1. **Call To Order by Esther Herrera at 10:04 a.m.**

Esther: Welcome to May Meeting and I see new attendees in the meeting today, Welcome to your USA meeting. Your Vice President Matthew Perry will be leading todays meeting, I will turn it over to him.

Matthew: Thank you Esther. Let me share the PowerPoint with everyone. Welcome to our meeting and here is today’s agenda.

1. **Moment of Reflection**

Matthew: Take a moment or to with us to get in your zen space to join us for a moment of reflection. Thank you so much, just a fun little tradition we like to do in University Support Association. Thank you for taking the time

1. **Approve Minutes:**

Debra Ross moved to approve minutes and Firoj seconded, with that they are approved. If you miss the minutes etc they are posted on the USA website. Tiffany king does a great job to maker sure we capture all the things that take place during the meetings.

1. **USA Committee Reports**
	1. Fundraising Committee, Firoj Gurung
		1. Summer fundraising campaign – coming soon!
			1. Several Ways to participate. We are working on a couple projects coming up soon, announcement will be given in the next meeting. I don’t want to talk about them yet but stay in tune for the amazing fundraising events that will be coming soon.
	2. Professional Development Committee, USA Board, Matthew provided update
		1. Matthew: Announcement went out over email about our virtual learning day, those that completed survey thank you. The learning day will be 10 am to 2 pm. USA email will have the save the date and call for presenters, theme not finalized. Making overall impact and some diversity inclusion components, to give staff an engaging day and thoughtful sessions.

If you have never presented before it is a great opportunity to present to peers.

* + 1. Mark your calendars!
			1. Virtual Learning Day – Wednesday July 28, 2021
			2. Thank you for completing the survey
			3. Time: 10 a.m. – 2 p.m.
			4. Various Topics to pick from
			5. Official Save the date coming soon
			6. Be on the lookout for call for presenters.
	1. Program Planning Committee, Reggie Jones
		1. Reggie: Introduced himself, and announced celebration in late summer. Talked about Car Parade and Hawk Moment in a way to give them the opportunity to walk across the stage per say. I posted link in the chat for you all to look at pictures etc.
		2. USA Event Planning:
			1. Virtual Learning Day
			2. In-person Celebration late summer
	2. Scholarship Committee, Dillon Nash
		1. Dillon: Working on creating rubric, found the old rubric and want to update it before this next round.
		2. Working on Rubric development for upcoming Scholarship Selection Processes (Spring/Summer 2021)
	3. Welcome & Outreach Committee, Veronica Gates
		1. Veronica: Hi everyone, brief introduction. A big welcome to the new team members in the call today.
		2. A big welcome to all new members on today’s meeting
		3. Mental health First Aid Classes are being held this summer virtually and in person at no charge – For registration questions or assistance: Brianna Caldwell, MHAT Graduate Assistant, caldwellb@uhcl.edu

I also wanted to talk a little bit about Dr. Cindy Cooks email about the mental health and first aid training. Interesting time we are in, returning to work and aware the pandemic has impacted people differently not just students but also people we work with. I am passionate about it, I suffer from a mental illness that causes depression and anxiety and to have a class similar to his is beneficial to know that people will be available to help you during those panic attacks etc. It is a set of skills that is beneficial for people to help in crisis and the person to the right resources. I took it a few years ago and think that more people that are educated about mental health will reduce the stigma around mental health issues.

* 1. Treasurers Report is on a separate page. Matthew provided the update. Most recent spending has been from scholarships from past semesters that is really the big changes here.
1. **Shared Governance Reports**
	1. Facilities and Support Services Committee, Debra Ross and Kim Edwards, Debra provided the updates. On the slide is a few things that will be happening this summer, the link is all the things approved or pending approval. The presentation showed about 20 things for construction during the summer time. New letters to show Hawk Icon and other things. I want to commend the facilities for their hard work. This was the last meeting for the committee this year. This is it for FSSC.
		1. FSSC met on May 13th–focus was Summer Construction Projects​
		2. Bayou building elevators 7 and 8 are being renovated/upgraded ​
		3. Bayou Café, Phase 3 upgrade is scheduled​
		4. Includes a technology upgrade to add more televisions and speakers to create a sport, events atmosphere ​
		5. Concrete preparation began for shuttle bus stop covers/shelters across campus​
		6. Visit https://www.uhcl.edu/about/administrative-offices/facilities/ ​for a complete list of current FMC projects
	2. Planning and Budgeting Committee, Leigh Ann Shelfer & LeeAnn Wheelbarger, neither was in attendance. Matthew: some big highlights, new dining plan, feedback was provided by students. Meal plan was $1000, does not go a long way, if you look at other schools they are much higher, it really gives them an idea of what they will spend. All staff should add money to Hawk Card. Study Abroad students will be required to carry insurance and budget initiatives were due and should be headed to President Blake. President will examine and we will see stuff come out August or September.
		1. A new dining plan for students was voted on and passed.
		2. The new plan is based on a more realistic budget for a student living on campus to eat three meals a day
		3. A new requirement for study-abroad students to carry insurance specified by UH-Clear Lake was voted on and passed.
		4. Voting on budget initiatives for FY2022 was due on 5/7. The budget initiatives were presented by each division through campus-wide virtual presentations.
	3. University Life Committee, Cierra Davis
		1. No updates hope you are enjoying and taking time off during the summer. Matthew: I am big proponent of work life balance.
2. **Pending/New Business**
	1. **Staff Shout-Outs**

**At anytime you can give a staff shout out, board will review and add to the next month staff shout out. Facility staff is really working hard. Grounds, Custodial and hard-working team. If you have them feel free to send them to us and include in meeting.**

* + 1. **None Submitted**
		2. **Learn more at:** [**https://www.uhcl.edu/faculty-staff/university-staff-association/**](https://www.uhcl.edu/faculty-staff/university-staff-association/)**​**
	1. **Next Meeting: We are excited to plan for our June Meeting, we will have Guest Speaker, Megan Topham, Ph.D., Executive Director, institute for Human and Planetary Sustainability. Professional development for you to educate us on different areas. Megan: Super excited to be apart of UHCL team and advancing sustainability on campus and think you will be front lines and want to connect with you and see motivations and strengths and be strong partners. Matthew: thank you for being with us today. QEP on campus sustainability will be part of it in the next few years.**
1. **Open Forum**

**Debra Ross: Will we meet June and July as USA Committee?**

**Matthew: That is our goal. Any future topics? As we transition to campus we will have that as topic in July. Any other general announcements.**

**Esther: Elections coming up for new board positions and I encourage you to put your name in the box and elections will take place this summer. If you heart is fluttering for the USA we would love to have you on the board.**

1. **Closing Remarks**

The next USA General Meeting is June 17, 2021 at 10 a.m.

**USA Treasurer’s Report**

(As of May 19, 2021)

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| --- | --- | --- | --- |
| **USA Support**(2064 C0062 F1135 NA) ST 16372 | **University Staff Association**(2078 C0062 F1136 NA) ST 16373 | **USA Scholarships**(4027 C0062 H0858 NA) ST 16374 | **USA Support**(9007 C0062 F1137 NA) ST 16375 |
| BUDGET AVAILABLE:$2,972 | BUDGET AVAILABLE:$2,188UNBUDGETED FUND EQITY:$3,271.75 | UNBUDGETED FUND EQUITY:$4,783.02 | TOTAL LIABILITY:$4,398.81 |