1. **Opening**

USA President, Matt Perry, opened the USA General Meeting, February 17, 2022, @ 10:00 a.m.

1. **Quote from the Amazing Michelle Obama**

“The higher purpose of my life is not the song and dance or acclaim, but to rise up, to pull up others and leave the world and industry a better place.” Viola Davis

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. **Hawk Spirit Award – Bubba Jones – Manager, Facilities Services**

Our congratulations to this month’s winner of our Hawk Spirit Award – Bubba Jones!

1. **Guest Speaker – Debbie Carpenter – Executive Director, Auxiliary Services and Procurement**
* Ms. Carpenter thanked USA the opportunity to provide updates on the Patio Café and other food services available to all on campus. We learned hot breakfast begins at 8:00 a.m. at the Café. If you’d like to order before 8:00, please utilize the Boost AP. A link can be found on the Dining Services website. The Coffee House (beside the Patio Café) and the Hawk Lounge (inside CR&W) both begin service at 7:00 a.m. The kiosk in the Patio Café begins operating at 8:00 a.m. and concludes for the day at 2:00 p.m. Also, we learned that the Food Trucks have returned on Tuesdays and Thursdays between 10:00 and 2:30.
1. **USA Committees Updates**
* **Fundraising Committee** – Chair Cierra Davis
	+ Our first fundraising event will begin on Monday, 3/7/22, and run through Friday, 3/11/22. There will be tabling for volunteers to promote the sale of DIY Bloom Kits. They will sell for $5.00 per kit and available to all faculty, staff, students and friends.
	+ If you have any fundraising recommendations, please email davisci@uhcl.edu.
* **Professional Development** – Chair Bernie Streeter
	+ In the past USA has talked about Toastmasters and other similar organizations that assist with professional development for staff. And, while USA is planning for a large gathering later this year, they’re currently planning other options in the meantime. They’ve begun calling them Hawk Power Hours. One of the first suggestions is to have OIT update us on the coming changes/updates to Teams…the first being the upcoming move to utilize only one portal to access many platforms-Blackboard, Microsoft 365, etc. Please share any topics you would like to see for professional development. Also, the Hawk Power Hours will be offered both in the hybrid mode and virtually.
	+ The committee would also like to remind everyone of the LinkedIn Learning options that are available through HR. The UHCL Collections are a great source of professional development and access to the Certified Educational Office Profession (CEOP) certification.
	+ The Central Business Office’s Survival Guide is an excellent source of information.
* **Program Planning Committee** – Chair Kate Rivardo
	+ A flyer has been developed to spread the news about the committee’s upcoming events. Kate shared that these flyers will start showing up around campus this week. She then shared the activities that will be taking place in March.
	+ **Picnic at Potter Pond**, Wednesday, 3/9/22, from noon-1:00. And the staff member that brings the most people from their office will get pizza delivered to their office! We learned that calculating the “most people” will be done utilizing averages as DSA offices are of varying sizes.
	+ **Ice Cream Social**, Monday, 3/23/22, in the Garden Room from 1:00-2:00. Come play, enjoy refreshments and win some prizes!
	+ **Monthly Appreciation Cart** (Sunshine Committee) – For March we will be visiting EHS, Financial Aid, Police and EIH. If anyone would like to help with stuffing gift bags, contact Kate.
	+ **Trivia** – This has proven to be a very popular option and will happen next on Friday, March 4th from 3:00-4:00 on Zoom – Come join us and win a $15 gift card from Amazon!!
	+ If anyone is interested on being a member of the Program Planning Committee or the Sunshine Committee, please email Kate at rivardo@uhcl.edu
* **Scholarship Committee** – Chair Dillon Nash
	+ The Scholarship process is now completely virtual!!! Many thanks to Dillon for spearheading this transition to the 21st Century😊
	+ The committee will reach out to those employees that have taken classes and encourage them to apply!
* **Welcome and Outreach Committee**
	+ New Hawk Onboarding Team has begun. In partnership with Human Resources, select USA Executive Board members are paired with new professionals on campus, to assist with their welcome and transition to UHCL.
* **Treasurer’s Report** – Chair April Harris
	+ USA Support – Budget Available - $4,472.00
	+ USA – Budget Available - $9,579.08
	+ USA Scholarships – Budget Available $2,300.02
1. **Shared Governance Reports**
* **Facilities and Support Services (FSSC)** – Chairs Dr. Bianca Schonberg and Kim Edwards
* Bylaws are currently being updated to reflect changes to current practices.
* Requesting an update to 2 USA representatives, the bylaws currently reflect only one.
* A new Associate Vice-President for FMC has been hired – Mr. Steven Kitchen.
* Library updates were provided (go take a tour if you haven’t…it’s beautiful!!!)
	+ Lots of investment in electrical connections under the carpet.
	+ Creation of moveable/flexible small-group hubs.
	+ New presentation areas, also with movable tables and chairs
	+ Adjustable height tables.
	+ Study carols with lights and stools to be comfortable.
* **Planning and Budgeting Committee (PBC)** – Chairs LeeAnn Wheelbarger and Kurt Lund
* Covering both the December and the January meetings.
* **December PBC Meeting** – Budget timeline was discussed with timeline guidelines coming directly from the governor. UHS will be presenting change requests to Tuition and Fees in May – which the governor has said will be heavily scrutinized. Therefore, UHS will not be able to present proposed budgets until the August meeting.
* **Strategic Planning** – Connecting our operational process to our strategic process which is in line with strategic objective number 11 which is to improve alignment of resources with objectives which means all of our budget requests are tied to strategic objectives. Objective owners will be able to speak and defend these connections.
* **Strategic Enrollment Management** – In the December Meeting – In Fall of 2021 28% of our student population came from new students. They’re projecting 171 student increase in Fall 2022 – a 6.6% increase. Graduate enrollment is up 40%. There are three paths to increasing enrollment – 1. To work on our relationships with community colleges, 2. To reach out to local high schools and, 3. To work with our current students to address the hurdles they encounter that prevents them from returning. Fall of 2021 saw a significant increase in our international student population. The biggest issue was fining space in our programs they desire. 132 local high schools make up almost 100% of our new freshman enrollment, while 51 local high schools make up 80%. Knowing this will allow them to focus on these high schools where enrollment at UHCL isn’t as robust. Fall 2021, 72% of our enrollment came from retained or returning students. Our retention rate for freshman is 73% and for transfer students the retention rate is 80%. And, while these numbers are good, there is more work to be done. We also learned that there is new signage that will be erected at all three campus entrances over the spring and summer. Once that work is completed they will upgrade the signage at our Pearland campus and our Medical Center offices.
* **January PBC Meeting** – The Planning Calendar was discussed. The departments will present their presentations to the Colleges by 2/9, the units will make their presentations to VPs by 2/29 and consolidation of materials will occur during the first part of March in preparation for making presentations to the Board in August. There is also an accreditation that will be on campus. The hope is to have everything ready to present to the Board by May. Dining plans will be increasing over the next two fiscal years by $100 for each year.
* **University Life Committee (ULC)** – Chairs Sheeba Thomas and Kenneth Cunningham
* No update at this time.
1. **Pending/New Business**
* Tyler – Reminded everyone that ONSP is accepting Orientation Leader applications. He included the link to the application in the chat!
* Bernie – Reminded everyone that “The Power of Saying YES!” will be presented with Dr. Blake as the keynote speaker!
1. **Our next General Meeting will be Thursday, March 17, 2022, 10:00-11:00 on Zoom! See you there!**