

University of Houston Clear Lake

University Staff Association

USA General Meeting Minutes Date July 20, 2023

- **Welcome!**

Veronica Ortiz started the meeting at 10:00 am. She gave a reminder that the meeting will be recorded and posted online.

Approval of June Minutes, motion to approve, and seconded. Passed as written.

- **Guest Speaker – Dr. Andrew Wiemer, Assistant VP Student Engagement**

Information was given regarding Weeks of Welcome (8/21/23-9/1/23) which is for incoming and returning students. There is a committee that creates programs and experiences that showcase our student involvement and colleges, departments, and offices. Events are hosted so that students learn what resources are available to them.

Ambassador tables have returned this year, and it was asked that USA members volunteer. There will be a required training.

- **USA Committee Reports**

Fundraising Committee, Chair Alyssa Ramirez

USA Duck Race Fundraiser coming in September. Volunteers needed for sign up, prize handling, and duck race organizing. Contact Alyssa via email or message her on Teams if interested.

Professional Development Committee, Chair Esther Herrera

-Negotiation Skills Workshop- Returning this Fall, Presenter Ruben Sanchez of R&S Coaching. ---

-Upcoming training-ePAR Refresher, for team members who process eForms. Wednesday, July 26th at 10am in B2132. Register in PASS (Course: HPH04, Session 1)

Upcoming trainings in August-Microsoft Teams, Meeting space technology overview, and Accessibility Basics.

Program Planning Committee, Chair Kate Rivardo

No updates provided.

Scholarship Committee, Chair Bernie Streeter

Congratulations was given to Erin Haynes and Miriam Qumsieh for receiving \$500 each.

Welcome & Outreach Committee, Chair Stephanie Holleran

The following team members were welcomed, whom attended a recent new employee orientation: Enrico Bernal (Cadet, University Police), Justin Mathis (Program Coordinator, COE), Sarah Jack (Coordinator Accessibility Support, Accessibility Support Center), Marty Conner (Admin. Assistant II, CSE), Melissa Pompa (HR Generalist, Human Resources), Dell McGee

(Enrollment Management Rep., PC- Admissions), Joally Canales (Student Tech. Admin./Analyst, Student Success and Initiatives), Erin Forester (Graduate Program Specialist, COE), Kimberly Little (Coordinator State Assessments, COE), Sharon Webb (Dept. Assistant III, Strategic Partnerships), Tommy Thomas (Electrician, FMC), Zachery Durkee (Sr. Coordinator Alumni Relations, University Advancement).

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, Veronica Ortiz

No updates, shared governance committees do not meet in the summer month

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

Annual Report Submitted

Planning & Budgeting Committee: Kurt Lund and Megan Bearden

Meeting: 3/29/23

The majority of the meeting was spent reviewing and approving the scores that were submitted by all the representatives.

The 19 initiatives will be presented in four quartiles to University Council.

New Business introduced was an update to the By-laws, and two new policies

University Life Committee: Sheeba Thomas and Fran Davis

No updates provided.

- **Hawk Spirit Award!**

Presented to Carmen Conley, Assessment Coordinator I- Office of Institutional Research

- **Meeting with Dr. Walker**

Veronica updated everyone on the monthly meeting with Dr. Walker.

- **Open Forum/Announcements**

- USA 2023-24 Elections Results were provided

- Grievance Committee call for 4, full time benefit eligible staff volunteers for a 2-year term. Elections to serve will be 8/7/23-8/11/23. More information to come via email.

- Dining Advisory Committee member shared that retail food items pricing has gone up, beginning July 1, 2023. Just a heads up.

- **Next USA general meeting will be held on Thursday, August 17th at 10am.**

Meeting concluded at 10:25 am