1. **Opening**

USA President, Matt Perry, opened the USA General Meeting, November 18, 2021, @ 10:00 a.m.

1. **Quote from the Amazing Michelle Obama**

“We need to do a better job of putting ourselves higher on our own to do lists.”

1. **Meeting Minutes**

Meeting minutes are available online. We’re pleased to bring guest speakers and committee updates to USA members. Please use the chat feature to make comments and ask questions.

1. **Guest Speaker – Mark Denny – Vice President, Administration and Finance**

* **FY21 Financial State of the University**. The “State of the Campus” presentation planned has been moved from October to February to provide President Walker time to familiarize himself with UHCL. Enrollment was basically flat – Which drives everything. Positive factors are sound budget control, good planning, the hard work put in by our Budget and Planning Office and COVID funding (CARES, CSSRAA and ARPA-$16.7 million to students and $19 million to the campus). Final money for students will be distributed through financial aid during the Spring 22 semester. $10 million has already been spent on projects on campus, new air circulation project, Hunter Hall, merit, etc.
* **Future Planning for Merit vs. Market Adjustments.** As a University we have two assets: Our Buildings and Our People. No business stays in business long without continuing to invest in the maintenance of their primary assets. Merit will always be a top priority. And, while you can’t always fund your priorities, not even your top priorities, but you still have your list, to stop from getting distracted. All universities are experiencing difficulty finding and keeping good employees. Merit needs to be balanced with Market Data Analysis. Merit and Market Data Analysis must be ongoing. Especially after existing for years without adjustments of any kind. Mark stated that this will remain a priority. A question posed involved pending reclassifications. He is certain these reclassifications will move forward. Working to overcome difficulties with prior HR management. Mark shared that we have a great team in HR and they’re working diligently to streamline their processes.
* **Tuition and Fee Projections for FY23 and FY24.** We have the opportunity to apply for tuition fee increase to the Board of Regents for two-year period increases. There are three types of tuition that our students pay. Statutory, Designated and Designate Differential. Statutory tuition is controlled by the state. They haven’t raised it in several years. Designated and Designated Differential are controlled by the university. Currently colleges have indicated they won’t be requesting an increase. There is currently consideration of a moderate 2 ½% increase this coming year (FY23) and also the following year (FY24). Mark’s concerned that we don’t want to overreact to inflation and raise tuition too much or too quickly. With regard to student service fees – Parking and Resident Hall aren’t fees, they’re sales. They do anticipate an increase in student services and rec and wellness fee. Those fee increases are controlled by SFAC.
* **Funding from Federal and State Funding.** The COVID funding (as discussed earlier). The state has allocated $45 million from it’s Pandemic Relief Funding. The process will be to identify all of the things we could and should do, set our priorities, see where partnerships or multi-use can be achieved. The final tasks will be to plan the projects and implement them. These funds will provide an opportunity to move UHCL forward.

1. **USA Committees Updates**

* **Fundraising Committee** – Chair Cierra Davis
  + As you know we’ve been selling Bay Area Houston Fool Lovers Cards. The sale ends on Friday, tomorrow, 11/19, at 5:00 p.m. There are still a few available, let us know if you’re interested.
* **Professional Development** – Chair Bernie Streeter
  + No updates at this time.
* **Program Planning Committee** – Chair Kate Rivardo
  + Virtual Trivia! Friday, December 3rd from 3:00-4:00. The winner will receive a gift card! Be on the lookout for an email with the Zoom link to join!
  + Picnic at Potter Pond! Wednesday, December 8th from Noon-1:00. Bring your lunch and enjoy some time networking and chatting with fellow USA members. The Committee’s goal is to have one picnic each month. We’ll be rotating USA members – Kate will send us more information about how we can each participate.
  + Monthly Appreciation Cart (Sunshine Committee) – This will start in December and we’ll begin with out custodial staff and FMC…nice cards, candy, etc.
  + If anyone is interested on being a member of the Program Planning Committee, please email Kate at rivardo@uhcl.edu
* **Scholarship Committee** – Chair Dillon Nash
  + The Summer 2021 Scholarship recipient has been selected by the Committee and the winner was **Fran Davis**!! Congratulations!! Fran let USA know that she will be graduating soon and that she really appreciated the assistance! It really made a difference for her!
  + The Committee is meeting to brainstorm ways in which we can attract more applicants and identify barriers that currently exist in the application process.
  + We learned that there will soon be a scholarship page on the USA website!! The Committee is also hoping to put the form online to simplify the process even more!
* **Welcome and Outreach Committee** – Chair – Stephanie Holleran
  + Stephanie is asking for any suggestions for the type/kind of swag we can order for distribution at New Employee Orientation and other USA programming.
* **Treasurer’s Report** – Chair April Harris
  + For the Bay Area Houston Food Lover’s cards, $500 in sales have been recorded.
  + Fran Davis was the recipient of the Summer 2021 Scholarship!
  + Current Funding Remains the same at $13,631.77.
  + USA Support Cost Center - $2,972
  + University Staff Association - $5,459.75
  + USA Scholarships - $5,200.02

1. **Shared Governance Reports**

* **Facilities and Support Services (FSSC)** – Chairs Dr. Bianca Schonberg and Kim Edwards
  + A Committee was formed to review and update the FSSC Bylaws. Mostly reviewing the membership for the committee. Many titles have change for positions on campus, so this is also being reviewed and updated.
* **Facilities and Support Services (FSSC)** – Continued
  + The Parking sub-committee had changes to send through for approval. This will be part of the overall review of the FSSC. Those changes included: Combine USA representatives to two positions (we’ve already been doing this – but it needs updating. There used to one each, support and professional.
  + Add Bay Area Park and Ride effective Spring 2022. Can use this to go to both Pearland and the Medical Center
  + Diesel shuttle has been purchased. This will allow for expanded services.
  + Currently no ID is required to ride the Shuttle; this policy is being reviewed.
  + Notice for heliport reservation for October 2022.
  + Motion was made to have 72-hour notice for facility request of external events.
  + The proposal for parking increases was returned to committee for clarification and to limit the number of years of proposed increase.
* **Planning and Budgeting Committee (PBC)** – Chairs LeeAnn Wheelbarger and Kurt Lund
  + The PBC meet on 11/16/21. Main topics of discussion:
  + Tuition and Fees – This includes Statutory, Designated and Designated Differential Tuitions.
  + Budget Calendar – The process for changes in the budget (tuition and fees) and tentative dates for approval of the Shared Governance process.
  + Also, a shout to the new signage (Hawks and UHCL) – If you haven’t seen them at night, take an opportunity, they are wonderful.
  + We also learned that there is new signage that will be erected at all three campus entrances in the near future.
* **University Life Committee (ULC)** – Chairs Sheeba Thomas and Kenneth Cunningham
  + The ULC Meeting was cancelled so no update at this time.

1. **Pending/New Business**

* **Campus-Wide Climate Survey for Staff**
  + What is your experience at UHCL?
  + Do you feel comfortable in your position? Your Office? Your College?
  + What are some issues affecting you?
  + Do you feel respected at work?
  + Do you feel motivated at work?
  + Personalized survey and completely anonymous

1. **Hawk Spirit Shout Out!**

* Great big Hawk Spirit Shout Out to **Quinn Bowman and Melissa Melendez** (aka COVID Baby). Nominations will be sent to USA Executive Board and announcements will be made at next month’s meeting!

1. **Open Forum**

* **Mandatory Training** – Esther let us know that UCHL is still in the lead with our other System Campuses. Remember this could affect your merit if you don’t complete.
* **Global Expo** – Takes place this afternoon in Atrium I in the Bayou Building. This is the capstone event for the International Student Week!!
* **Cash Handling Forms** – Laura Wilder is reporting that they’re hoping to do away with the Cash Handling Forms. A reminder that those forms will still be required this year. This year they’re due by December 1st.
* **Student Council Advisory Board for the Campus Store** – Laura Wilder shared that the Campus Store and the Dining Service Advisory Boards are looking for more students to participate on the Council.
* **Soaring Hawks Car Parade** – Reggie shared that the upcoming Soaring Hawks Car Parade is Saturday, December 11, 2021, starting at 2:00 p.m.
* **Registrar Offices Looking for Commencement Volunteers** – They normally have 20 volunteers per commencement and they are currently only half way there!

1. **Closing**

* Matt adjourned the meeting at 11:00 a.m.
* The next USA General Meeting will be held on Thursday, December 16, 2021, from 10:00-11:00 on Zoom