



PASA-bilities

First Edition!!

Thank you to David Benz for our newsletter name!!

April 2008

VOLUME 1, ISSUE 1

WELCOME NEW MEMBERS

- Annie Allen
- Elbby Antony
- Debra Aquino
- Humaira Baig
- Mary Ballew
- Sally Coleman
- Jeanne Cumpian
- Jeff Gehman
- Amy Hall
- Melissa Hernandez
- Samuel Hower, Jr.
- Niki Pearce
- Sarah Roberts
- Greg Scoggins
- Joanne Timm
- Hieu Watt
- Jenny Wrast

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President's Corner - Jo Anne Laborde

At the beginning of the fiscal year PASA members were asked, via an online survey, what the new Executive Board could do for them. Three dominant needs arose from the results of the survey: professional development, the desire to outreach, whether it be within PASA or the UHCL community or in the local Clear Lake community, and salary issues. Concern over the decrease in student enrollment and retention was also heavily expressed.

This feedback determined our priorities for the year. We developed a Professional Development Committee, a Welcome and Outreach Committee, and through careful selection of spotlight speakers we have addressed pay plan and recruitment and retention concerns.

The Professional Development Committee held several focus groups, comprised of PASA members, to determine the depth and breadth of professional development desired. The information gathered from those groups is being analyzed now to determine more precisely what professional development opportunities we need to make available to our members, this fiscal year and beyond.

The responsibility of the Welcome and Outreach Committee was twofold: to welcome new PASA members, and to identify and encourage participation in outreach opportunities both on and off campus. Our committee members have developed procedures and materials for welcoming new members of PASA. They have also made us aware of several volunteer opportunities.

We conducted a silent auction in September which raised money for the Jean Nettles PASA Scholarship fund. We awarded five scholarships through that fund totaling \$3000 in December (see page 3 for more details).

Our PASA representatives have been diligent and active attendees at the Shared Governance committee meetings. Kudos to Judy Chapmon for her dedication to communicating all of the happenings in the contentious smoking policy vote held within the University Life Committee.



President Jo Anne Laborde

Spotlighting - "Que PASA with Professional Development?" by Ron Klinger

As a result of the feedback provided by the PASA membership in the fall of 2007, a full needs assessment and planning phase has come to conclusion for providing professional development opportunities for PASA members. The Professional Development Committee would like to thank all of the volunteers who gave freely of their time by participating in the focus group process. THANK YOU!



Continued under Professional Development on page 3...

The University Life Committee (ULC) is charged with reviewing all matters relating to personnel and student life in the university community and making recommendations on these matters to University Council.

The existing Smoking Policy was sent to ULC for review in fall 2007. ULC addressed issues related to smoking and non-smoking areas, funding for new signage and a covered smoking area near the Student Services and Classroom Building, and enforcement issues that would make the policy as user-friendly as possible. Committee members kept constituents informed and shared feedback at ULC meetings. At the January meeting several wording revisions were made and the revised policy draft was approved and sent to University Council,

which approved it on February 14, 2008.

ULC members agree that education and communication are the key components of policy implementation. To that end, at the February meeting, members of ULC divided into sub-committees to address 1) development of educational materials and gathering of outside resources related to smoking and smoking cessation, 2) planning of presentations for faculty, staff and students to educate and inform the university community and visitors, and 3) location and construction of a covered smoking area outside SCB.



ULC rep—Judy Chapmon

Facilities & Support Services - Richard Adams

The Facilities and Support Services Committee (FSSC) has been discussing topics of interest to the university pertaining to facilities, computing, parking and other related items.

At the September meeting the committee appointed: Frank Matthews as the chair, Mohamed Rob as chair of PARC (parking) and Tim Michael as chair of SAUS (space).



FSSC rep—Richard Adams

At the November meeting, the discussion included building upgrades, such as Bayou 2512, with new tables, chairs, lighting, carpet, etc. We also discussed the Arbor renovation and the new BAHEP/CAMP building (possibly built near the NOA building from grant money). Rodger Carr spoke about

concerns with WORD 2007/2003/PeopleSoft having data entry problems. SAKAI is a course management system that UHCL is investigating— pilot testing has been ongoing.

A meeting was held in January, items discussed included an FMC update on the cooling tower, parking lots, ceiling replacement, SSCB problems, Pearland building and Arbor/Delta updates. The Pearland building was also discussed.

A meeting was held in February, items discussed included review of the parking lot concerns, Risk Management regarding the sprinkler system/fire extinguishers, Delta/Arbor updates on renovations, BAHEP update (still in planning). UCT encourages users to look at their updated website link and log on daily. Discussions regarding changing the university to a 4 year institution are ongoing.

Planning & Budgeting - Margaret Thomas

The Planning and Budgeting Committee (PBC) has maintained a very active pace this year. There have been several discussions concerning the decrease in enrollment and the need for additional strategies for increase. Provost Stockton indicated that not only will the university need to provide financial support, but that both faculty and staff will be expected to assume active roles in the university's recruitment and retention efforts.

In an effort to meet the financial needs of the university, PBC recommended an increase in student service fees, several course fees for SCE, BUS, and HSH, as well as a reduction in the utility surcharge that was approved in FY07 based on implementation of more energy efficient processes and a reduction in energy rates.

PBC further recommended increases in designated tuition rates and addition of a new tuition charge for excessive undergraduate hours. Each of these increases was

recommended only after seeking input and reactions from current students.

PBC will be meeting again in late March to review the list of funding priorities that have been submitted by President Staples, Provost Stockton, and Vice President Dotter on behalf of the university at large.

PBC rep—Margaret Thomas

The task will be somewhat daunting in light of this being the second half of the bienium— meaning no new funding from the State.

The funding recommendations will be based on projected revenue estimates expected from the tuition and fee increases that were recommended and approved earlier in the year. Unfortunately, salary increases are not currently among the list of funding items to be reviewed.





Jocelyn Ronquillo



Peggy Johnson



Richard Meyer

Jean Nettles Scholarship - Nichole Eslinger

Did you know PASA awards scholarship money to UHCL employees? The Jean Nettles PASA Scholarship fund was established to support professional staff employees in their pursuit of a degree or professional development through UHCL classes. The scholarship was named in honor of PASA's founding President, Jean Nettles, who joined the UHCL family in 1976 and worked in the School of Education. PASA's fundraising events, such as the Silent Auction and the monthly parking raffle, help support the scholarship fund. Not only does the scholarship provide financial assistance, it also fosters inspirational support and involvement in PASA.

Congratulations to those awarded PASA Scholarships for 2008! Jocelyn Ronquillo, Coordinator, Student Assistance Center (SAC), Dean of Students; Peggy Johnson, Associate Director, Office of Institutional Effectiveness; Richard Meyer, Client Server/Database Analyst II, University Computing and Telecommunications; Dara Taggart, Senior Accountant, General Accounting; and Sai Sreerama, Associate Director, Business Applications, University Computing and Telecommunications. We wish them every success in their educational endeavors!

The next PASA application details will be announced in the fall. For information and notices, please continue to check the PASA website at <http://www.uhcl.edu/PASA/>.



Sai Sreerama



Dara Taggart

Get Involved— PASA officer nominations will begin in June with elections held in July!

Welcome and Outreach - Missie Adkins

PASA's Welcome and Outreach committee was formed in September 2007. The committee members are: Missie Adkins, Sonja Fairbanks, Bonnie Garza, Rennell Kirkendall and Greg Scoggins. I would like to thank each member of the committee who has worked diligently to help us reach our goals this year.

Our accomplishments in the first half of 2007-2008 have been numerous. We have:

- * produced an information card for PASA that has been distributed university wide
- * coordinated with HR to be able to present at UHCL's New Employee Orientation
- * created a welcome packet to distribute to our new members during personal office visits
- * informed our PASA membership of many volunteer opportunities available throughout the university community
- * designed, edited and distributed our first newsletter!!!

We look forward to continuing our efforts welcoming new PASA members and expanding volunteer opportunities.

Feb. new member—Humaira Baig



Professional Development

...continued from Spotlighting on page 1

The Professional Development Committee is currently meeting and planning future professional development events. These can include, but are not limited to conference style workshops, guest speaker sessions as well as topical lunch-and-learn sessions. Topics and formats will be developed to support the needs identified in the PASA survey, as well as from the data gathered from the focus groups.

While the data is not fully processed to date, there is a substantial amount of content that will allow the committee to develop meaningful professional development opportunities for PASA members and the UHCL community. Some of the central themes that evolved out of the data are customer service, professionalism, change management, employee recruitment and retention, as well as organizational development and effectiveness.

Stay tuned for further developments and announcements for professional development opportunities that will be communicated in the near future!

If you have any specific requests or professional development needs, please feel free to contact me at ext. 2146.



PASA Executive Board members are front row (l-r) Kathy Dupree, PBC alternate; Jo Anne Laborde, president; Melissa Adkins, archivist; Susan Prihoda, ULC alternate; and Sonja Fairbanks, treasurer. Back row (l-r) Ron Klinger, secretary; Loretta Derrick, archivist alternate; Margaret Thomas, PBC representative; Richard Adams, FSSC representative; Judy Chapmon, ULC representative; Sameer Pande, vice-president/president elect; and Derrell Means, FSSC alternate. Not pictured—Leslie Cummings, new PBC alternate.

2007-2008 Remaining Meeting Schedule:

DATE:	LOCATION:
April 17 th	B2512
May 15 th	B2512
June 19 th	SSCB 1100
July 17 th	B2512



2007-2008 Executive Board

- | | |
|---|---|
| President
JoAnne Laborde
Provost's Office, Ext. 3942 | PBC Rep
Margaret Thomas
Finance, Ext. 2108 |
| Vice President/President Elect
Sameer Pande
ISS, Ext. 2559 | PBC Alt
Leslie Cummings
UCT, Ext. 2979 |
| Secretary
Ron Klinger
HR, Ext. 2146 | FSSC Rep
Richard Adams
Finance, Ext. 2218 |
| Treasurer
Sonja Fairbanks
SOE, Ext. 3616 | FSSC Alt
Derrell Means
FMC, Ext. 2250 |
| Archivist
Missie Adkins
Enrollment Mgmt, Ext. 3270 | ULC Rep
Judy Chapmon
President's Office, Ext. 2028 |
| Archivist Alt
Loretta Derrick
Research, Ext. 3019 | ULC Alt
Susan Prihoda
Health & Disability, Ext. 2629 |

PASA provided members a wonderful country breakfast, great information, fun and door prizes in December!

PASA Meetings...

PASA would like to extend our sincere appreciation to the Spotlight speakers shown below. Discussions held by our speakers brought a new awareness to PASA members about many university issues and concerns. We extend our thanks to PASA Vice President/President Elect Dr. Sameer Pande for scheduling these speakers.

September



Katherine Justice, Executive Director, HR discussed the UHCL Pay Plan.

October



Dr. Carl Stockton, Sr. Vice President and Provost addressed his vision for UHCL .

November



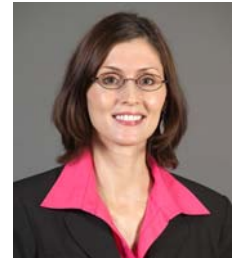
Dr. Yvette Bendeck, AVP, Enrollment Mgmt with Rauchelle Jones, Dir. of Admissions discussed the recruitment and retention efforts of UHCL .

January



Paul Willingham, UHCL's new Chief of Police presented his new direction for our Police Department.

February



Nichole Eslinger, Work/Life and Employment Coordinator, HR presented new services coming from HR.

Editorial Committee: Missie Adkins, Sonja Fairbanks, Bonnie Garza, Rennell Kirkendall and Greg Scoggins.