

USA General Meeting Minutes February 16, 2023 – 10:00-11:00 am

- **Welcome!**

Veronica Ortiz opened the meeting at 10:00 a.m. She welcomed everyone attending the meeting. A reminder was given that the meeting would be recorded and posted online.

- **Guest Speaker – Matthew Peek, Associate Director, Archives, and Special Collections**

Mr. Peek presented information on the UHCL Archives and Special Collections Mission. He started at UHCL in March of 2022. He provided information on the UHCL Archives and Special Collections, available research items, and access availability. Explanations and steps were provided for archive research.

Archives records are courtesy of donations and can be limiting. He explained no personal records including personnel and student information are stored in the archives for confidentiality purposes. Currently inventory is being completed of the archives and nonrelevant items are being disposed.

USA Committee Reports

- **Fundraising Committee, Chair Alyssa Ramirez**

Welcome and Thank You were given to the new Fundraising Committee Chair Alyssa Ramirez, Alyssa has graciously accepted the position left vacant with Melissa's transfer to UH Main.

Alyssa encouraged everyone to submit spring fundraising ideas and to volunteer for committee.

- **Professional Development Committee, Chair Esther Herrera**

Upcoming professional development opportunities were shared.

Emotional Intelligence – Presented by Lone Star College

- March 24th at 10 am
- Hybrid options available
- More info to come

Coming in April – Negotiation Skills

A reminder of the ASCEND learning programs happening every Tuesday and Thursday sessions was given.

- **Program Planning Committee, Chair Kate Rivardo**

Kate Provided an update on the Spring 2023 Programs which include

- Snow Cones-During Spring Break
- Office Olympics and Trivia – Late March
- Staff vs. Student volleyball – April 6th from 4-6 in Campus Rec
- Ice Cream Bar and Bingo – May

Suggestions for future events were encouraged.

- **Scholarship Committee, Chair Bernie Streeter**

The Scholarship Committee is currently reviewing applications. Winners will be announced in a campus-wide email.

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

No updates.

- **Treasurers Report, Chair April Harris**

The current account balances for all accounts were shared.

Shared Governance Reports

- **University Council, Chair Veronica Ortiz**

UHCL Day at the Capital – March 7th

Faculty, Staff, and students will be invited. Criteria will be set by UH system.

Financial State of University has been broken into two parts and is being shared with the Planning and Budget Committee (PBC), PBC will determine how the recordings will be made available.

Tuition and Fees – A one-year proposal for the off-cycle year has been given to review tuitions and fees. Meetings are being held with various stakeholder for a possible approval during the May Board of Regents meeting. Final decisions are pending outcomes during the legislative sessions.

- **Facilities and Support Services Committee, Chairs Bianca Schonberg and Lee Ann Wheelbarger**

Updates were provided on the various committee reports.

Parking sub-committee meeting on 21st of February

Space Allocation Committee – no current requests

UHCL Master Plan Framework and Systems – Planning Principles:

Celebrate the Natural Environment, employ compact development strategies, enhance campus identity and Visibility, and Reinforce a coherent land use and development framework.

- **Planning and Budgeting Committee, Chairs Kurt Lund and Megan Bearden**

Information on access fees and coverage was provided. Access fees would be in place of parking passes.

Tuition and fees – Deja Sero presented information and timelines on tuition and fees.

Meal Plan – The meal plan has a declining balance that needs to be increased.

Pilot textbook plan – A pilot program covering textbooks for a fixed rate per semester was shared. Questions on implementation timelines occurred.

Financial State of the University – presentations have been shared with the PBC committee.

Policy on Policies – A review of Administrative policies are happening through the Office of compliance to retired outdated and duplicate policies.

- **University Life Committee, Chairs Sheeba Thomas and Fran Davis**

Updates on items covered was provided.

- Voted on By-Laws
 - Voted on Friendly amendments
 - Added more ex-officio members from Chief Diversity & Title IX offices
- By-laws approved by majority vote.

- **Hawk Spirit Award**

Presented to Brittany Hamilton, Education Abroad Advisor, Global Learning & Strategy Office
Congratulations were shared with Brittany!!!

Nominations are encouraged.

- **Meeting with Dr. Walker, Veronica Ortiz, Dillon Nash, Matthew Perry**

Meeting with the President was informal with no agenda items. Dr. Walker shared his initiatives/top priorities that include spending time in Austin and testifying to the Senate Finance Committee and visiting Legislators during the legislative year, completing a Staff Market Study, addressing the 8% drop in enrollment, and working with Strategic Enrollment Management on a partnership with Orientation and local high schools to increase student enrollment and retention efforts. USA shared a copy of the questions being asked through the Ask USA page. Dr. Walker was able to answer some of the questions that have been submitted.

- **USA Wants to hear from you**

Questions, comments, or concerns can be sent through the USA webpage or QR code. Submissions are anonymous unless the name is provided on the form.

- **Announcements**

Tornado Relief Drive taking place at Hunter Hall 8a-9p February 13th-February 27th

Spring 2023 Commencement – Volunteers are needed. Volunteer Registration QR code shared

32nd Annual Chili Cook-Off will be on Saturday, April 15th which is Hunter's 10th Birthday!

Thank you were given for attending the HR Valentines get together.

Staff and Faculty awards will be April 12th. Nomination forms will be distributed.

Office of Institutional Research currently working on a general intake form for data and report requests

Center for Faculty Development week Faculty and Staff session was the 3rd highest attended session!

- **Door Prizes**

Names of in person and online attendees will be added to a drawing to receive USA Swag. Names will be drawn after the meeting and winners will be contacted.

- **Next General Meeting**

The next General Meeting will be on 3/16/23 from 10-11 virtually or in person (TBA)