

USA General Meeting Minutes Date November 16, 2023

- **Welcome**

- Dillon Nash started the meeting at 10:00 am. He gave a reminder that the meeting will be recorded and posted online. Approval of October Minutes, motion to approve, and seconded. Passed as written.

- **Guest Speaker – Dr. Matt Aschenbrener, VP, Strategic Enrollment Management**

- Information was given regarding FY 2023/24 Recruitment. The following topics were covered: Application Cycles for Undergraduates, Lead Generation, Events, Territory Management, Slate Communications, New Initiatives,

USA Committee Reports

- **Fundraising Committee, Chair Fran Hawkins-Williams**

- Harvest Fair was a success
- Holiday Fair: Vendors want to come back for the new year
- Bay Area Food Lovers Card (Please see Fran or LeeAnn)
- Silent Auction is now LIVE! Go place a bid!
- Flocking in the Spring!
- If you are interested in joining the Fundraising Committee, email Fran Davis @davisfl@uhcl.edu

- **Professional Development Committee, Chair Lisa Hudson**

- Meeting scheduled with HR on November 17th to discuss initiatives and proposed programs
- Meeting held with website administrator-currently gathering content. Next steps approval
- Meeting planned with Strategic Enrollment Management-Brandon Byrd to discuss recruitment training program for staff.

- **Program Planning Committee, Chair Lauren Sawyer**

- No Updates yet
- A possible welcome back in the Spring semester

- **Scholarship Committee, Chair Bernie Streeter**

- No updates were given

- **Welcome & Outreach Committee, Chair Dr. Johna McClendon**

- October, 9 team members welcomed. November, 11 more team members welcomed. Their names and titles were shown on screen.
- The next New Employee Orientation will be held on December 13th.
- New members to this committee are welcomed

- **Treasurer's Report, Chair April Harris**

- Current Account balances were given regarding the USA Support fund, USA fund, and the USA scholarships fund.

Shared Governance Reports

- **University Council, Dillon Nash**

- The Shared Governance Policy Review Committee has been formed, and the staff member representation are LeeAnn Wheelbarger, Michelle Mirpuri, and Veronica Ortiz. They will be working alongside VP Denny.
- Additional Compensation Policy passed

- **Facilities & Support Services Committee, Bianca Schonberg and Lee Ann Wheelbarger**

- Exploring Majors Office is moving to 3rd floor in SSCB
- Design Phase of Bayou Building-Focus groups will be held with faculty, staff, students, etc. To gather information, especially with faculty in the science areas. Bids will then be sent out for designs and construction.
- A virtual tour of the new UHCL Texas Medical Center space is upcoming when the area is finalized.
- A decorating committee is being formed to include faculty and staff to decide on holiday decorations for Atrium I.
- Interior Wayfinding Committee- on hold pending renovation in Bayou Building
- Parking & Transportation- Christine Paul and Mary Shelley
 - Mobile Parking Space (Hawk Award) now includes Pearland campus
 - Charging stations now will be limited to 4 hours max
 - Parking garage will be built beginning 2026

- **Planning & Budgeting Committee: Megan Bearden and Kim Oldigs**

- Review of PBC By Laws
 - Updated wording to PBC responsibility section
 - Discussed PBC committee membership. Differences exist between USA's roster, PBC bylaws, and UC policy. Made a list of recommended members to be submitted to UC.
 - Suggested 2 voting members from USA, one exempt, one non-exempt

- **University Life Committee: Fran Hawkins, Sheeba Thomas, Stephanie Holleran, Luisa Beck**

- Information was given regarding the 1 retiring HR policy (MAP 077.A.15) and the HR policy (MAP 07A.01) currently in review
- **Campus Committee Updates**
 - **Campus Recreation Advisory Board-Rebekah Gonzalez and Kate Rivardo**
 - Currently filling student and faculty positions
 - **Campus Bookstore Advisory Board- Stephanie Holleran**
 - No Updates
 - **Dining Advisory Committee-Juliana Espinosa, La'Quinta Payne, and Carmen Conley**
 - Thanks to those who filled out the dining services survey!
 - Results will be shared in Spring 2024
 - Administration is looking into how to improve dining services at Pearland Campus
 - This week is international education week with culturally inspired menus

University of Houston Clear Lake

University Staff Association

- **USA President and Vice President Updates**
 - Staff Market Study Analysis
 - Preliminary results are in. Not all staff will be eligible for market adjustment
 - Adjustments will need to be completed in phases
 - Timeline TBD
 - General Updates
 - Commencement
 - HSH & CSE 10 am
 - COOB & COE 3pm
 - Vacant positions (3)
 - Dining Advisory Committee Rep.
 - Dining Advisory Committee Alternate
 - PBC Alternate

- **Hawk Spirit Award!**
 - Presented to Greg Haines, Director, Operations and Analytics, College of Human Sciences and Humanities. Congratulations.

- **Open Forum/Announcements**
 - Check out USA on Social Media

Meeting concluded at 10:52 am

Next USA general meeting is January 18, 2024 at 10:00am