

# University Staff Association

## Meeting Minutes

**Jan. 23rd, 2018 – 9am-10am – SSCB Lecture Hall**

- 1) Welcome/Approval of Meeting Minutes from Nov. 16, 2017
  - a. Meeting called to order by Marlene Richards at 9:00am
  - b. Motion to approve minutes: Jeff Bowen
  - c. Second motion to approve: Corey Benson
  
- 2) Recognition of New Employees
  - a. Tonya Jeffery, Director, Center for Educational Programs
  
- 3) Raffle
  - a. Call for members to enter raffle
  - b. Two parking spots
  - c. Money goes to Scholarship Fund
  
- 4) Announcements
  - a. Laura Wilder elected Vice President
  - b. University Life Committee Representative Katie Reno leaving
    - i. Thanks for serving USA
    - ii. Vacancy on University Life Committee
  - c. Archivist Alternate position open
    - i. Works with Archivist Tyler Hall, takes pictures at events
  - d. 4<sup>th</sup> Annual Innovative Teaching & Learning Symposium, April 13<sup>th</sup>
    - i. Keynote speaker Maria Andersen, CEO, Coursetune
    - ii. Professional development opportunity
  - e. College of Human Sciences and Humanities – Friday Morning Continuing Education
    - i. Please contact Christine Paul for more information
    - ii. (281) 283-3033; [Paul@UHCL.edu](mailto:Paul@UHCL.edu)
  - f. Accountability Management System Report

- i. Call for feedback/ideas/revisions
  - ii. Due by end of day today; email revisions to Marlene by 1pm
- g. Endowment Updates
  - i. Unanimous approval of endowment updates
  - ii. Only missing merger approval letter for Legal
  
- 5) Concerns & Ideas
  - a. Email about ideas for cost-cutting measures
  - b. Need to increase voice of USA membership
  - c. Suggestion box outside—please submit feedback
  
- 6) Committee Reports
  - a. University Council
    - i. Update by Marlene Richards
    - ii. Dr. Blake: EHS now under UHCL Police Department
    - iii. University System Staff Executive Council (USSEC)
      - 1. State University Staff/Council Executive Consortium
      - 2. Marlene Richards, Laura Wilder, & Debra Ross attending first quarterly meeting
      - 3. Sharing ideas about what other state universities are doing and collaborating
  - b. Facilities and Support Services Committee
    - i. Update by Debra Ross, FSSC Alternate and Representative for Signage Ad Hoc Committee
      - 1. Signage Ad Hoc Committee—two meetings
      - 2. Way-finding and signage problems
      - 3. Working to get contract with Design Labs to help with signage
      - 4. Two guests: Patrick Peters, Dean of College of Architecture at UH Main Campus & Dean Oliver
      - 5. Haley Stringer-Hedderick
        - a. Chair of Signage Ad Hoc Committee
        - b. Changes to signage within the year
        - c. Signs to be consistent with current signage throughout the University
      - 6. Question from Marlene:
        - a. Does Committee discuss internal (indoor) signage?

- b. Response from Debra:
    - 1. 3-fold approach:
      - i. Travel Signage
      - ii. External Signage
      - iii. Internal Signage
    - 2. Consistent mapping
  - 7. Question from Karen Fiscus:
    - a. Is Committee working on little signs (e.g., maps by elevator) being more consistent?
    - b. Errors on signs due to their not being updated to reflect new building layout
    - c. Concerns about signs in Bayou building have been submitted; Derrell Means is working on those
  - 8. Signage Issues & Concerns
    - a. Entering campus from Entrance 1, no direction to parking and unable to see building signs
      - i. Many visitors stop at Delta building for directions
  - 9. Current online mapping hard to follow
  - 10. Architectural maps on campus and online are inconsistent
    - a. Request made to update maps by Bayou elevators
  - 11. Current buildings do not have a common or easily found information desk or kiosk
  - 12. Restrooms and other common locations in buildings are not marked
  - 13. External signs are not easily visible due to low height and coloring that blends with landscape
  - 14. Signs hard to read at night due to lack of reflective paint
- ii. Update by Monica McKey, FSSC Representative, on behalf of Kent Case, for Parking & Traffic Safety Subcommittee
    - 1. Bayou traffic circle handicapped signage
      - a. Gavin Steiger, Director of Accessibility Services
        - 1. Signs are being ordered and should be up next week
    - 2. Update on Parking webpage
      - 1. Harry Glass has contacted communications—no word as yet
    - 3. Idea to eliminate long traffic lines going into visitor Lot R

- a. Derrell Means:
  1. Discussed whether or not it's a priority
  2. Said it could be done, but wondered whether it would better to inconvenience visitors to the University or faculty/staff
  3. Pointed out that faculty/staff, if they saw there were a back-up at Lot R, could turn left at the four-way stop and go around University Dr. via Bayou Rd. W.
  4. Kiosk not to be moved at this time
4. Follow up about possibility of reduced rate parking tag for persons who use parking lots occasionally vs. full time (e.g. library patrons or those who frequently walk or bike to work)
  - a. Derrell stated that since the price of parking tags is fixed, this is about cost, and as such, is a matter better suited for ULC
5. Using gravel parking lot behind Lot D as overflow parking lot
  - a. Derrell Means:
    1. No plans to at this time since it's not a pressing issue
    2. May revisit once new buildings are complete if it's necessary to utilize the area for extra parking
6. Reports of visitor parking payment kiosks not working sometimes
  - a. Derrell Means:
    1. Issue most likely due to user error
    2. Parking department is notified immediately when the kiosks are down or there is an error and takes care of it at that time
7. Pearland campus parking kiosk to be removed and relocated
  - a. Was placed in a location that was going to be used to create a new left turn lane going into the parking lot
  - b. Will be down for 30 days until relocated
  - c. Parking not to be enforced till then
8. Next meeting for Parking & Traffic Safety Subcommittee- Monday, February 19<sup>th</sup>, 1:00pm
9. Marlene: If you have information or feedback on these topics, please forward it to Monica McKey or Kent Case to present to the Parking & Traffic Safety Subcommittee

- c. Planning and Budget Committee
  - i. Update by Gracie Villarreal
  - ii. \$13 million budget shortfall
    - 1. Being covered by long-term funds & reduction of base spending
    - 2. Need to increase enrollment
    - 3. President has established committee to review & change values & mission
    - 4. Two email addresses to submit ideas on ways to cut costs and increase revenue
      - a. [2017SuggestionBox@uhcl.edu](mailto:2017SuggestionBox@uhcl.edu) for suggestions on how to trim budget or raise revenues
      - b. [DoingOurPart@uhcl.edu](mailto:DoingOurPart@uhcl.edu) for things we are already doing in response to decreased enrollment and/or increased budget scrutiny
    - 5. Vision and Mission Committee meeting Thursday, February 22<sup>nd</sup>, location TBD
    - 6. Marlene on Vision and Mission Committee
      - a. Relevancy and identity
      - b. Will efforts have a lasting impact?
      - c. Committee meeting weekly, working hard to create vision and mission
  
- d. University Life Committee
  - i. Update by Sharnae Sanderson
  - ii. ULC working on creation of subcommittees as per Dr. Blake's request:
    - 1. Policy Management
    - 2. ULC By-laws Revision
    - 3. Policy Collection
  - iii. Vacant positions on subcommittees—open to anyone
  - iv. Katie Reno: Policy Management Workgroup Update
    - 1. Katie Reno leaving; looking for new Chair
    - 2. Dr. Blake gave ULC charge of these three workgroups
    - 3. She views ULC as an important part of UHCL and how we develop policy here
    - 4. Process of policymaking is confusing
    - 5. Policy Management work group looking at developing a mechanism to track policymaking process

6. Database, consistent numbering, warehouse of policies
  6. Working with UCT in planning process
  7. Sunset dates and a mechanism to notify when policy needs to be reviewed
  8. Ownership—which department is in charge of policy
    - a. Charge of policymaking better placed in hands of departments, not individuals
- v. Sharnae:
1. Childcare
    - a. Amber Brown, Assistant Professor, College of Education, overseeing Committee on childcare
    - b. Working on a draft
    - c. Childcare Committee no longer to be in hands of ULC
  2. Hand sanitizers
    - a. Derrell Means ordered 20 more
    - b. Reviewing building plans to determine placement
  3. Smoking Policy
    - a. New smoking policy to be implemented FA18
    - b. Smoking Cessation Training Committee to be formed
    - c. Concerns about repercussions of new policy
    - d. Policy enforcement and disciplinary action
  4. Active Shooter Training
    - a. Police hosting Civilian Response to Active Shooter Event Training
    - b. Email coming soon
    - c. One-on-one training for departments upon request
  5. Health Services Center
    - a. Dr. Cook and Regina Pickett to speak at next meeting to clarify what services are available to whom (students, faculty, and staff)
  6. Water Refill Stations
    - a. Looking into it, but may be tabled due to lack of funding
  7. Question from Marlene: Enforcement of smoking policy? Reporting?
    - a. Sharnae: Copy of policy to be provided and discussed at next meeting
  8. Marlene on one-on-one active shooter training: Library provides

- active shooter response training
- 9. Next ULC meeting: Thursday, January 25<sup>th</sup>
- e. Professional Development Committee
  - i. Update by Corey Benson
  - ii. Hosting a webinar on policy update
    - 1. Officer Watts, February
  - iii. Webinar on Accountability and Expectations
    - 1. How to successfully manage non-supervisees
    - 2. Facilitated discussion afterwards
  - iv. Academy
    - 1. Four-Tier Leadership Bootcamp
    - 2. Should have received an email
    - 3. Tomorrow, 9am and Thursday, 2pm
  - v. Resume and Cover-Letter Workshop
    - 1. Volunteers from Career Services
    - 2. Email in de-identified resumes and cover letters to be sent back with feedback
    - 3. There will be instructions on how to submit
  - vi. May Professional Development Conference
    - 1. Day-long conference or shorter conference
    - 2. Breakout sessions
    - 3. Keynote speaker
    - 4. Possibility of lunch
    - 5. Email USA if you want to serve on committee to plan conference
    - 6. Question from USA Member: Fee for Conference?
      - a. USA would absorb costs of conference
      - b. Conference for USA members
      - c. Possibility of fee for outside attendees, but likely would not cover costs
    - 7. Conference to be held in May, after end of Spring semester, before SU18 begins
      - a. May 18-21 is the ideal timeframe
    - 8. Email Corey or USA to sign up to be on Professional Development Committee or By-Laws Revision
- f. Scholarship and Endowment Committee
  - i. Update by Jay Hernandez

1. Meeting today
  2. Term added to eligibility requirements
  3. Must be UHCL employee at time scholarship is awarded
  4. Scholarships—awardees should be chosen today
  5. Call for scholarship applicants mid SP18
- g. Welcome and Outreach Committee
- i. Update by Julie Brenengen
    1. Plans to attend New Employee Orientation
    2. Give out \$5 gift certificates for Taco Table to new employees
    3. Ideas for reaching out?
    4. Anyone interested in joining committee?
- h. Program Planning Committee
- i. Chair, Tiffany King, not present
  - ii. Update by Marlene
    1. Spring Break Break or Spring Luncheon?
      - a. Vote on slip at bottom of meeting agenda
      - b. Must choose one or the other due to insufficient funding for both
      - c. If we do Spring Break Break, could consider doing a full-day Professional Development Conference, free for staff to attend, with lunch provided; or we could do the Spring Luncheon
      - d. Could announce scholarships, awards for Board for participation, etc., at Spring event
      - e. Please give votes to LeeAnn
      - f. Question from USA member: Do attendees bring a dish like at the Winter Luncheon?
        1. Response from Marlene: For Winter Luncheon USA and Office of the President split the cost of the entrée and drinks, for Spring Luncheon, USA would cover entire cost
          - a. Spring Luncheon very costly; Spring Break Break would be lower cost
          - b. Cannot afford three events (Professional Development Conference, Spring Break Break, & Spring Luncheon), which is the reason for the vote
  - g. Jay will not be ready to announce scholarship awardees at Spring Break Break



- h. Iliana: Could we do Spring event in April to give Jay more time to select scholarship awardees?
          - 1. Response from Marlene: Doesn't have to be "Spring Break Break"; could change the name and do it at a later date—could change it to make it a unique USA event
          - i. Three options: Spring Luncheon, Spring Break Break, or Spring Fling
  - i. Fundraising Committee
    - i. Update by LeeAnn Wheelbarger
      - 1. Valentine fundraiser: Nothing Bundt Cakes bundt cakes
      - 2. Prices outlined in email
      - 3. Purchase vouchers from LeeAnn, then pick up cakes from Nothing Bundt Cakes store using vouchers
      - 4. Eliminates challenges associated with food handling
- 7) Parking Raffle Drawing
- a. Winners:
    - i. Steven Fernandez
    - ii. Jacque Darragh
- 8) Taco Table
- a. New tamale vendor: Mrs. Juanita
  - b. Tamale prices increasing—bigger tamales
- 9) Treasurer's Report
- a. USA SUPPORT (**2064** C0062 F1135 NA) ST 16372
    - i. Fund equity: \$4,906.00
    - ii. Base income from University
    - iii. Need to use up all the funds every year
  - b. UNIVERSITY STAFF ASSOCIATION (**2078** C0062 F1136 NA) ST 16373
    - i. Fund equity: \$2,500.00
    - ii. Another account we get base income from
  - c. USA SCHOLARSHIPS (**4027** C0062 H0858 NA) ST 16374
    - i. Fund equity: \$0.00

- ii. Fundraisers go into this fund
  - iii. Will be looking into more fundraising ideas to put directly into this account
  - d. USA Support (**9007** C0062 F1137 NA) ST 16375
    - i. Total liability: \$6,549.39
    - ii. No base income
    - iii. Can be used for anything
    - iv. Fundraising monies not designated for Scholarship account go into this fund
    - v. Proposed change: 50% to go toward scholarships, 50% toward USA support
- 10) Cost Centers & 2018 Budget
- a. **9007**
    - i. No base income
    - ii. Used for anything
  - b. **2064**
    - i. Base income of around \$4,600-4,900
    - ii. Used for anything except food
  - c. **2078**
    - i. Base income of around \$2,500
    - ii. Used for anything
  - d. **4027**
    - i. No base income
    - ii. Used for scholarships
  - e. General Budget Proposal
    - i. Food: \$2,500
    - ii. \$4,600 scholarships
    - iii. \$1,000 miscellaneous/Taco Table supplies (e.g. USA table cloth/Awards for Board)
    - iv. In future, expect the \$4,600 amount for scholarships to increase
    - v. If food cost increases for Spring, consider pulling monies from USA Support
    - vi. Present budget proposal to USA Executive Board at February Board Meeting
    - vii. Comment from LeeAnn: We could use **2064** for scholarships
    - viii. Comment from Marlene: If we don't use all of **2064**, remainder goes

back to University

ix. Marlene: **2078** to be used for events coming up in next few months

11) Upcoming Events

a. Next general meeting, Thursday, Feb. 15

12) Closing Remarks

a. Meeting adjourned by Marlene Richards

b. Art Gallery Reception Monday, January 29<sup>th</sup>, Bayou Building