

USA General Meeting Minutes Date February 29, 2024

- **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

- USA Duck Races April 3rd
- Chili Cook off April 6th

- **Welcome & Outreach Committee, Chair Dr. Johna McClendon**
 - December, 6 team members welcomed. January, 5 team members welcomed. Their names and titles were shown on screen.
 - New committee members welcomed
- **Treasurer's Report, Chair April Harris**
 - Current Account balances were given regarding the USA Support fund, USA fund, and the USA scholarships fund.

Shared Governance Reports

- **University Council, Dillon Nash**
 - No updates provided.
- **Facilities & Support Services Committee, Bianca Schonberg and Lee Ann Wheelbarger**
 - 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**
 - No Updates provided.
- **University Life Committee: Fran Hawkins, Sheeba Thomas, Stephanie Holleran, Luisa Beck**
 - MAP 05.C.08 Hazing Policy
 - 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
 - Events on Campus- Policy Issues (possible process issues)

Campus Committee Updates

- **Campus Recreation Advisory Board-Rebekah Gonzalez and Kate Rivardo**
 - Next Meeting scheduled for March 5th
 - UHCL Faculty and Staff rates were shown

- **Campus Bookstore Advisory Board- Stephanie Holleran**
 - No Updates were provided.

- **Dining Advisory Committee-Juliana Espinosa, La'Quinta Payne, and Carmen Conley**
 - 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
 - Porter survey (led by dining services consulting firm) is still under review
 - More fruit and healthy snack options being offered at Patio Cafe

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

- **Open Forum/Announcements**
 - March 8th the Faculty Art Exhibit is open until
 - 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](mailto:healthyhawks@uhcl.edu)

Meeting concluded at 11:01 am

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