General Meeting Minutes

Date: Feb. 12, 2019  Room: SSCB Lecture Hall  Time: 2-3pm

Call to Order 2:03 pm

I. Business

a. Review of January General Meeting Minutes
   i. Correction to spelling of name of Scholarship awardee, Krista Buckmeister

b. Orgs vs. Offices donation drive competition
   i. Officially ends March 19
   ii. Current counts: 42 items donated by students vs. 15 donated by staff

c. Treasurer Report

   USA SUPPORT (2064 C0062 F1135 NA) ST 16372
   Fund Equity: $3,211

   UNIVERSITY STAFF ASSOCIATION (2078 C0062 F1136 NA) ST 16373
   Fund Equity: $2,469.06

   USA SCHOLARSHIPS (4027 C0062 H0858 NA) ST 16374
   Fund Equity: $3,228.52

   USA SUPPORT (9007 C0062 F1137 NA) ST 16375
   Total Liability: $5,682.33

d. USA Committee Reports
   i. Program Planning Committee – No updates
   ii. Professional Development Committee – Vanessa Cubides
      1. Approximately 50 attendees to Brown Bag Lunch session
      2. Another Brown Bag Lunch planned for April or May
      3. Working on Professional Development Conference
   iii. Fundraising Committee – Laura Moseley
      1. Easter tamale sale upcoming
      2. Email to be sent out
   iv. Scholarship Committee – No updates
   v. Welcome & Outreach Committee – No Update
   vi. Call for feedback about

e. Shared Governance Reports
   i. Facilities and Support Services Committee – Debra Ross
      1. Upcoming meeting in February for Space Allocation & Utilization and Parking Subcommittees
   ii. Planning and Budgeting Committee – Leigh Ann Shelfer
      1. Planning and Budgeting Committee Meeting – February 7, 2019
2. Strategic Hiring Committee Report
   I. Deja Sero, Planning & Budget Director and member of the Strategic Hiring Committee, presented the report on 29 approved positions for December and January
   II. Strategic Hiring Committee meets every two weeks
   III. Four new positions—all in Student Affairs to handle anticipated enrollment growth
   IV. Seventeen backfill positions
   V. One promotion

3. HR currently creating career ladders similar to those in place at UH
   I. Creating position descriptions for all UHCL positions

4. Mark Denney, VPAF, is creating a new org chart for President Blake
   I. Updated org charts typically posted on website each Fall
   II. Current one on website is from November, but is out-of-date due to numerous changes

5. Legislative Session Update
   I. Our request:
      a. Restoration of non-formula support
         i. Downward expansion
         ii. Institutional enhancement
         iii. Center for Autism and Developmental Disabilities (CADD)
         iv. Environmental Institute of Houston (EIH)
         v. High-tech labs
      b. Hazelwood Act funding (for Veterans and their families)
         i. Costs us $4.5-5M/yr
      c. Restoration of instruction and operations formula to 2010-2011 level

6. House Appropriations Committee Recommendations
   I. UHCL keeps 100% of our Hold Harmless Fund, which will be put into our institutional enhancement fund
   II. No reduction to non-formula items
   III. Increase Comprehensive Research Fund (still down from FY16-17)
   IV. 2.65% total biennium increase (1.33%/yr)

7. Senate Appropriations Committee Recommendations
   I. UHCL keeps 100% of our Hold Harmless Fund
   II. 10% cut to Downward Expansion funds (due to funds being identified as formula generating)
   III. Reduce our formula funding due to Predicted Square Foot Adjustment for online course offerings
   IV. Increase Comprehensive Research Fund (still down from FY16-17)
   V. 0.99% biennium increase

8. Summary
   I. UHCL will not be receiving a budget cut this biennium
      a. Worst case: $200K increase
      b. Best case: $2M increase
   II. Seeking money to complete Phase 2 of STEM Building (complete build-out of labs and classrooms)
      a. Will have to wait until next legislative session
   III. Priority for executive and legislative branches for the biennium: K-12
education funding and property tax reductions

IV. Senate Finance Committee meets February 13
V. House Appropriation Hearing is February 18
VI. UHCL Day is February 19 (our lobbying day)

iii. University Life Committee – Patrick Cardenas
   1. Meeting Thursday, January 24
   2. Updates to Workplace Violence and Intimidation Policy
   3. Please read and provide feedback on policies
   4. Education & Credential Advancement Reward policy
      I. Please read and provide feedback
   5. Reviewing by-laws for ULC
   6. Draft proposal to President Blake for Policy Coordinator position
      I. 0.25 FTE position description
      II. Attach to existing staff position
   7. Next meeting February 28

II. Information & Announcements
   a. USA Newsletter to be issued
      i. Upcoming meeting dates for Shared Governance, USA, and more
   b. Staff morale survey
   c. Blue & Green Wednesday
      i. Show your spirit
      ii. Send photos wearing blue and green to USA@UHCL.edu to be entered into Parking Raffle
   d. Dillon Nash – Big Event/Day of Service: March 2
      i. Student volunteer opportunities
      ii. Community service
      iii. Partnership with Houston Parks and Recreation
         1. Cleaning parks
      iv. uhcl.edu/getinvolved
   e. Executive Board Meeting February 4
      i. Guest Speaker – Mark Denney, VPAF
         1. Updates to Bayou Building in preparation for Board of Regents
         2. Request for feedback on locations to post staff updates
            (e.g., Employee of the Quarter, Scholarship awardees)
         3. Send ideas to USA@UHCL.edu
   f. Brian Heard, Registrar – Volunteers needed for Spring Commencement
      i. Sunday, May 19
         1. 12pm – HSH and CSE
         2. 5pm – BUS and COE
         3. 70 volunteers needed (35 for ceremony)
         4. Food provided
         5. Training provided in advance
         6. Shuttle bus to NRG stadium provided

III. Employee of the Quarter: Chat Steed
IV. Special Speakers – Student Government Association: Izuh Ikpeama, Jessica Kunzat, & Tyler Baggerly
   a. Topic: 10th Annual SGA Donation Drive
V. USA Scholarship Awardees
   a. 3rd, Christa Buckmeister
   b. 2nd, Vanessa Cubides
   c. 1st, Marlene Richards

VI. Motion to adjourn by Laura Moseley, seconded by Kim Edwards

Meeting adjourned at 2:42pm