

University of Houston Clear Lake

University Staff Association

USA General Meeting Minutes

July 22, 2021 | 10:00 a.m. – 11:00 a.m. | Zoom

I. Call to Order by Esther Herrera at 10:03 a.m.

Esther: Good morning everyone, it is 10:03 on July 22. I want to welcome you to another USA General meeting. Quick updates will be provided today and open the floor to guest speaker. The meeting will be recorded.

II. Moment of Reflection

Esther: We want to take a moment to reflect, take a minute to review what the day has in store for you. Take a moment to destress, clear thoughts, take a deep breath. Enjoy quiet space.

III. Approve Minutes:

Esther: we need to approve meeting minutes from last month. Approval of June Meeting Minutes. May I have a motion to approve minutes. Firoj motioned to approve, Willie seconded. If not objections, minutes have been approved.

IV. USA Committee Reports

- a. Fundraising Committee, Firoj Gurung
 - i. Working with dining services for week of August 16th. More information coming soon.
- b. Professional Development Committee, USA Board, Matthew provided update
 - i. Esther: Next week is UHCLs virtual learning day. This event is taking place virtually from 10 am to 2 pm. It is come and go. Join sessions that you can. A couple of sessions happening at each block. Look over the schedule and get registered. Theme is making an impact. Be impactful in job, life, in person, connect with environment.
- c. Program Planning Committee, Reggie Jones
 1. No updates. On chat box is the link for virtual learning day so you can get registered.
- d. Scholarship Committee, Dillon Nash
 - i. Dillon: Reminder the Maria Torres University Staff Association scholarship deadline is July 30. Application and supporting docs to nash@uhcl.edu
- e. Welcome & Outreach Committee, Veronica Gates
 - i. Veronica: Welcome new team members. We welcome you, we have had a lot of new team members join.
- f. Treasurers Report is on a separate page. No changes since last meeting.

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V. Shared Governance Reports

- a. Shared Governance is on summer break, no new information to report.
- b. Facilities and Support Services Committee,
- c. Planning and Budgeting Committee, Leigh Ann Shelfer & LeeAnn Wheelbarger,
- d. University Life Committee, Cierra Davis

VI. Pending/New Business

a. Elections

- i. This current board is looking to hand over to new board. Being the visit for the UHCL community is an honor. We are looking for people who have time, take on and be new board for the new fiscal year. Elections are coming. If your heart is fluttering when mentioned you may want to put your name in hat for positions.

b. Bylaws amendment committee

- i. As a board we looked to see the committee it takes to be an officer, as a board we are considering some proposed changes to the bylaws. Provide feedback, and give us your vote. We are hoping these changes will encourage more people to get involved. We are open to reviewing bylaws. It may come to you before next monthly meeting, call for votes. We will send out a special meeting invite.

c. **Reminder: USA Virtual Learning Day is next week, get registered now.**

d. Staff Shout-Outs

- i. We had no staff shout outs this month. Matthew and I did go and give out all the staff shout outs and hand delivered them, gave them some USA swag. MarCom took pictures. It was a great way to highlight the great things everyone does on a daily basis.

e. **Guest Speaker: Education Abroad Opportunities for Students & International; Administrator Exchange Opportunities, given by Dr. Bianca Schonberg**

We have had a large amount of staff ask us about what Education Abroad is as well as staff opportunities. Discussed Staff and Mission. Showed a brief video of discover abroad. Staff and Faculty Exchanges are available. Did a giveaway for correct answers? They are planning an advisor breakfast on September 28 from 9:30 am to 11:30 am in Forest Room. Answers: 1. Santorini, Greece 2. Istanbul and Cappadocia, Turkey 3. Cape Town, South Africa 4. Easter Island, Chile 5. Sydney, Australia. We will respond today to

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let you know if you won the swag and make sure to get it to you. We do value staff for promoting opportunities. Thank you, feel free to reach out.

Esther: Hope each of you took something away today.

VII. Open Forum:

Esther: Any questions, concerns, any way USA board can serve you. No responses or questions.

VIII. Closing Remarks

The next USA General Meeting is in August, prior to that you should hear from USA about bylaws and changes. Celebrate those that are doing things right and share with us at USA@uhcl.edu. Meeting closed.

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USA Treasurer's Report

(As of June 2021)

| USA Support (2064 C0062 F1135 NA) ST 16372 | University Staff Association (2078 C0062 F1136 NA) ST 16373 | USA Scholarships (4027 C0062 H0858 NA) ST 16374 | USA Support (9007 C0062 F1137 NA) ST 16375 |
|---|--|--|---|
| BUDGET AVAILABLE: \$2,972 | BUDGET AVAILABLE: \$2,188 UNBUDGETED FUND EQUITY: \$3,271.75 | UNBUDGETED FUND EQUITY: \$4,783.02 | TOTAL LIABILITY: \$4,398.81 |

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