

January 19, 2023 – 10:00-11:00 am

- **Welcome!**

Veronica Ortiz opened the meeting at 10:00 a.m. on Thursday, January 19, 2023. She welcomed everyone to the meeting. She informed us the meeting would be recorded and posted online on the USA webpage.

- **Minutes**

Minutes from the General Meeting from December were approved as written. Motion was made and seconded to approve.

- **Guest Speaker – Ms. Yolanda Edmond – AVP, Chief Human Resources Officer**

Ms. Edmond presented her vision and mission. Her goal is to bring back trust in the Human Resources Office. Since she started on January 2nd, she's been busy meeting with staff and administration across campus. She stated that she has an open-door policy and if you want to seek advice or assistance with a situation, whether or not that information is shared is 100% up to the individual. She shared she's eager to be here at UHCL and looks forward to working with everyone on campus. Practices and policies that are important to Ms. Edmond: trust, collaboration, confidentiality and transparency. When she first arrived, she was pleased to learn that several of her staff play an important part in employee relations and that typically that role is assigned to only one individual. She reminded us that employees don't leave organizations, they leave bad leaders. Plans for enhanced training were also shared. Her belief is that building morale must be intentional and consistent. One possible plan under review is moving to a 4-day work week and whether this could be an option for UHCL. When asked about the campus-wide comp study she confirmed that a study would be taking place. She will share more information when available. She also spoke about the importance of anonymity when conducting surveys. She will be working closely with both our Diversity and Inclusion Officer, Dr. Brice Yates, and with USA to ensure that any climate survey that will be distributed ensures total anonymity. Thanks to Ms. Edmond for taking the time to introduce herself and share her thoughts on what it takes to be an effective leader here at UHCL.

- **USA Committee Reports**

- **Fundraising Committee**, Chair Melissa Melendez/Alyssa Ramirez

Melissa announced she will be leaving UHCL for Central Campus! Well-wishes were shared with Melissa for her new journey. Appreciation was expressed for her involvement, efforts and dedication will be missed. We learned Alyssa Ramirez has stepped up to take over the responsibilities of chairing the committee. Welcome, Alyssa!! Alyssa will work with Melissa to continue with the Ideas in the works. These ideas include moving one of the USA Parking Spaces in Parking Lot A closer to SSCB, selling hot chocolate and "Walking Tacos" at existing events and the possibility of bringing back the Duck Races. Melissa reminded us all that volunteers are welcome!! From this point forward, contact Alyssa Ramirez on Teams!

January 19, 2023 – 10:00-11:00 am

- **Professional Development Committee**, Chair Esther Herrera
Esther shared that there is a training session today, "Leading Change," presented by Brice Yates from 1:00-2:30 in the B2132 Training Room. She also provided information that there will be two sessions next week, "3 Steps to Employee Engagement" and "Business Etiquette." Esther also reminded us that the Ascent Learning Programs happen on Tuesdays and Thursdays and that the entire catalog runs through the end of March 2023.
- **Program Planning Committee**, Chair Kate Rivardo
Kate reminded everyone about the Student Leader vs. Staff Volleyball Game that will take place in the Campus Rec Mac Gym on Thursday, April 6, from 4:00-6:00. Plans for Bingo/Loteria are in the works for May. Suggestions are encouraged and can be sent to rivardo@uhcl.edu. Kate also shared that the Sunshine Committee showed appreciation to the Accessibility Support Center, Academic Transfer Advising, College of Business, College of Education and the Center for Faculty Development in January. She also has appreciation bags ready for Accounts Payable, but have not been delivered at this time. Anyone is interested in being a member of the Program Planning or Sunshine Committee, please let Kate know on Teams!
- **Scholarship Committee**, Chair Bernie Streeter
Bernie expressed her appreciation to the Fundraising Committee for their funding of the Scholarship Program. Bernie also announced that they have received many applications for scholarships! The committee will be meeting soon to review the applications and the winners will be announced next month!!
- **Welcome & Outreach Committee**, Chair Stephanie Holleran
Stephanie participated in a New Employee Orientation and welcomed 19 new employees at New Employee Orientation on 1/18/23!
- **Treasurers Report**, Chair April Harris
Clarification questions on swept funds were asked and it was announced that all funds are swept at the end of the fiscal year. Also, Veronica provided a breakdown of how funds are spent. The support account (2064) is spent on operating expenses. The USA account (2078) is used to purchase food.
USA Support (2064) - \$4,472.00
University Staff Association (2078) - \$1,073.86
USA Scholarships - \$1,008.72
- **Shared Governance Reports**
 - **University Council**, Chair Veronica Ortiz
University Council didn't meet in January (most committees typically don't meet in January. Veronica reminded us about the President's Investiture, on Friday, January 27, 2023, from 9:00-10:00. Reservations are required to attend. The ceremony will also be live-streamed for those unable to attend.

January 19, 2023 – 10:00-11:00 am

- **Facilities and Support Services Committee**, Chairs Bianca Schonberg and Lee Ann Wheelbarger
No updates – Meetings are scheduled to resume in February.
- **Planning and Budgeting Committee**, Chairs Kurt Lund and Megan Bearden
No updates – Meetings are scheduled to resume in February.
- **University Life Committee**, Chairs Sheeba Thomas and Fran Davis
No updates – Meetings are scheduled to resume in February.

- **Hawk Spirit Award!**

Presented to **Donna Elrod**
Circulation Services Supervisor
With the Neumann Library
Congratulations **Donna!!!**



- **Meeting with Dr. Walker**

Veronica updated everyone on the USA Executive Board's meeting with Dr. Walker. He was very receptive to our concerns. He will be working with Yolanda Edmond, the new AVP of Human Resources, to improve morale. He has requested a staff market study to explore merit, compensation and compression issues. He's also in the process of developing a five-year enrollment plan, committees are already being put in place to develop ideas. Also, he has requested monthly meetings with USA representatives (President, President-Elect and Past President). In fact, they're already on Dr. Walker's calendar for next month!

- **Ask USA**

A general discussion amongst attendees centered around the importance of anonymity for the **Ask USA** form. It was agreed that unless the questioner wants their identity to be known, they will remain anonymous. A question was recently submitted about the fairness/equity of a recently distributed organizational chart. Unfortunately, not enough information was provided for Ms. Edmond of HR to be able to provide a response. If the questioner would like to expound on their question USA will facilitate an answer.

- **February USA General Meeting**

Veronica shared that the meeting locations for Spring have not been finalized due to the locked scheduling system. The location for February will be in the email invitation to join.

- **Door Prizes!!**

Names will be drawn from both online and in-person attendees. Everyone is encouraged to monitor their emails.

2022 – 2023 USA Board

President	Veronica Ortiz	Planning & Budgeting Committee Rep	Kurt Lund
Vice President/President-Elect	Dillon Nash	Planning & Budgeting Committee Rep	Christopher Parker
Past-President	Matthew Perry	University Life Committee Rep	Sheeba Thomas
Corresponding Secretary	Rebecca Castro	University Life Committee Rep	Fran Davis
Recording Secretary	Kimberly Duren	Campus Recreation Advisory Board Rep	Eric Despard
Treasurer	April Harris	Dining Advisory Committee Rep	Juliana Espinosa
Archivist	Caye Trahan	Dining Advisory Committee Rep	Lakeshia Villegas
Facilities & Support Services Committee Rep	Bianca Schonberg	Webmaster	Tiffany King
Facilities & Support Services Committee Rep	Lee Ann Wheelbarger	Fundraising Committee Chair	Melissa Melendez
FSSC Sub-Committee Parking	Christine Paul	Professional Development Committee Chair	Cynthia Goode
FSSC Sub-Committee Parking	Johna McClendon	Marketing and Communication Chair	Tyvia Chandler
FSSC Sub-Committee Space Allocation	Debra Ross	Program Planning Committee Chair	Katelynn Rivardo
FSSC Sub-Committee Space Allocation	Bianca Schonberg	Scholarship Committee Chair	Bernadina Streeter
		Welcome & Outreach Committee Chair	Stephanie Holleran

