

PASA General Meeting Minutes

Meeting Date: September 17, 2009
Meeting Location: SSCB 1100
Members Present: see sign in sheet
Meeting Called to Order: 9:10 am

Today's meeting
sponsored by:

Office of Human
Resources

Agenda Items:

1. Approval of Minutes from prior month's meeting

Minutes approved from July 2009 meeting with no amendments.

2. Welcome New Members

- Alison Albrecht from Student Life, Coordinator of Programming.
- Angela Randall Academic Advisor from School of Education.

3. PASA Parking Space Raffle

- Loretta Derrick won the parking space.

4. Special Recognition:

- Dr. Staples and Ron Klinger recognized Past President Sameer Pande for his work as PASA President for FY09.

5. Spotlighters: Collaboration at UHCL

- Kathryn Matthew, President, Faculty Senate, & Beth Hentges, President-Elect
- Kathryn Matthew discussed SACS accreditation and duties of system wide Faculty Senate. Beth Hentges discussed implications to higher education related to Governor Perry's task force and changes that could come from that initiation.
- Bridgette Daniels, President, SSA, & Matt Ross, President-Elect
- Bridgette Daniels discussed upcoming goals for SSA: boost morale, provide support to the entire university. Matt Ross discussed fundraising efforts for this year: harvest fair, Friday morning breakfasts and scholarship fundraising.
- Patrick Cardenas, President SGA; Steve Steiner, VP Committee Coordinator; Amanda Schoolcraft, VP Outreach and Communication; Chris Greenfield, VP Administration
- Patrick Cardenas introduced other board members and discussed goals for SGA for the coming year and events. Also discussed roles and responsibilities of SGA to student body and university.

6. Old Business

- None

7. New Business

- PASA Committee Representation- Ron Klinger introduced open committee positions and urged members to volunteer to fill these positions.
- PASA Shirts- Ron Klinger provided order forms for shirts and explained order process.
- UHCL Open House-Lori Lopez urged PASA members to volunteer to help with expanded open house this year.

8. Committee Reports

PBC –Richard Adams/David Benz

- First, all committee personnel attended a Shared Governance Orientation in B2512, then PBC members moved to B2504 to discuss meeting dates and choose a chair.
- Meeting dates were set for the 4th Wednesdays of each month, except for November and December, due to holidays.
- No faculty member present was interested in the chair position, but Doug Rusth, who was absent, was nominated by Richard Adams and seconded by another committee member. He was asked after the

meeting and as of this date, I am not aware if he accepted. The committee felt he would accept.

- Also discussed our upcoming first meeting, which will review the constitution and bylaws of PBC.

FSSC –Kristi Randolph/Michelle Kaltenbach

- Dr. Frank Matthews was elected as FSSC chair for FY2010. Dr. Matthews was the only candidate.
- Previous meeting minutes were approved (May 1, 2009).
- Facilities Projects Update
 - Arbor Renovation and New Construction – There is a new project manager. The scope and fees for the project were renegotiated with the architects. A meeting is being planned for Sept 23rd or 24th. The project will go out to bid in late January or February of 2010.
 - Pearland – Currently the concrete is being poured, but was on hold due to the rain. There are a few departments who have not placed their furniture orders. It is important to get the orders placed immediately, so that the furniture can be installed by next summer. The plan is to have the building completed by June 2010. We are targeting Fall 2010 for classes, but if this is not possible it could be Spring 2011.
 - Smoking Gazebo – FMC is waiting for a larger concrete job (Veteran’s gazebo) to tie in the smoking gazebo. The Veteran’s gazebo is scheduled to be completed by Veteran’s Day, Nov. 11th.
 - BABTEC (Bay Area Business and Technology Centre) is no longer a project. BABTEC is getting a site on Saturn Lane. This frees up the grant which may be used to renovate teaching laboratories (Bayou 3rd floor).
- SAUS (Space Allocation & Utilization Subcommittee) - UHCL is working to meet Texas Higher Education Coordinating Board (THECB) standards for room usage. Currently, we are not using classrooms efficiently to meet THECB requirements of 38 class hrs /25 lab hrs per room/per week. For example, if one classroom is schedule for lecture Mon – Thurs, 4pm – 10pm, the usage is 24 hrs/week (far from 38 hrs). If we do not meet these requirements, we cannot show that we are using space appropriately and we may not be granted a new building in the future. The problem stems from the way we have rooms classified and the increase of online classes. Therefore, reclassifying rooms is an option to help resolve the issue. However, this will affect event scheduling and room reservations.
 - Dr. Biggers suggested that FMC provide more staff, or hire student workers, to set up and break down events on evenings and weekends.
- Meeting schedule – Marie Best will send a schedule for all FSSC members to plug in their available meeting times.
- Bylaws: Proposed Revisions
 - Add Police Chief as ex-officio
 - Clarify alternate/proxy voting issue – suggested to have “no proxy voting”

- New Environmental Affairs Subcommittee (EAS) - EAS will be a standing subcommittee and will make recommendations to FSSC on environmental policies and issues at UHCL.
 - Chaired by FSSC faculty, appointed by FSSC chair, approved by FSSC
 - Co-chaired AVP for Student Services
 - Membership: 1 faculty from each school (selected by the school), AVP-SS (co-chair), AVP FMC, Exec. Dir. Environmental Institute, 1 SSA, 1 PASA, 2 Student reps.
- Policy for Use of University Facilities (Faculty Handbook, 12.1) – The policy sunsets in Spring 2010. Frank Matthews will review the policy and submit revisions for structural changes to the document. FSSC reps will look at the policy and recommend changes (i.e. pricing for facility rentals should be included.)
- New Business
 - Two new LED signs will be placed on campus: 1) on Bay Area, between monument and present sign 2) Outside SSCB, sidewalk (Lot D).
 - Requests were made for status reports at the next meeting:
 - Recycling efforts
 - CMS (Content Management System) Upgrade

ULC –Nichole Eslinger/Carmen Conley

- Introduction of ULC by Katherine Justice, Administrative Vice-Chair
- Introduction of members; brief bios provided
- Nominated 2 candidates for chair – Dr. Anthony Jenkins, Dean of Students and Dr. Carol Carman, Asst. Prof. in SOE. Agreed to vote via email so as to remain confidential voting and to include members who were absent
- Not able to agree on meeting time so Emilie Chaney, ULC Committee Secretary, sent out a scheduling chart for all to note when they are available
- Re-reviewed UHCL ID issue. Last year the committee voted to agree the proposal will be UHCL ID cards will be required of all faculty, staff and students. This year in ULC we will be putting together an implementation plan in hopes of moving the proposal forward UC. As of 09/17 votes for chair were tied. No meeting time has yet been determined.

- UC – Ron Klinger

- Discussed the progress on Pearland campus and planning for the year with current economic situation.

Professional Development Committee – Open

- Did not meet

Welcome & Outreach Committees – Sarah Roberts

- PASA Trivia- Answer: Derrell Means
- Pam Groves won the PASA trivia and \$10 Barnes and Noble Gift Card.



- Has not met.
USSEC – Ron Klinger
- Has not met.

9. Treasurer's Report – Usha Mathew

2064 C0062 F0960 NA	\$1,839.00
2078 C0062 F0508 NA	\$2,000.00
2078 Reserves	\$ 3,991.26

Endowment Market Value (8/31/08) \$43,633.00 (Market Value as of 08/31/2009 not yet received from UHS)

10. Open Discussion

Katherine Justice introduced new HR initiatives including electronic time reporting.

Mary Ann Shallberg invited members to join or support the UHCL Susan G. Komen Walk for the Cure team
The UHCL Sisterhood.

Susana Hernandez invited PASA members to volunteer as mentors for Total Success Plus Mentorship program.

Chief Paul Willingham urged members to get their parking permits renewed to avoid being ticketed.

Charity Ellis invited PASA members to participate in the 50,000 Alumni events happening on campus.

Meeting adjourned at 10:20 am.