Welcome
- Michelle Mirpuri started the meeting at 10:04 am. She gave a reminder that the meeting will be recorded and posted online. Approval of January Minutes, motion to approve, and seconded. Passed as written.

Guest Speakers – UHCL Academic Advising Team
- Information was given regarding an overall structure of Academic Advising and their mission. They answered questions from the group.
- A one-page handout was requested with advisor information so that staff can point students in the right direction when they are lost.
- Navigate platform was suggested by the UHCL Academic Advising Team to use to look up a student’s advising appointments. Access will need to be requested and signed off by your supervisor. Email Navigate@uhcl.edu for a demonstration.

President & Vice President Update
- President/Vice President Transition
  - Vice President Nomination Information will be emailed
- Environmental Health & Safety Sub Committee
  - Alternate Needed
- Shared Governance Policy Update
  - Bylaws coming soon

USA Committee Reports

Fundraising Committee, Chair Fran Hawkins-Williams
- Vendors Atrium I, March 6-7 (10 vendors) 9 am to 6 pm
- Flocking- 83 flockings, 6 paid for insurance, and donations. Raised $1,020 total
- Today is the last day for flockings
- Fundraising Committee Members Needed

Program Planning Committee, Chair Lauren Sawyer
- Tru Blu 4U- was a success! Thanks to all USA volunteers and Dr. Walker for the T-shirts

Professional Development Committee, Chair Lisa Hudson
- UHCL Recruitment Training- Kicks off today
- LinkedIn Basics- Kicks off March 8th
- The Webpage has launched

Scholarship Committee, Chair Bernie Streeter
- Application Open: January 2, 2024
- Application Deadline: March 6, 2024

Spring Events Committee
- Homecoming & Family Weekend Updates
  - USA Duck Races- Wednesday, April 3rd from 11 am to 1 pm
  - Volunteers needed
    - Pep Rally April 1st
• Welcome & Outreach Committee, Chair Dr. Johna McClendon
  o December, 6 team members welcomed. January, 5 team members welcomed. Their names and titles were shown on screen.
  o New committee members welcomed

• Treasurer’s Report, Chair April Harris
  o Current Account balances were given regarding the USA Support fund, USA fund, and the USA scholarships fund.

Shared Governance Reports

• University Council, Dillon Nash
  o No updates provided.

• Facilities & Support Services Committee, Bianca Schonberg and Lee Ann Wheelbarger
  o Parking
    • USA Parking Spot Completed. Every location will have a spot regardless of the building.
    • Chains broken in Lot D- Facilities is working on it.
    • EV signs are now four hours.
    • Accessible parking in Lot B in front of SSCB- Parking

• Planning & Budgeting Committee: Megan Bearden and Kim Oldigs
  o No Updates provided.

• University Life Committee: Fran Hawkins, Sheeba Thomas, Stephanie Holleran, Luisa Beck
  o MAP 05.C.08 Hazing Policy
  o HR Information Items
    • MAP 02.A.04- Discipline and Dismissal of Regular Staff
    • MAP 02.A.13- Recruitment, Job Posting and Selection of Staff Employees
    • MAP 02.A.14- Promotion and Transfer of Staff
    • MAP 02.A.20- Hours of Work
    • MAP 02.A.31- Public Access to Personnel Files
    • MAP 02.A.33- Employing of Foreign Nationals
    • MAP 02.A.40- Staff Attendance and Punctuality
    • MAP 02.B.07- Fair Labor Standards Act
    • MAP 02.B.13- Additional Compensation- Exempt Staff
    • MAP 02.D.04- Types of Employee Leave
    • MAP 02.D.08- Parental Leave
  o Events on Campus- Policy Issues (possible process issues)

Campus Committee Updates

• Campus Recreation Advisory Board-Rebekah Gonzalez and Kate Rivardo
  o Next Meeting scheduled for March 5th
  o UHCL Faculty and Staff rates were shown
• **Campus Bookstore Advisory Board- Stephanie Holleran**
  o No Updates were provided.

• **Dining Advisory Committee-Juliana Espinosa, La’Quinta Payne, and Carmen Conley**
  o Commuter meal plans for staff/faculty now available for purchase!
    • Visit https://hawkcard.uhcl.edu to sign up
    • First 50 people will get 6 free smoothies from Hawk Energy Bar in campus rec. building
  o Porter survey (led by dining services consulting firm) is still under review
  o More fruit and healthy snack options being offered at Patio Cafe

• **Hawk Spirit Award!**
  o Presented to Mary Shelley, Assistant Director, Campus Recreation & Wellness, Congratulations.

• **Open Forum/Announcements**
  o March 8th the Faculty Art Exhibit is open until
  o Healthy Hawks (wellness committee for staff/faculty) is being re-branded, and we will hear more from them soon.
    • What would you like to see from a workplace wellness committee?
    • What do you do throughout your day that promotes your individual wellness?
    • Email your answers to: healthyhawks@uhcl.edu

*Meeting concluded at 11:01 am*

Next USA general meeting is March 21, 2024 at 10:00am