

USA General Meeting Minutes Date October 19, 2023

- **Welcome**
 - Dillon Nash started the meeting at 10:00 am. He gave a reminder that the meeting will be recorded and posted online.
- **Guest Speaker – Lee Hilyer, Executive Director, UHCL Libraries**
 - Information was given regarding library resources for study, work, and life. A walkthrough was given of the library website.

USA Committee Reports

- **Fundraising Committee, Chair Fran Hawkins-Williams**
 - Harvest Fair Dates: October 23, 24, 25 11am-7pm
 - Volunteers needed
 - Atrium II has been booked for all three days
 - Vendors have been contacted
 - Bay Area Food Lovers Cards available
 - Silent Auction coming soon!
 - Flocking event in the Spring!
 - Contact Fran Davis@davisfl@uhcl.edu if you are interested in being on the Fundraising Committee
- **Professional Development Committee, Chair Lisa Hudson**
 - Working on establishing committee's vision, mission, objectives
 - Professional Development Survey to come in the future
 - Professional Development Webpage on USA site, to come (Fusion!)
 - Possibilities 1) Staff earn Certificate/Credit 2) First Choice-staff receive email advisory of all new vacancies 3) USA Receives Annual Funding
 - Program Sponsorship Possibilities
 - UHCL Recruitment Training- Strategic Enrollment Management
 - LinkedIn Profile- Marketing
 - Crucial Conversations- Leadership
 - Workforce Support Tools- HR
- **Scholarship Committee, Chair Bernie Streeter**
 - Fundraising is currently in progress
 - The application is currently on pause, until more funds become available
- **Treasurer's Report, Chair April Harris**
 - Current Account balances were given regarding the USA Support fund, USA fund, and the USA scholarships fund.

Shared Governance Reports

- **University Council, Dillon Nash**
 - The Shared Governance Policy Review Committee has been formed, and the staff member representation are LeeAnn Wheelbarger, Michelle Mirpuri, and Veronica Ortiz. They will be working alongside VP Denny.

- **Facilities & Support Services Committee, Bianca Schonberg and Lee Ann Wheelbarger**
 - Erica Njoku and Bianca Schonberg- October 2nd
 - A new "Exploring Majors Office" initiative presented about space in SSCB. The space will serve as a single point of contact for exploring students by coordinating services with admissions, advising, career services, faculty, and other campus stakeholders.
 - Mark Denney, Mary Washington, and Roberta Raymond will review space feedback forms.

- **Planning & Budgeting Committee: Megan Bearden and Kim Oldigs**
 - General review of the FY25 Budget Cycle
 - Presentation of Base Budget changes between FY 23 and FY24
 - Although FY 23 revenue was lower than budgeted, majority of the deficit was covered through savings, with the remainder from fund balance.
 - FY 24 budget projects using \$9 million in fund balance, but plans to minimize as best possible.

- **University Life Committee: Fran Hawkins, Sheeba Thomas, Stephanie Holleran, Luisa Beck**
 - Information was given regarding the 3 retiring HR policies (MAP 01.D.04, MAP 02.A.45, MAP 02.F.03)
 - ULC By-Laws Review
 - The question was brought up that ULC's By-Laws state that there is only one USA Rep. and should we reconsider adding an addition one to the committee.

- **USA President and Vice President Updates**
 - Dr. Walker Updates
 - No updates at this time

 - Staff Market Study Analysis
 - Human Resources is hopeful to have a preliminary result meeting with Gallagher at the end of October

 - USA Updates
 - Stipends- President, Vice-President, Treasurer, and Recording Secretary have started to receive stipends for their service on the University Staff Association

- **Hawk Spirit Award!**
 - Presented to Dr. J'Naudia Hunter-Phillips, Director, Accessibility Services. Congratulations.

- **Open Forum/Announcements**
 - Check out USA on Social Media
 - Faculty Showcase coming up on November 10th at 1pm, in the library
 - Please fill out the customer dining survey! Link sent on October 16th via email.
 - Campus Wellness and Recreation event coming up- October 27th 6-8pm
 - Harris County elections start Monday, UHCL is a polling site
 - Counseling Department-Couples Workshops Available-\$30 students, \$50 non-students. 8hrs
 - Current Gallery Exhibit-Department of Justice