



University
of Houston
Clear Lake

University Staff
Association

General Meeting Minutes

Date: Sept. 20, 2018

Room: SSCB 1.100.03

Time: 9 a.m. – 10 a.m.

I. Call to Order 9:10

II. Standard Order of Business

- a. Review of Meeting Minutes from June 21, 2018
 - i. Two minor corrections
 - ii. Formal approval of minutes not required, request for corrections only
- b. Executive Board Meeting Actions/Information
 - i. Appointment of Recording Secretary: Kelly Molinario, and Campus Recreation Advisory Board Representative: Gracie Villareal
 - ii. AMS 2019 Draft Available for review & comment, edits/suggestions due by end of day Friday, September 21
 - iii. USA Survey 2018 – please give feedback for meeting time and content
 - iv. Board Approved FY19 Cash Handling Policy – same content, just source income from taco table no longer there.
- c. Treasurer Report – top two funds increased
- d. USA Committee Reports
 - i. Fundraising Committee – Laura Moseley
 - Harvest Fair needs volunteers for 30 minute slots at the popcorn machine, Oct. 30-Nov. 1. Contact Moseley@uhcl.edu or USA@uhcl.edu
 - ii. Professional Development Committee – Vanessa Cubides
 - Will post professional development opportunities, preferably free ones. PDC summit hosted here a couple years ago < \$200 with the Communications Doctor was really good.
 - iii. Program Planning Committee – Christine Paul
 - Request for committee members for luncheons décor. Contact Paul@uhcl.edu or USA@uhcl.edu
 - iv. Scholarship Committee – Margaret Garcia

- Request for scholarship review committee members. Contact GarciaMary@uhcl.edu or USA@uhcl.edu
- v. Welcome & Outreach Committee – George Mattingly
 - Will approach new employees with a note of USA meeting dates and times
- e. Shared Governance Reports
 - i. University Council – Title IV Coordinator Corey Benson left, and an interim appointed. Search for AVP for FMC coming to close.
 - ii. Facilities and Support Services Committee – Debra Ross
 1. Kick off meeting appointed Dr. Chris Ward as chair, with three subcommittees:
 2. Space Allocation and Utilization Committee (SAUC) – appointed Dr. Rebecca Huss-Keeler with CSE as chair
 3. Parking and Traffic Safety Committee – appointed Dr. Leroy Robinson with COB as chair
 4. Ad hoc Signage Committee – will get with Chelsea Crouse, the FY18 signage chair to get status and see if prior members are still willing to serve.
 5. Copy of bylaws reviewed and need updates, including three titles which are changing; and determination by president Blake and University Council on who is co-chair of FSSC and SAUC (which were believed to be the AVP of FMC), and what is the role of FSSC in the space allocation process.
 6. Request to have building drawings linked more clearly on the front of the UHCL webpage, perhaps on the about UHCL, Map and Directions.
 - iii. Planning and Budgeting Committee – Christine Paul
 1. Appointed Tim Michaels with COB as chair
 2. Will meet possibly 1st Thursday 10-11 or 3rd Tuesday 3-4, to talk about charge for committee.
 - iv. University Life Committee – Patrick Cardenas
 1. Met last Thursday, Sept. 13, and appointed Dr. Lisa Gossett as committee chair
 2. Major project with preliminary policy approvals
 3. Tasked with organizing, centralizing, and streamlining policies and procedures

4. Will meet 3rd Thursday, working on times, also in conjunction with student government to ensure student rep(s) can make it.
5. Goal to streamline communication plan, and our contribution as a member system
6. USA member request for other campus input and staff needs in procedures.

Meeting was adjourned at 10 a.m.