USA General Meeting Minutes

January 21, 2021

Meeting started at 10:05 am by President Esther Herrera.

Esther discussed the agenda for today with the meeting attendees.

34 staff members were in attendance during this meeting.

1. USA Committee & Shared Governance Reports

Matthew Perry led the meeting by stating we will start with Committee reports.

* 1. Committee Reports
     1. Fundraising Committee – Firoj Gurung and Reggie Jones
        1. No new communication today, introduced Reggie to the attendees.
        2. Reggie said he is excited to be here and provide support.
     2. Professional development Committee – USA Board
        1. LinkedIn Learning Course Spotlight
        2. Virtual Learning Day
     3. Program Planning Committee – Reggie Jones

Reggie discussed upcoming events and programs. The upcoming event listed below is being sponsored between Alumni and other departments on campus. Reggie post the link in the chat, it is here: https://uhcl.zoom.us/meeting/register/tJEtc-2orT4uHtH5ZFg-eJBv-uyfXja6GNlJ

* + - 1. Upcoming Events/programs
         1. A Conversation about Understanding Racial Trauma

Wed. Jan 27 from 12 – 1 pm

Registration Link can be found on hawk Happenings email and UHCL Alumni Events Page

* + 1. Scholarship Committee – Dillon Nash and Willie Broussard

Willie and Dillon presented on the call for scholarships. The timeline is below. Please check the email that was sent out Jan. 19, 2021. Please make sure if you are applying to make sure that all 5 components are submitted with the application packet by Feb. 5, 2021. Once the Spring 2020 and Summer 2020 is completed. Dillon will take over and the timeline is listed below for Fall 2020 applications for scholarships.

Matthew told the attendees we are playing catch up from last year as a result of the pandemic and to reference the email sent out Jan. 19 as a reminder. We will send additional ones as the dates get closer.

Willie: If anyone has questions or you know anyone with questions please let them know.

* + - 1. Scholarship Information emailed out Jan. 19, 2021
         1. Jan. 19, 2021 – updated from Jan. 4, 2021

Call for scholarship applications

* + - * 1. Feb. 5, 2021

Deadline for Scholarship Application Submissions

* + - * 1. Feb. 8 -13, 2021

Scholarship application review

* + - * 1. Feb. 15, 2021

Announce Scholarship Winners

* + - 1. Fall 2021 Scholarship Timeline
         1. Feb. 8, 2021

Call for scholarship Applications Open

* + - * 1. March 5, 2021

Deadline for Scholarship Application Submission

* + - * 1. March 8 -12, 2021

Scholarship Application review

* + - * 1. March 31, 2021

Announce Scholarship Winner

* + 1. Welcome & Outreach Committee – Veronica Gates

Veronica presented yesterday at New Employee Orientation yesterday. Esther told the attendees she was very proud to have her present and did a great job representing USA. Esther welcomed a few new people to UHCL.

* + 1. Treasurer Report – Kim Oldigs
       1. USA Support (2064 C0062 F1135 NA) ST 16372
          1. Budget Available: $4,472
       2. University Staff Association (2078 C0062 F1136 NA) ST 16373
          1. Budget Available: $2,188
          2. Unbudgeted Fund Equity: $3,271.75
       3. USA Scholarships (4027 C0062 H0858 NA) ST 16374
          1. Unbudgeted Fund Equity: $5,783.02
       4. USA Support (9007 C0062 F1137 NA) ST 16375
          1. Total Liability: $4,398.81
  1. Shared Governance Reports
     1. Facilities & Support Services Committee (FSSC) – Debra Ross & Kim Edwards

Debra Ross spoke saying she missed the meeting and has nothing new to update other then the posting on the PowerPoint and listed below.

* + - 1. Building upgrades Continue
         1. Classrooms are getting upgrades
         2. Carpet being replaced in Delta Building
         3. Elevator upgrades
      2. UCT working to acquire software based on staff and faculty recommendations
    1. Planning & Budgeting Committee (PBC) – Leigh Ann Shelfer & LeeAnn Wheelbarger

Leigh Ann Shelfer attended the meeting Jan. 19, 2021. Mark Denney gave a presentation as co-chair of committee. Items relevant to staff is listed on screen and below. Leigh Ann discussed all three areas listed below.

* + - 1. Hiring
         1. No hiring freeze; heightened scrutiny of postings, and President Blake approves all.
      2. Reclassifications
         1. Staff positions are being reviewed, as part of the Strategic Plan, to streamline job descriptions and job families across the university, define career paths and implement equity in pay scales. Reclassifications are on hold, except for vacancies being filled.
      3. FY22 Budget
         1. Feb. 17 is the deadline for submitting FY22 initiatives to department heads.
         2. In May, we will know about money from the Texas legislature.

Not optimistic about new dollars due to state revenue (sales tax) being down.

* + - * 1. Enrollment is also expected to be down next fall as predicted by community college enrollment (our largest source of students).
        2. UHCL is receiving some funds from the latest COVID relief package to cover lost parking fees and new costs for online instruction.
    1. University Life Committee (ULC) – Cierra Davis

Cierra Davis spoke on how University Life has planned out meetings, the first one will be held Feb. 5, 2021. So she will have updates for us during the Feb. Meeting.

* + 1. University Council

No message

1. Other Announcements
   1. Pending Business -we have an update!
      1. Vacant position: Treasurer

Matthew announced that Tyler Hall has been elected as the treasurer for USA for this year. Tyler said a brief thank you and stated how he is excited to be able to grow more in this area.

* + - 1. Tyler hall has been elected as Treasurer. Congratulations!

1. Staff Shout-Outs

Matthew had a few staff shout outs. Welcomed the new staff members for College of Education. In addition, we had a staff shout-out for Dillon Nash, he shared a message and congratulated Dillon on his new position within the Office of Student Involvement and Leadership. In the future if you have a staff shout-out go ahead and email [usa@uhcl.edu](mailto:usa@uhcl.edu). You are welcome to put anything in the message, from taking on new projects, new program, new project, new process, something that has direct impact on students, many different ways to do it. We will be updating our webpage in the next few days with some additional ways you can send a shout-out to staff at UHCL.

* 1. College of Education Advising Welcomes:
     1. Alexis Mitchell, Academic Advisor
     2. Taylor Boggio, Academic Advisor
  2. Dillon Nash
  3. Stay Tuned for more details about Staff Shout-Outs!

1. Coming in March:

Matthew provided a quick announcement of what is coming up in March. Changes with the COVID Vaccine, we will have Nursing and Emergency Management here in March to share updates.

* 1. COVID19 & Statewide Updates
     1. Special Guests:
        1. Regina Pickett, MSN, RN
        2. Al Black, Director, EHS & Emergency Management

1. Open Forum

Matthew provided a time for anyone to share any updates, topic ideas, etc. for this year. He stated people can share openly in the chat or just in the open. Esther stated that she hopes others will be happy to share any ideas to [usa@uhcl.edu](mailto:usa@uhcl.edu). She also encouraged everyone to share anything during this time.

Tyler Hall – thanked everyone for the role they played in their orientation sessions ioin the past few weeks. Thank you for helping us welcome new students to campus.

Matthew – Said that the orientation team does a lot of great work.

George Mattingly – says he agrees with those sentiments.

Esther – I saw on Facebook the free t-shirt giveaways.

Matthew- stated they always try to get students to take advantage of swag etc. Anyone else have anything they want to share. Tyler posted in chat that weeks of welcome has a ton of different activity’s both virtual and in person. So many people that take part in weeks of welcome and there is so many we cannot say thanks to everyone.

* 1. Future topic suggestions – add them to the chat box

1. Thanks for joining us.

Matthew let everyone know when the next meeting.

Closed meeting at 10:28 a.m.

* 1. Next general meeting: Thursday, February 18th 9 am – 10 am