1. **Opening**

USA President, Matt Perry, opened the USA General Meeting, January 20, 2022, @ 10:00 a.m.

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

“One small positive thought in the morning can change your whole day.” Dalai Lama

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 – Russell Miller – Executive Director, Public Safety**

* Chief Miller discussed the topic of road rage. Chief shared the one word: Disengage!! Having control of your responses and your reactions is the only control we have when involved in incidents on the road. It isn’t about being right or being wrong…it’s about not being involved in the incident. Regardless of who is right and/or who is wrong doesn’t matter, what matters is that you are not engaging in the incident. Think of those incidents that cause you to react strongly…not turning from the turning lane, not obeying right turn on red signs, stopping in the middle of the road trying to decide whether to cut through traffic or not, etc. When we think about these situations, think about how you will respond If there is such a situation occurs to you. Disengage, remove yourself from the situation, utilize your defensive driving skills. Even when you are right and doing everything correctly, you may still be involved in an accident. But, disengaging and removing yourself from the situation…stop, slow down, whatever it takes to remove yourself from the situation. You can exert your control by not being involved in the incident. Try to keep your distance from the situation, let them move in front of you and continue on their way.

1. **USA Committees Updates**

* **Fundraising Committee** – Chair Cierra Davis
  + The Charcuterie Workshop in December was a success! Matt shared that this event was one of his favorite events here at UHCL. Kimberly was also in attendance and agreed.
  + Our first fundraising event for the Spring semester will be announced at the February General Meeting. If you have fundraising recommendations, please email davisci@uhcl.edu.
* **Professional Development** – Chair Bernie Streeter
  + Since Bernie wasn’t able to attend, Matt shared the following updates.
  + In the past USA has talked about Toastmasters and other similar organizations that assist with professional development for staff. And, while USA is planning for a large gathering later this year, they’re currently planning other options in the meantime. They’ve begun calling them Hawk Power Hours. One of the first suggestions is to have OIT update us on the coming changes/updates to Teams…the first being the upcoming move to utilize only one portal to access many platforms-Blackboard, Microsoft 365, etc. Please share any topics you would like to see for professional development.
  + The committee would also like to remind everyone of the LinkedIn Learning options that are available through HR and the Central Business Office’s Survival Guide. These are all great options for professional development for UHCL employees to utilize. The CBO’s Survival Guide is an excellent source of information.
* **Program Planning Committee** – Chair Kate Rivardo
  + A flyer has been developed to spread the news about the committee’s upcoming events. Kate shared that these flyers will start showing up around campus this week. She then shared the activities that will be taking place in February.
  + **Picnic at Potter Pond**, Wednesday, 2/9/22, from noon-1:00. And the staff member that brings the most people from their office will get pizza delivered to their office! We learned that calculating the “most people” will be done utilizing averages as DSA offices are of varying sizes.
  + **Bingo**, Monday, 2/14/22, in the Garden Room from 11:00-1:00. Come play, enjoy refreshments and win some prizes!
  + **Monthly Appreciation Cart** (Sunshine Committee) – For January/February we will be visiting the Library and OIT. If anyone would like to help with stuffing gift bags, contact Kate.
  + **New Hire Mentor Group** – The first Orientation we will assist with will be February 16th. Kate will contact Executive Board members that volunteered to mentor a new employee. Matt shared how critical this type of contact helps smooth the transition for new UHCL employees.
  + **Trivia** – This has proven to be a very popular option and will happen next in March!
  + If anyone is interested on being a member of the Program Planning Committee or the Sunshine Committee, please email Kate at rivardo@uhcl.edu
* **Scholarship Committee** – Chair Dillon Nash
  + We are working diligently to move the scholarship process virtual!! As this process is completed the committee will reach out to those employees that have taken classes and encouraging them to apply!
* **Treasurer’s Report** – Chair April Harris
  + No updates for this month.
  + Matt shared that USA recently purchased tablecloths and giveaways. The gratifying thing is that these kinds of expenses are spent on UHCL employees…including the incentives that are distributed by the Sunshine Committee and other USA committees.

1. **Shared Governance Reports**

* **Facilities and Support Services (FSSC)** – Chairs Dr. Bianca Schonberg and Kim Edwards
* A Committee was formed to review and updatexxxx.
* **Planning and Budgeting Committee (PBC)** – Chairs LeeAnn Wheelbarger and Kurt Lund
* Covering both the December and the January meetings.
* **December PBC Meeting** – Budget timeline was discussed with timeline guidelines coming directly from the governor. UHS will be presenting change requests to Tuition and Fees in May – which the governor has said will be heavily scrutinized. Therefore, UHS will not be able to present proposed budgets until the August meeting.
* **Strategic Planning** – Connecting our operational process to our strategic process which is in line with strategic objective number 11 which is to improve alignment of resources with objectives which means all of our budget requests are tied to strategic objectives. Objective owners will be able to speak and defend these connections.
* **Strategic Enrollment Management** – In the December Meeting – In Fall of 2021 28% of our student population came from new students. They’re projecting 171 student increase in Fall 2022 – a 6.6% increase. Graduate enrollment is up 40%. There are three paths to increasing enrollment – 1. To work on our relationships with community colleges, 2. To reach out to local high schools and, 3. To work with our current students to address the hurdles they encounter that prevents them from returning. Fall of 2021 saw a significant increase in our international student population. The biggest issue was fining space in our programs they desire. 132 local high schools make up almost 100% of our new freshman enrollment, while 51 local high schools make up 80%. Knowing this will allow them to focus on these high schools where enrollment at UHCL isn’t as robust. Fall 2021, 72% of our enrollment came from retained or returning students. Our retention rate for freshman is 73% and for transfer students the retention rate is 80%. And, while these numbers are good, there is more work to be done. We also learned that there is new signage that will be erected at all three campus entrances over the spring and summer. Once that work is completed they will upgrade the signage at our Pearland campus and our Medical Center offices.
* **January PBC Meeting** – The Planning Calendar was discussed. The departments will present their presentations to the Colleges by 2/9, the units will make their presentations to VPs by 2/29 and consolidation of materials will occur during the first part of March in preparation for making presentations to the Board in August. There is also an accreditation that will be on campus. The hope is to have everything ready to present to the Board by May. Dining plans will be increasing over the next two fiscal years by $100 for each year.
* **University Life Committee (ULC)** – Chairs Sheeba Thomas and Kenneth Cunningham
* No update at this time.

1. **Pending/New Business**

* Esther – CEOP classes are now available – Laura Wilder and Rosemary Barr are the two recent recipients for the CEOP certification!! Congratulations!!
* Tyler – question for Facilities – Bianca – Would it be possible to raise the issue at the next Facilities meeting that the floor plans/directories for SSCB are very outdated and need to be updated.
* Veronica Ortiz – The Center for Faculty Development will begin Faculty Development Week, beginning next week. There will be many sessions. One of the sessions will be devoted to Office 365.

And, Veronica confirmed those sessions are open to staff members.