1. **Opening**

USA President, Matt Perry, opened the USA General Meeting, October 21, 2021, @ 10:00 a.m.

1. **Quote from the Great Maya Angelou**

“I’ve learned that making a living is not the same thing as making a life.”

1. **Meeting Minutes**

Meeting minutes are available online. We’re pleased to bring guest speakers and committee updates to USA members. Please use the chat feature to make comments and ask questions.

1. **Guest Speaker – Dr. Christopher Maynard – Senior Vice President and Provost**

* Dr. Maynard expressed thanks for what USA does to help students. Everything should be focused on how we can help our students exceed. Not just in the classroom, but outside the classroom…across campus. One very important aspect for student success is accreditation. We learned we are in the midst of an accreditation year. This gives credence to the degrees earned at UHCL. Accreditation is all about improvement, growth, how we can be better professionals, how we can support students, staff, faculty so they can grow in their roles and encourage students with their degree plans. Trainings, technology, structure, support…while we look at these issues every year, there is a real focus during accreditation years. Goals are achieved by communication, transparency, partnerships and working together to achieve our collective vision for UHCL. We need to ensure our leadership is working together for the benefit of our students. The pandemic has made things difficult for all institutions of higher learning. Every year is critical for our students, especially during the pandemic. While we may experience this as an anomaly, for our students these are their critical, freshman, sophomore years and they deserve the best possible experience because for them it is unique. Working together as a community, how can we provide the right tools for, not only our students, but also our staff. Dr. Maynard assured us all that he maintains an open-door policy, please feel free to visit and address any concerns, in person, via email, etc.
* Dr. Maynard was asked about current **Faculty Initiatives** – Universities are constantly growing and UHCL is not an exception. Support structures will need to grow. And UHCL is pursuing these changes within the Shared Governance. How we assign work load on the faculty side, how courses are assigned, determine when a faculty member retires how their replacement will be hired. Best Practices, our best approach is look and see industry best practices.
* Dr. Maynard was asked about **Campus Vacancies**? How will they be filled? UHCL does have many vacancies across campus. There are many universities around the country that are experiencing the same issues. When we experience a vacancy, student needs aren’t being met or creating gaps in services or another staff member has stepped up and is doing both jobs and experiencing burn out. He confirmed he and Dr. Walker are trying to streamline the hiring process. While well-intentioned policies in the past actually slowed the process. Another important issue is determining the priority of hiring. Progress is happening. And, not just hiring, but retaining employees. This is a real priority for Dr. Walker. This behind the scene look helps all of us understand what is happening and why.

1. **USA Committees Update**

* **Fundraising Committee** – Chair Cierra Davis
  + Last year was difficult because everything was virtual. This year the Committee is hoping for more programming this year both virtually and in-person. They’re thinking about bringing back some of the programming that was done in the past, Flocking, Tamales, Nothing Bundt Cakes. They’re planning at least one fundraising event in November/December.
* **Professional Development** – Chair Bernie Streeter
  + Bernie’s asked (and received) for permission to access the results of the Virtual Learning Day Survey for planning purposes. She’s very excited to serve. The Committee is open to any and all ideas and suggestions. Inundated by tech during COVID. Drill down to being experts or kick ourselves up to the next notch with expertise. Opportunity to participate in some of these Professional Development across the campus for free. Bernie is going to research what opportunities are available and will begin sharing during meetings. She’s also working with Esther Herrera to learn what opportunities are available.
* **Program Planning Committee** – Chair Kate Rivardo
  + Goals to review past USAL programming efforts, meet with the previous program planning chair, Reggie. Kate would like to conduct a survey/assessment with UHCL staff about their program interests. Planning on increasing staff appreciation programs.
* **Scholarship Committee** – Chair Dillon Nash
  + Hoping to do a big callout for Summer 2021 Scholarships. The Committee would like to see an increase in scholarship applicants this year. Appreciate all the work done by the las committee. Dillion is committed to getting applicant numbers up. Free money, great way to support your academic professional development. Remember to complete the application and share with your colleagues. Missed opportunity.
* **Welcome and Outreach Committee** – Chair – Stephanie Holleran
  + Evaluate the viability of bringing back in person visits from USA Board Members or other staff members to make the welcome to our new employees more personal. Review USA information presented during HR Orientation to new staff. Attend all new employee orientations. Easing the transition to UHCL.
* **Treasurer’s Report** – Chair April Harris
  + Currently $13,631.77. Proud to announce that two scholarships were awarded for Spring 2021. Matt shared that there are funds available for the purchase of swag. He’s planning to do an inventory to see what we have and then to discuss what we’d like to order.
  + USA Support Cost Center - $2,972
  + University Staff Association - $5,459.75
  + USA Scholarships - $5,200.02

1. **Shared Governance Reports**

* **Facilities and Support Services (FSSC)** – Chairs Dr. Bianca Schonberg and Kim Edwards
  + STEM II Building is in development with a completion goal of 2025 (pending bids, approvals, construction, etc.). The new building will be located at the north end of Parking Lot B. Stem II building will affect about 300 parking spaces.
* **Facilities and Support Services (FSSC)** – Continued
  + Continuing to collect revenue to build a parking garage on campus. They will need to generate about 40% more parking revenue to begin the construction process.
  + The FSSC is also looking at what our student profile will be in 5 years and possible growth in the online class arena. The hope is that in additional to the parking garage, that 2 other buildings will be online for completion…Stem II and the Student Center/Union.
  + Dr. Schonberg mentioned that Mark Denny asks for anyone with comments about this new construction to please feel free to let leadership know what we’re thinking as a campus. These comments are brought to senior leadership of the university and help inform how new construction will proceed.
* **Planning and Budgeting Committee (PBC)** – Chairs LeeAnn Wheelbarger and Kurt Lund
  + Goals for this year – Update Bylaws and Tuition and Fees – The meeting this past week was focused on Tuition and Fees. Currently there appears to be a big push in updating Tuition and Fees. The PBC is planning on hosting townhall meetings to get feedback from students. They’re planning on having two meetings in November.
  + They’re also trying to make the budget understandable to everyone. Kurt shared the URL for the Budget Office if you should have any questions.
* **University Life Committee (ULC)** – Chairs Sheeba Thomas and Kenneth Cunningham
  + Goals – To make recommendations on matters that include (university-wide policies; student policies; safety, health and quality of life issues to USA). Please feel free to share any suggestions and we will bring them up at the ULC.
  + The ULC also conducted the election of Parking Committee representative and consideration of a shelter-in-place protocol for UHCL campus, especially in relation to chemical spills.

1. **Pending/New Business**

* **Past President, Esther Herrera**
  + 2021 USA Executive Board Recognition – A great big thank you to the past board. Last year was challenging and yet provided an opportunity to grow. And, while we weren’t able to meet in person, we do believe we were able to keep everyone connected. Accolades to all past members and absolute great luck to the new board. Esther spoke eloquently about last year’s board.
  + Campus-wide survey for staff is being discussed. Last year a racial survey went out and those results are now being reviewed. For this year we are suggesting a climate survey for campus staff. Sometimes this is a good way to take the pulse of the campus.

1. **Open Forum – Future Topics Suggestions – Speakers**

* Esther – Mandatory Training! Due by November 19, 2021! Students, staff and faculty! UHCL is currently in the lead with the most completions! Last year was a struggle, but this year we’re blazing!
* Stephanie – Remember the week of 11/15 is International Student Week – There is a whole host of programming and presentations during the week!!

1. **Hawk Spirit Shout Out!**

* Great big Hawk Spirit Shout Out to **Shelby Kuepker**. Shelby is the Coordinator of Organizations and Activities in the Office of Student Involvement and Leadership. Shelby hit the ground running and was a shining example of how to get things done during her first Spirit Week! Thank you, Shelby, for everything you do!!

1. **Closing**

* Matt adjourned the meeting at 11:04 a.m.
* The next USA General Meeting will be held on November 8, 2021, from 10:00-11:00 on Zoom