

USA General Meeting Minutes

June 17, 2021 | 10:00 a.m. – 11:00 a.m. | Zoom

I. Call to Order by Esther Herrera at 10:05 a.m.

Esther: Welcome to your USA meeting.

II. Moment of Reflection

Esther: Before we get started, we would like to take a moment to take a deep breath and prepare for our day. Thank you for taking the time

III. Approve Minutes:

May minutes were not presented for review and a vote. Will be presented in the July meeting.

IV. USA Committee Reports

a. Fundraising Committee, Firoj Gurung

- i. Summer fundraising campaign – coming soon!

b. Professional Development Committee, USA Board,

- i. Esther: UHCL's Education Staff Support Association (ESA) is an affiliate of the Texas Support Staff Association (TESA). Access to Continuing Education workshops from TESA limited due to Covid19. Esther worked to create training options in LinkedIn Learning for UHCL team members with CEOP (Certified Educational Office Professional) certification. Full details will be sent via email

c. Program Planning Committee, Reggie Jones

- i. USA Event Planning:

- 1. Virtual Learning Day

- a. Call for Presenters!

- Date:** Wednesday, July 28, 2021

- Time:** 10:00 a.m. - 2:00 p.m.

- Location:** 100% Virtual via Zoom

- Theme:** *Making an Impact*

- Presentation topics may include how you can make an impact on a daily basis, self-care, servant leadership, diversity and inclusion, and more!

d. Scholarship Committee, Dillon Nash

- i. Dillon: Working on creating rubric, found the old rubric and want to update it before this next round.

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- e. Welcome & Outreach Committee, Veronica Gates
 - i. Veronica: A big welcome to the new team members in the call today.
 - f. Treasurer's Report is on a separate page.
- V. Shared Governance Reports**
- a. Facilities and Support Services Committee, Debra Ross and Kim Edwards
 - i. No Updates
 - ii. Esther reminded attendees about the FMC webpage that has a project list along with the status for each
<https://www.uhcl.edu/about/administrative-offices/facilities/> for a complete list of current FMC projects
 - b. Planning and Budgeting Committee, Leigh Ann Shelfer & LeeAnn Wheelbarger
 - i. Committee is on summer break
 - c. University Life Committee, Cierra Davis
 - i. No meeting since 05/07/21; meetings will resume after summer
- VI. Pending/New Business**
- a. The UHCL Art Gallery submitted information regarding their current Exhibition. It will be available until June 26th. 'Earth at the Edge' by Houston artist, Jo Zider, represents her vision of grief, blame, and hope.
 - b. Staff Shout-Outs
 - i. DSA Retreat Planning Committee – nominated by Cierra Davis.
 - 1. Cierra wrote: *This group worked extremely hard to provide the Division of Student Affairs with a fantastic virtual retreat. The info sessions and engagement opportunities were wonderful. I appreciate all of your hard work and dedication to make this retreat a success!*
 - ii. Tiffany King – nominated by Dillon Nash
 - 1. Dillon wrote: *A freshman student who just enrolled here is starting work in our office next week, and when I met with him to talk about the job, he mentioned a great experience he had with Tiffany, and was really looking forward to meeting with her as she really gave him a great impression of UHCL, and was beyond helpful. I think this serves a reminder to a lot of us, the why we chose this career field. It's experiences like this, while on our end it was a phone call—it made a difference to this particular student. Kudos to Tiffany!!!!*

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VII. Guest Speaker: Dr. Megan Topham, Executive Director, Institute for Human & Planetary Sustainability (IHAPS)

- i. Dr. Topham spoke about the history of sustainability and the multi-faceted ways that UHCL can make an impact.
- ii. Call to action: Dr. Topham welcomes anyone's ideas/feedback
- iii. Q&A segment:
 1. Esther thanked Dr. Topham for her presentation and for the reminder that sustainability is more than just 'recycling a piece of paper' which is an outdated point of view
 2. Tyler thanked Dr. Topham for the presentation and said it was exciting to hear about the mission and guiding principles of IHAPS. He asked Dr. Topham that what are one or two opportunities for UHCL that she is most excited about. Dr. Topham said there's a lot of opportunity at UHCL, but we will start by gathering our baselines. She also mentioned helping explain what 'Sustainability' means and what it could mean for UHCL. This will be in part, by defining what it means to us (UHCL) together.
 3. Reggie thanked Dr. Topham for the presentation and mentioned that the presentation highlighted how we can involve Alumni in our efforts. Reggie mentioned that he's ready to help with Alumni engagement once Dr. Topham is ready.
 4. No further questions – Esther thanked Dr. Topham for her time and reminded her that she is welcome to speak at future USA meetings.
- iv. Full PowerPoint presentation is posted on USA meeting minutes page for June 2021

Announcement - Coming in July: Education Abroad Opportunities for Students & International Administrator Exchange Opportunities by Dr. Bianca Schonberg, Executive Director, Education Abroad and Scholar Services

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VIII. Open Forum

- i. Esther opened the floor to any questions or announcements
- ii. Esther asked if there were any questions for USA or if there was anything USA could do for them
 1. Chat: Reminder about Summer Enrollment June 28-July 10 (July 10th is a Saturday, so please plan accordingly). Videos and emails coming soon.
 2. Esther: Elections for the upcoming USA Board is right around the corner
 - a. Esther reminded the group again that if they feel ‘nervous energy’, then she encourages them to use this as an opportunity to demonstrate courage and step out of your comfort zone and put your name in the hat for the upcoming election. We will encourage you the whole way through.
- iii. No questions/announcements presented

IX. Closing Remarks

- a. Esther – On behalf of the Board, I thank you for joining us this morning. Please remember to go out there and ‘catch someone doing something right’. Remember what Dr. Topham just spoke about – it’s all about one small impact at a time. We can do some great things here in our community. Maintained a heightened level of awareness this morning and throughout the day. As you’re speaking to people, ask yourself ‘are my words uplifting them? encouraging them? Are they demonstrating that I support that person?’ That is the way we will go out there and make a difference in this community – here at UHCL but also everywhere where you connect with others. Remember that your work matters, we thank you, you are appreciated. Go out there and make it a great day!

The next USA General Meeting is **July 22, 2021 at 10 a.m.**

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USA Treasurer’s Report

(As of May 19, 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