

USA General Meeting Minutes

April 19, 2018

1. Call to order @ 9:08 by Marlene Richards
2. Standard Order of Business
 - a. Approval of meeting minutes from March 15, 2018
 - i. First to approve: LeeAnn Wheelbarger
 - ii. Second to approve: Corey Benson
 - b. Announcements
 - c. Reports
 - i. University Council (UC)
 1. Position Search Committees
 - a. Provost search committee is moving forward and has invited 5 candidates to visit the campus
 - b. The USA executive board has been invited to meet the provost candidates from 4:30 until 5pm
 - c. Please email Marlene Richards if you'd like to be invited to the meetings
 2. Approved a few name changes for programs
 3. Working on gaming and simulation program
 - ii. University System Staff Executive Council (USSEC)
 1. State Universities Staff Council/Senate Consortium
 2. No updates
 - iii. Facilities and Support Services Committee (FSSC)
 1. Meeting yesterday on April 18, 2018
 2. STEM and Rec building furniture will be moved in mid-July
 3. Ground-breaking for campus housing in June
 4. Street lights will be converted to LED lights
 5. All 3 Delta chillers have been replaced
 6. Bayou chillers have been replaced
 7. Arbor roof is completed but not signed off
 8. Traffic and Parking Sub-Committee
 - a. Looking at moving kiosk (large groups are blocking traffic while waiting for a ticket)
 - b. Need approval of brand guide to change logos on employee and student plaques

- c. 15 employee spots have been freed by police department moving into new building
 - 9. Space Allocation and Utilization Sub-Committee
 - a. One request for psych lab facilities
 - b. 5% of space will be freed up in Bayou by migrating to new building
 - 10. Signage Ad Hoc Sub-Committee
 - a. Will meet with design lab for sign family on April 26
 - b. Further discussion on possible UBER/Lyft designated pick-up spot
 - c. Old signage on campus will be replaced (currently in phase 1, which includes driving signage)
 - iv. Planning and Budget Committee (PBC)
 - 1. Next meeting April 26, 2018
 - 2. Continuing discussion of possible budget cuts and revenue increases
 - 3. Currently taking into account suggestions from emails
 - v. University Life Committee (ULC)
 - 1. Working on Staff Relief Policy
 - 2. No other updates
 - vi. Professional Development Committee – Corey Benson
 - 1. SAVE THE DATE – June 15, 2018
 - 2. 9am to 9:50am / 1:40pm to 2:30pm – Session 1
 - 3. 10am to 10:50am / 2:40pm to 3:30pm – Session 2
 - 4. 11am to 11:50am / 3:40pm to 4:30pm – Session 3
 - 5. 12:00pm to 1:30pm – Lunch and Keynote
 - vii. Scholarship Committee – Jay Hernandez
 - 1. No updates
 - viii. Fundraising Committee – LeeAnn Wheelbarger
 - 1. Flocking is going well; we may extend it through May due to interest
 - 2. Need flocking crew/volunteers
 - ix. Program Planning Committee – Tiffany King
 - 1. No updates
 - x. Welcome & Outreach Committee – Julie Brenengen
 - 1. No updates
 - xi. Treasurer's Report – Melissa Hernandez/Nikkie Phillips
 - 1. No updates
- d. New Business
- i. Employee of the Quarter

1. Kristi Rickman
 - ii. Vacant Positions
 1. Recording Secretary
 2. University Life Representative
 3. USSEC Representative
 - iii. Friday Taco Table Closing
 1. Chartwells has first right of refusal
 2. 2 more weeks of taco table, but only selling tamales
 - iv. Tamale Fundraiser
 1. Reached out to Debbie Carpenter to see if Chartwells will give a donation to USA scholarships
 2. Quarterly waiver of tamale fundraiser (we would not be handling the actual ordering of them, only distribution)
 3. Fundraiser will still go towards scholarships
 - v. Call for amendment to USA By-Laws
 1. Change in ULC representative length of service to 2 years to reflect ULC by-laws
 2. Change to "Spring Event" so it is more general
 3. Added description of Professional Development Committee
 4. Resignation letters must be sent to recording secretary
3. Good of the Order
 - a. No spring event this year due to conflicts with finals and the President's schedule to MC it; the Spring conference will take its place and funds
4. Announcements
 - a. New Employee Recognition
 - b. Concerns & Ideas Survey – Link is available in weekly USA newsletter
 - c. Upcoming meetings: the third Thursday of every month starting at 9am
 - i. May 17, 2018: 9am-10am – SSCB Lecture Hall
5. Program: Special Speaker, Tonya Jeffrey from the Center of Education
 - a. CEP's mission is to identify and establish sustainable partnerships and collaborations with other UHCL colleges, local schools, businesses, and community organizations
 - b. Created CEP Facebook page
 - c. Tours available of Center in Arbor building
 - d. Recently highlighted in COE alumni newsletter
 - e. Open Monday through Thursday 8am until 10pm, Fridays 8am until noon

- f. Kids U – weekly summer camps offered for grades PK – 12
 - i. Discounts offered if you call or visit; cannot do discounts online
 - ii. Extended day camp from 8am to 5pm
 - g. Hawk Steam Academy
 - i. New two-week, full day camps for 6th-8th graders
 - 1. Focuses on bottle rockets, parachuting, drones, rotocopters, robotics, and coding
 - h. Continuing Education
 - i. Can earn CPE (continuing professional education) credits
 - ii. Provide professional development to schools and community
 - iii. Educational Leadership Institute
 - iv. Teacher Education Conference
 - i. Testing
 - i. IQ testing, GT testing, dyslexia battery for learning disabilities, and academic testing for ages 6 through adult
 - j. Tutoring
 - i. Grades 1 – 12
 - ii. Tutors are upper division College of Education students supervised by university faculty
 - iii. Parents are kept apprised of progress through meetings
 - iv. Available Fall, Spring, and Summer
 - k. Service provided to students:
 - i. Free laptop checkout
 - ii. TExES Prep Resources
 - iii. Quiet study spaces (individual and group)
 - 1. Can also be reserved by community or staff
 - iv. Guided Reading Library
 - v. Relaxing atmosphere
6. Adjourned @ 10:04am