

### USA General Meeting Minutes- April 20, 2023

- **Welcome!**

Veronica Ortiz started the meeting at 10:00am. She gave a reminder that the meeting will be recorded and posted online.

Approval of February and March Minutes, motion to approve, and seconded. Passed as written.

- **Guest Speaker – Miriam Qumsieh, Director, Office of Institutional Research**

Information covering the Data Warehouse Initiative guided by the UHCL Strategic Plan to improve business academic operations, including the Data Visualizations project which creates and stores reports that entail admissions information, conversions and registration data, community partnerships, training data, and certified enrollment data was given. The Data Governance organizational chart was shared. The floor was open for questions.

- **USA Committee Reports**

**Fundraising Committee, Chair Alyssa Ramirez**

USA Duck race fundraiser coming this Fall. There were almost 100 participants during the duck race trial homecoming event. All duck races from this point on will be fundraisers, and all proceeds will go towards USA scholarships for staff.

**Professional Development Committee, Chair Esther Herrera**

Emotional Intelligence session was held on March 24, 2023 and there were 19 attendees. Negotiation Skills session was held on April 4-5, 2023 and there were 20 attendees (including 2 faculty). There is a Budgeting session that will be held on May 10, 2023, and 40 attendees are anticipated.

**Program Planning Committee, Chair Kate Rivardo**

Spring 2023 programs are as follows:

Ice cream Bar and Bingo, May 10, 2023 (3pm to 5pm) in the Atrium 1.

The Office Olympics and Trivia, May 31, 2023 (11am to 1pm) in the Garden Room

**Scholarship Committee, Chair Bernie Streeter**

Application opens on April 30, 2023 (available on the USA webpage) and the deadline to submit is May 26, 2023. 2 scholarships will be awarded for the Spring 2023 semester.

**Welcome & Outreach Committee, Chair Stephanie Holleran**

No updates were provided.

**Treasurer's Report, Chair April Harris**

Updated budget balances were shared.

- **Shared Governance reports**

**University Council, Veronica Ortiz**

Academic council submitted and were approved for new admissions requirements or recommendations, and there is a new Master of Science in Nursing program.

University Life Committee has been working on cleaning up various policies. The AWA (Alternate Work) policy had been an interim policy and is now approved. Employees only need to apply once a fiscal year now, rather than each semester. Eligible position listings are being replaced with a list of ineligible positions.

There was a SACSCOC visit on April 17, 2023 which was just a formality since our approval was already received virtually.

### **Facilities & Support Services Committee, Bianca Schonberg and Lee Ann Wheelbarger**

Space Allocation Committee cancelled last meeting, no current updates. Regarding the Hawk Spirit Award Recipient parking, USA is requesting that one of the two parking spots in front of the Bayou building becomes a traveling spot to accommodate staff that work in other buildings. No new updates regarding UHCL Master Plan Framework and Systems.

### **Planning & Budgeting Committee: Kurt Lund and Megan Bearden**

The last meeting held on March 29, 2023 was spent reviewing and approving the scores that were submitted by all the representatives. 19 initiatives will be presented in four quartiles to University Council.

New business introduced was an update to the By-laws, and two new policies

### **University Life Committee: Sheeba Thomas and Fran Davis**

No updates were provided.

- **Hawk Spirit Award!**  
Presented to Kate Rivardo-Coordinator, Organizations & Activities, Student Involvement & Leadership. Congratulations Kate!
- **Meeting with Dr. Walker**  
Veronica updated everyone on the monthly meeting with Dr. Walker.  
  
Dr. Walker provided some legislative updates.  
  
Veronica provided updates to Dr. Walker over the climate survey, stipend request, professional development, and the Duck Races.  
  
Next University System Executive Council quarterly meeting is on May 5, 2023.
- **2023 Staff Awards**  
Congratulations was given to the Hugh P. Avery award winner, the President's Staff Merit Award winners, and the Service award recipients.
- **Open Forum/Announcements**  
**Two USA Board Openings:** Self nominations welcome until Tuesday, April 25, 2023  
**Office of Sponsored Programs Boot Camp:** For Faculty & Staff, April 21, 2023 at 10am  
**Consent and Sexual Harassment Workshop:** Monday, April 24, 2023 (time was sent via email to all)
- **Next USA General Meeting will be held on May, 18 2023 at 10am**

University of Houston  Clear Lake

University Staff Association