office printers to cut $35,000
            h. 2 retirements - those positions will be cut
            i. Last 4 years budget cuts = ~$2 million
      5. College of CSE – Dr. Kim presented FY19 budget cuts
         a. 6% cut = $603,833
         b. Cut 2 vacant positions; some visiting faculty positions were also cut in areas affected by enrollment decrease
         c. Reduced 2019 Summer school budget by $150,000
         d. Decrease in faculty travel reimbursement
      6. College of Business – Dr. Waller presented FY19 budget cuts
6% cut = $536,401
b. Goal was to minimize loss of non-tenure track faculty & keep summer base funding
c. Cut 2 positions that were vacated by retirement and one VMOE position (loss of 3 positions total, $201,923)
d. Reduced adjuncts ($103,534), M&O reduction ($230,944); plan to replace the money lost in the 2 cuts with DDT
e. Must balance increased class loads with decrease in research by faculty
f. Last 2 years budget cuts = ~$1.5 million

7. College of Education – Dr. Pedro presented FY19 budget cuts
   a. 6% cut = $380,434
   b. 2 positions were cut because of retirements; parts of 4 vacant positions to fund Summer 2019
   c. Cut the rest of summer school allocation ($280,526)
d. A budget task force has been formed to shift from tactical to strategic budget planning; the task force is comprised of Dr. Pedro, Usha Mathew, and Dr. Waller

v. University Life Committee (ULC)
   1. Policy Collections Sub-Committee
      a. Collect all policies and place them in one area for easy review
      b. www.uhcl.edu/policies
   2. Policy Management Sub-Committee
      a. Can review and track the progress of a certain policy
   3. By-Laws Sub-Committee
      a. Reviewing the by-laws for ULC; Hugh P. Avery committee will be created by them
   4. No updates

vi. Professional Development Committee – Corey Benson
   1. SAVE THE DATE – June 15, 2018 (8:30am to 1pm)
      a. 50 people max
      b. Registration will be live in April
   2. March 22, 2018 @ noon: can register for a webinar

vii. Scholarship Committee – Jay Hernandez
    1. 3 recipients of USA scholarships
       a. Patrick Lawrence Cardenas - $725
       b. Julie Brenengen - $800
       c. Corinne Hodges - $925

viii. Fundraising Committee – LeeAnn Wheelbarger
     1. Flocking will return
        a. More details will follow in the newsletter
        b. $5 to flock someone, $10 for insurance to prevent flocking
        c. Money will benefit scholarships
        d. Can be anonymous
        e. Will need flock-masters to deliver the flocks
     2. Raffle for parking spots
        a. $2 for 1 ticket, $5 for 3 tickets

ix. Program Planning Committee – Corey Benson
    1. Spring Event upcoming, no official name
    2. Laura Wilder is the chair of the committee
    3. Will occur after the end of Spring semester

x. Welcome & Outreach Committee – Julie Brenengen
    1. No updates, continuing to reach out to new employees

New Business
   i. Archivist Alternate Appointment – Breana Dinh
ii. Nettles and Staples Endowment Update
   1. Nettles: approved, has been sent to Financial Aid
   2. Staples: wording adjustment to define “child” accurately (biological child, stepchild, adopted child, etc.)

3. **Good of The Order**
   a. Karen Fiscus: fundraiser to help pay for expansion of Art Gallery on May 19, 2018

4. **Announcements**
   a. New Employee Recognition
   b. Concerns and Ideas Survey - Opening March 20
   c. Parking Raffle Drawing (drawn at the end of the month)
   d. Upcoming Meetings: the third Thursday of each month starting at 9am
      i. April 19, 2018 – 9am-10am – Bayou 2234
      ii. May 17, 2018 – 9am-10am – SSC B Lecture Hall

5. **Program**: Special Speaker, Miriam Qumsieh from the Office of Institutional Effectiveness
   a. Planning and Assessment, Institutional Research
   b. Report data and information to the state and government for funding purposes (Texas Higher Education Coordinating Board and Department of Education)
   c. Provide internal reporting to deans, executives, and programs (requests available)
   d. OIE Data Portal
   e. Looking into creating a data warehouse (working with UCT and stakeholders) with data analysis tools in the future

6. **Adjourned at 9:35am**