

General Meeting Minutes

Wednesday, March 19, 2025 10:01 am – 11:05 am

| Present Staff Council Executive Board Members: | Adrian Bermudez, Staff Council President ◆ Jr Sears, Staff Council President-Elect ◆ Katalina J. Castillo, Staff Council Secretary ◆ Shiya Rawls, Staff Council Treasurer ◆ Nick Martinez, Staff Council Communication Officer |
|--|--|
| Special Guests: | <u>Kimberly Lambert-Thomas</u> , Vice President, Administration & Finance ◆ <u>Bob Browand</u> , Director, Auxiliary Services |
| Location: | Zoom Webinar |

| 1 Call to Order | 10:01 am |
|-------------------|------------|
| r i Cair to Order | 10.01 a111 |

Presenter: Adrian Bermudez, Staff Council President

2 Meeting Agenda Review

10:02 am

Presenter: Adrian Bermudez, Staff Council President

4 Approval of February Meeting Minutes

10:03 am

Presenter: Adrian Bermudez, Staff Council President

5 New Employee Announcement

10:04 am

Presenter: Shiya Rawls, Staff Council Treasurer

6 Edge Grant Presentation

10:05 am

Presenter: Katalina Castillo, Staff Council Secretary

- Yesenia Sanchez, Library
 - o Been with UHD for over 10 years
- EDGE Grant Inquiries
- Q&A
 - The EDGE Grant cannot be used for certification exams. It can be used for the courses leading up to the exam. The certification exam would need to be paid by the employee.

This agenda is subject to change at the discretion of the Staff Council Executive Board.

o The deadline to submit the EDGE Grant application is the first Monday of each month.

7 February Kudos

10:09 am

Presenter: Katalina Castillo, Staff Council Secretary

8 Share the Good News

10:11 am

Presenter: Adrian Bermudez, Staff Council President

- Go Texan Day Rodeo Raffle Winners
- Women's History Month
- National Reading Month
- Employee Appreciation Day

9 Guest Panelists

0:17 am

Presenters: Kimberly Lambert-Thomas, Vice President, Administration & Finance and Bob Browand, Director, Auxiliary Services

- Dining Services Focus Group Data Analysis
- Dining Services RFP Process
- Q&A
 - o It is unsure if Starbucks will be affected as it depends on the vendor we go with.
 - The Auxiliary Services website will be used to track the timeline and updates happening with the RFP Process.
 - Reach out to Bob Browand if you would like to join the committee reviewing the RFP Process and have any questions.
 - Bob did reach out to have representatives, and Staff Council did provide 2 staff members, but if anyone would like to join, please reach out.
 - Chartwells will most likely close during the transition from spring to summer which is May as Chartwells knows we are doing a transition to a new vendor.
 - There was 40% reduction in the subsidy in 2023 and in 2024 there was a reduction but not as significant due to dislike of catering.
 - o Catering from external vendors besides Chartwells causes the subsidies to increase.
 - $\circ~$ The Coca-Cola machines take 2 3 weeks to be changed out if going through that process.
 - The MDCOB store will most likely be closed since there will be no classes.

10 Staff Council Business

10:34 am

Presenter: Adrian Bermudez, Staff Council President

- Staff Council Old Business

This agenda is subject to change at the discretion of the Staff Council Executive Board.

- Updates on Bylaw Review
- o Update on Staff Climate Survey 2025
- Performance Evaluations 2024
- Staff Council New Business
 - Present new bylaw proposal received regarding Staff Climate Survey
 - Follow-up responses on New Comments/Suggestions Received
- Staff Engagement Opportunities
- Q&A
 - The Staff Council Executive Board will discuss whether free tickets will be given out for the Bayou Bash.
 - Contact the Admissions Office regarding lunch not being provided.
 - Speakers for lecture
 - You can bring your family to the Bayou Bash. Ticket prices are listed.
 - o In regards to if dogs are allowed to the Bayou Bash please see the SAM of <u>Animals on University Campuses</u>.
- REMINDER: Gator Blue Fridays UHD garments (shirts, hats, etc.)

Il Staff Engagement Opportunities

10:46 am

Presenter: Adrian Bermudez, Staff Council President

- Ongoing: Get Fit Challenge
- Ongoing thru March 28: Children's Book Drive
- March 17 28: 2024 Performance Evaluations cycle in progress
- March 19: UHD Health Fair; 11 am 2 pm; ACAD 300
- March 19: <u>Understand How Social Security & Medicare Can Help Secure Your Future</u>; 2 3 pm; Virtual
- March 20: <u>VitalVoices Speaker Series: The Rise of Black Women in Higher Education</u>; 11:30 am 1 pm; C100
- March 20: Master Microsoft Teams Basics to Connect and Communicate with Ease; 10 – 11 am, ACAD 700E
- March 22: UHD Open House
- March 24 28: MBA Week @ MDCOB
- March 25: <u>Al Intelligence in Modern Business</u> (MDCOB Virtual Speaker <u>Event</u>); 12 – 1 pm; Virtual
- March 26: <u>President's Lecture Series: Women on the Bench</u>; 11:30 am –
 1 pm; 1801 Main 10th Floor
- March 27: <u>Bayou Bash</u>; 5:30 pm 8 pm; OMB South Deck
- April 2: USSEC presents "Move with Us"
- April 2 3: 2nd Annual Mental Health Matters Symposium & Summit
- April 6: Saint Arnold's Art Car IPA 5K Race
- April 9: <u>Get Fit Challenge Closing Ceremony</u>; 2 3 pm, OMB 11th Floor
- April 14 18: National Student Appreciation Week 2025

- April 15: <u>Last day of UHD VITA Free Tax Preparation</u>
- April 16: <u>Catapult Onsite Clinic</u>
- April 24: Bring a Child to Work
- April 20: Next Staff Council General Meeting

12 Closing Comments

11:04 am

Presenter: Adrian Bermudez, Staff Council President

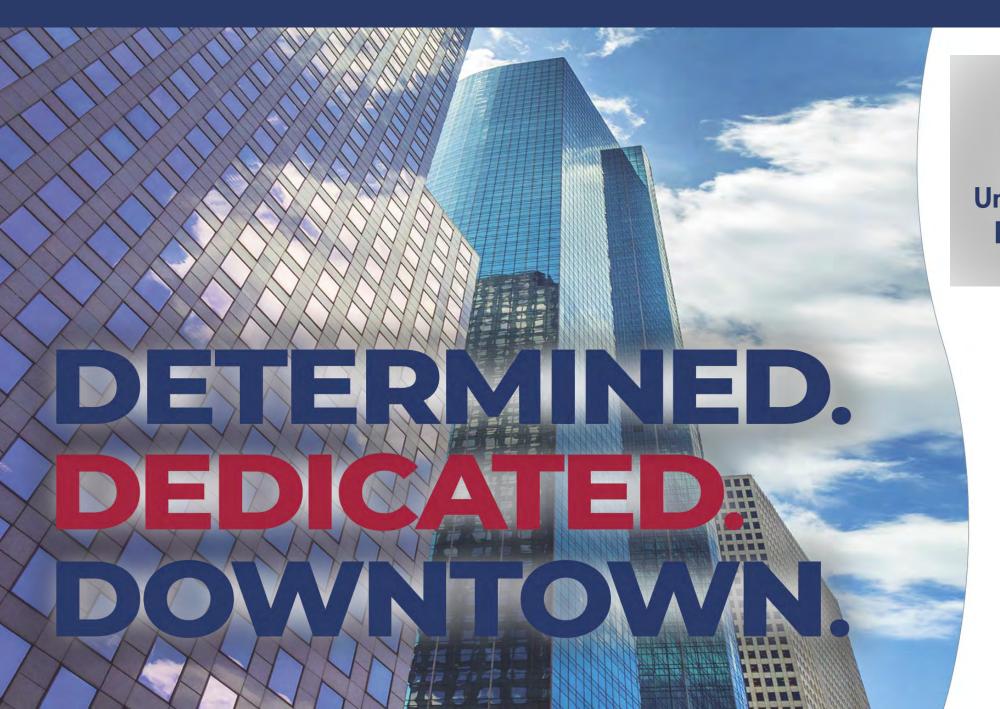
- uhdstaffcouncil@uhd.edu
- Past meeting agendas and minutes
- Register to attend the monthly general meetings
- Comments/Suggestions
- Submit events to be recognized and promoted
- Share Your Good News

13 Meeting Adjourn

11:05 am

Presenter: Adrian Bermudez, Staff Council President

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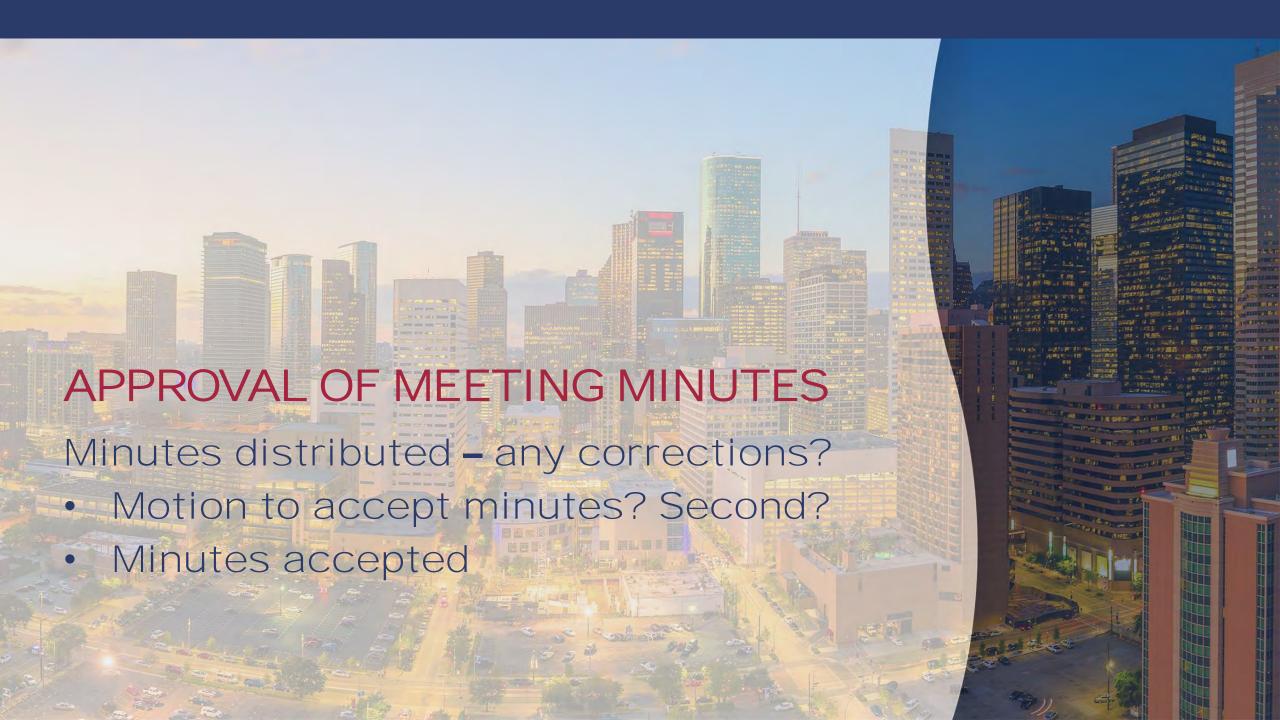




AGENDA

- Approval of February Meeting Minutes
- Introduction of New Employees
- Edge Grant Winner Presentation
- Employee Recognition
- Share the Good News
- Guest Panelist: Kimberly Lambert-Thomas,
 Vice President, Administration & Finance & Bob
 Browand, Director, Auxiliary Services
 - Dining Services Focus Group Data Analysis
 - Dining Services RFP Process

- Staff Council Business Things To Share
- Staff Engagement Opportunities
- Closing Comments



WELCOME NEW GATORS!



| Name | Job Title | Department |
|--------------------|--|------------------------------|
| Ayesha Rabb | Assistant Director, Academic Affairs | Academic Affairs |
| Judith Marron | Administrative Assistant II | Registrar |
| Jasmine Navarro | Contact Center Representative | Enrollment Management |
| Pedro Moreno | Multi-Media Engineer | Technology Learning Services |
| Deborah Mercado | Program Coordinator | Urban Education |
| Shavrielle Charles | Coordinator, Student Records & Reporting | Registrar |
| Niktalia Jules | Coordinator, Records | Registrar |
| Hanna Odom | Academic Success Coordinator I, MDCOB | Academic Advising |

WELCOME NEW GATORS!



| Name | Job Title | Department |
|--------------------|--|-------------------------------------|
| Citlalli Rodriguez | Administrative Assistant II | Social Sciences |
| Eric Garza | Senior Coordinator and Recruiter, International Admissions | Graduate & International Admissions |
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| | | |



March 2025 Recipient



Yesenia Sanchez



Educational/Development Grant for Employees

Sponsored by the University of Houston-Downtown Staff Council

EDGE GRANT INQUIRIES

(1) Can the EDGE Grant be used for certification tests?



The EDGE Grant funds can be used to pay for the training courses that would lead up to taking a certification exam, but the funds cannot be used to pay for the actual certification exam.

- (2) Can the Edge award be awarded to staff who is paying his/her own cost to attend a conference. For example, department not paying for staff to attend. Staff wants to go and pay his/her own cost. Can the staff be awarded the Edge Award? If yes, then how would the funds be paid to cover conference cost?
- First, does the conference pertain to professional development that would be beneficial to your current role within the university?
 - o This is standard EDGE Grant applicant criteria.
- Second, do you have the support of your direct supervisor to attend the conference? This question is important to answer because it leads down two separate decision paths.
 - If yes, and your supervisor approves to allow you to attend on behalf of the university, then you would not have to take personal time off to attend and the EDGE Grant could be used towards paying for your conference expenses. You would need to work with your department business administrator to process registration and travel reservations. Once your conference has been completed, upon returning, your DBA would work with the Staff Council Treasurer to reconcile your associated conference expenses.
 - o If no, but you still elect to attend the conference, this becomes a personal expense and therefore you would have to take personal time off (vacation) to attend (still subject to supervisor approval) and the EDGE Grant Award would not be applicable. EDGE Grant funding cannot be used to offset personal expenses.

CONGRATS TO OUR FEBRUARY KUDOS!



- Accounting & International Business
 - Aalaina Newman
- College of Public Service
 - Stephen Quander
- Facilities Management
 - Israel Chavez
- Finance, Information Systems,
 Economics, & Risk Management
 - Rosa Bermudez
- Financial Aid
 - Roshanna Micthell
- General Business, Marketing, & Supply Chain
 - Ikea Jernigan

- Human Resources
 - Jackie Batiste
 - Donnie Kesterson
 - Brandi McInnis
 - Christian Purdy
- IT: Enterprise Systems
 - Rose Martinez
 - Duong Tran
- IT: Technical Services
 - Vince Esquivel
- IT: User Support Services
 - Amanda Jones
 - Cheryl Robertson
- Management
 - Tasia Parker

CONGRATS TO OUR FEBRUARY KUDOS!



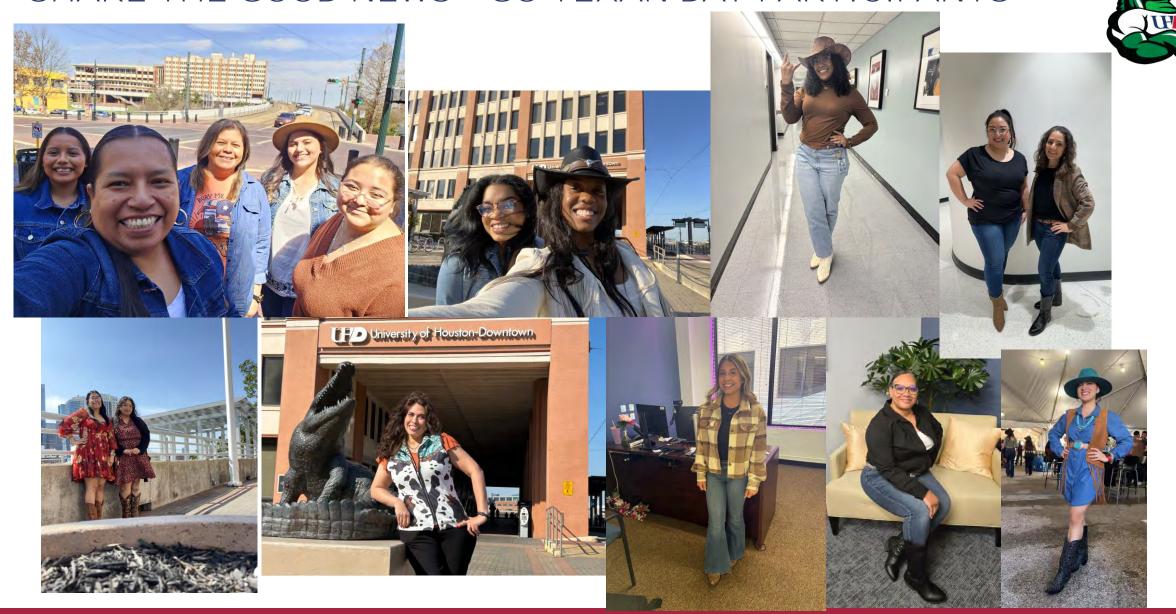
- Marilyn Davies College of Business
 - Mary Henderson
 - Ruby Lacour
- Registrar
 - Ovidio Galvan
- Sciences & Technology
 - Joshua Segura
- Undergraduate Admissions
 - Mandi Olivarez

HOW TO GIVE KUDOS TO A COLLEAGUE



- 1. Navigate to the HR SharePoint site OR
- 2. From Edge or Chrome browser, use the Employee Kudos Form bookmark (under UHD Managed Bookmarks).
- 3. Login using your SSO credentials.
- 4. Click "Send a Kudos to a Colleague".
- 5. Fill out the form completely, ensuring everything is spelled correctly.

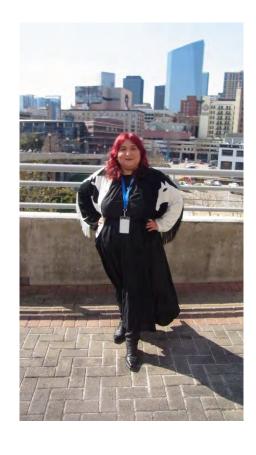
SHARE THE GOOD NEWS - GO TEXAN DAY PARTICIPANTS





SHARE THE GOOD NEWS - GO TEXAN DAY RODEO RAFFLE WINNERS





Adi Mendoza
Web Support & Publications Specialist,
Office of the Provost



Norman Harris
Assistant Director, Student Business
Services

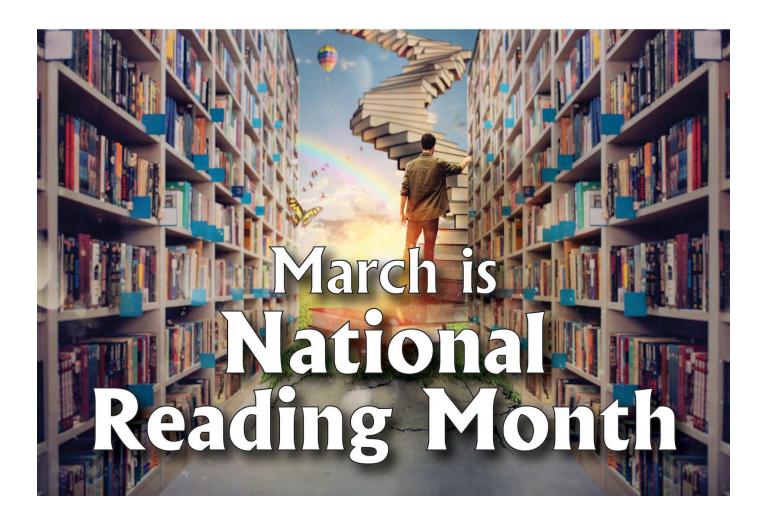
SHARE THE GOOD NEWS - WOMEN'S HISTORY MONTH

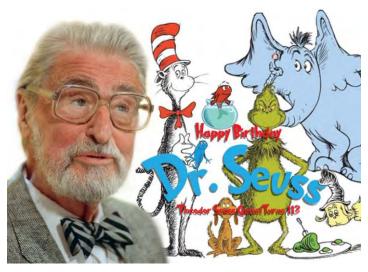




SHARE THE GOOD NEWS - NATIONAL READING MONTH







SHARE THE GOOD NEWS - EMPLOYEE APPRECIATION DAY





Congratulations to our Raffle Winners:

- Michaela Milligan (President's Luncheon)
- Thalina Sabido (President's Luncheon)
- Jason Holiday (complimentary monthly reserved parking spot)
- Sergio Presa (complimentary monthly reserved parking spot)

SHARE THE GOOD NEWS - LINE DANCING LUNCH LESSONS





GUEST PANELIST





Kimberly Lambert-Thomas Vice President, Administration & Finance



Bob Browand Director, Auxiliary Services

Topics for discussion:

- Dining Services Focus Group Data Analysis
- Dining Services RFP Process



- Staff Council Old Business
 - Updates on Bylaw Review
 - Update on Staff Climate Survey 2025
 - Performance Evaluations 2024

- Staff Council New Business
 - Status update on follow-up responses on New Comments/Suggestions Received/February Q&A
- Staff Engagement Opportunities
- REMINDER: Gator Blue Fridays UHD garments (shirts, hats, etc.)



Staff Council

Status Update on Bylaw Review (Spring 2025)

Proposed Bylaw Amendments:

- Terms of Office shall begin Aug 1 and end July 31. (Adopted 3/11/25)
- The nomination process will open on the first Monday and close on the third Monday in April. (Adopted 3/11/25)
- Elections for the Staff Council Membership Board shall open on the first Monday in May and close on the third Monday in May. Elections guidelines (create a hyperlink to Elections Guidelines) can be found on the Staff Council website under the subsection "Elections". (Adopted 3/11/25)

Staff Council

Status Update on Bylaw Review (Spring 2025)

Feedback Received regarding Proposed Bylaw Amendments:

- For SC elections and nominations: Administrative staff (including assistant and associate deans, deans, executive directors, assistant and associate vice presidents, vice presidents, and the University President) are ineligible for service on the Executive Board or Ambassador position. Further, staff who previously served in the last two years are ineligible/have a one-year waiting period. Staff may not run for Officer and Ambassador Positions in consecutive years.
- Invitation for Sponsorship on this amendment with accompanying written proposal. Proposal may be submitted via email to our SC Secretary, Kat Castillo at castillok@uhd.edu.



Staff Climate Survey 2025

Update: Staff Council has received a bylaw amendment proposal that is currently under review pertaining to the Staff Climate Survey. This proposal could have an impact on the timeline for administering the survey. We'll have more to share in the coming weeks.



Performance Evaluations 2024

Evaluation process has kicked off as of this Monday, March 17 and is set to close April 28. Refer to HR's email that was sent out yesterday morning for more details.

STAFF COUNCIL NEW BUSINESS



Follow-up to Staff Council Comments/Suggestions/Questions:

- Questions were received during February's general meeting and shared with corresponding leaders for official response. Key topics identified from questions submitted:
 - Remote Hybrid Work and AWA Policy
 - Parking
 - Facilities Management
 - Wellness Benefits
 - Responses to all captured questions can be reviewed here: <u>https://uhdowntown.sharepoint.com/sites/HumanResources</u> (Staff Council Remote Work FAQs)
- Recent News Articles pertaining to State Governor and rescinding remote hybrid work:
 - https://www.kut.org/texas/2025-03-05/texas-governor-greg-abbott-state-employees-return-to-office-remotework-policy
 - https://www.texastribune.org/2025/03/05/texas-abbott-remote-work-from-home-policy/



STAFF ENGAGEMENT OPPORTUNITIES

UHD AND VITALVOICES SPEAKER SERIES PRESENTS:

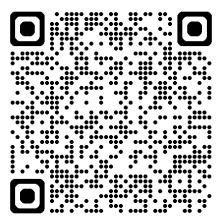




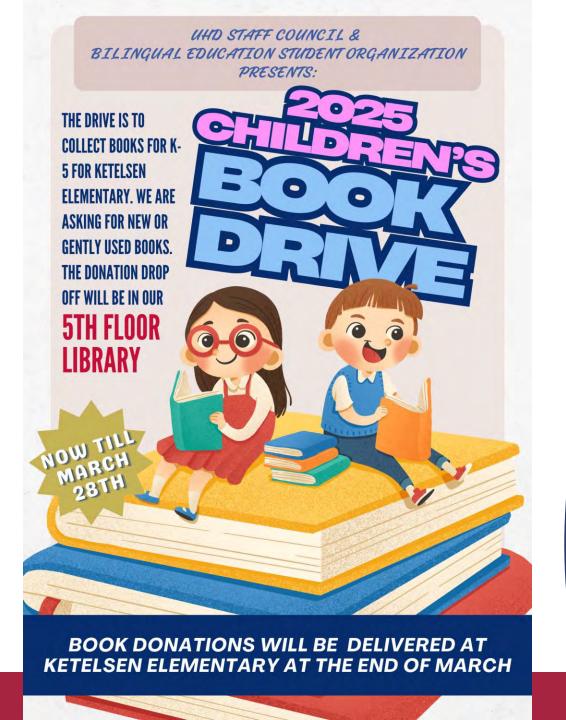
Dr. Bernadette Pruitt
Associate Professor of History
Sam Houston State University

The Rise of Black Women in Higher Education: Discuss the history and evolution of women of African descent in higher education.

Register here today!











March 19, 2025 | 11 a.m. - 2 p.m.

UHD HEALTH FAIR

OPEN TO ALL STUDENTS AND STAFF

Take control and practice healthy habits! Connect with valuable resources at the UHD Campus Health Fair!

- · Free health screenings
- · Interactive booths
- Wellness workshops
- Raffles and giveaways







Social Security & Medicare

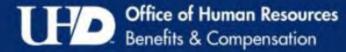
Presented by Shonbay Jones

Public Affairs Specialist for Social Security Administration



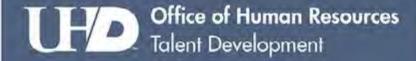
Wednesday, March 19 2:00-3:00p.m.

Virtual Workshop



Register here today!









PRESENTS:

TEAMS Basics

FACILITATED BY: TTLC

Boost Collaboration: Master Microsoft
Teams Basics to Connect and
Communicate with Ease!

Thursday, March 20
Time: 10 a.m. - 11 a.m.
Hybrid: ACAD 700 & Zoom

- Remembering: Recognize the main features of Microsoft Teams, including chat, channels, meetings, and file sharing
- Applying: Navigate the Teams interface to create teams, join meetings, send messages, and share files effectively
- Evaluating: Assess the best communication tools in Teams for different collaboration scenarios to improve team productivity and interaction

Scan to Register!



UNIVERSITY OF HOUSTON-DOWNTOWN





JOIN US Saturday, March 22, 2025 10 a.m. - 2 p.m.

UNIVERSITY OF HOUSENDOWN TOWN.

OPEN HOUSE

Check-in begins at 9 a.m.

Calling all GATOOOOOORRSS!!

We are asking for any staff, faculty, and students to volunteer for the event.

For all questions and for those who want to volunteer please contact Reenie McColl at mccolli@uhd.edu.

MBA WEEK - MDCOB - 3/24 THRU 3/27





Join us for MBA Week at the College of Business! This exciting event features faculty presentations on various MBA concentrations, offering insights into the unique classroom experiences each program provides. Whether you are exploring your options or ready to apply, you will also learn about the admissions requirements to kickstart your journey. Don't miss this opportunity to discover how our MBA programs can elevate your career!



THOUGHT LEADERSHIP:

AI INTELLIGENCE IN MODERN BUSINESS

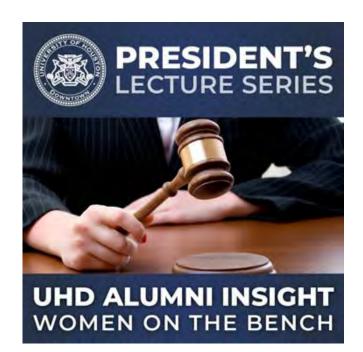
Virtual Speaker Event





auhdcob

leadershipseries@uhd.edu





UHD ALUMNI INSIGHT WOMEN ON THE BENCH

The President's Lecture Series celebrates Women's History Month!

11:30 a.m. - 1 p.m. | Wednesday, March 26

UHD@1801 MAIN, 10TH FLOOR





Register here today!



Come out and experience: \(\bigcap \) Live DJ \(\bigcap \)
Delicious Food & Drinks



Crawfish available for purchase: \$5 per pound for UHD students / \$10 per pound for faculty/staff/alumni/guests

Free T-Shirts & Koozies (while supplies last!)
...and so much more!

Don't miss this unforgettable evening of music, games, and good vibes with your fellow Gators. **Admission is FREE** – just bring your UHD ID!



FREE TAX PREPARATION

FEBRUARY 8 - APRIL 15, 2025





FEBRUARY 8TH TO APRIL 15TH 2025

| DAYS | TIME | TIME |
|-----------|---------------------|--|
| Mondays | 4:00 P.M 7:00 P.M. | VIRTUAL VIA ZOOM ONLY Meeting ID: 867 0832 9688 PASSCODE: MON2025TAX |
| Tuesdays | 8:00 A.M 12:00 NOON | IN PERSON ONLY AT SSB 226 |
| Saturdays | 8:00 A.M 2:00 P.M. | VIRTUAL VIA ZOOM MEETING ID: 843 3127 4032 PASSCODE: SAT2025TAX AND |
| | | IN PERSON AT SSB 226 |

WHAT TO BRING

- W-2, 1099-MISC, etc.
- · Student, Fee Bills
- · 1099-DIV, 1099-INT Interest & dividend
- Total paid for daycare, provider's EIN
- Social Security cards
- ITIN assignment letter
- Donation documentation
- · Property taxes paid
- 1095, Health Insurance Statements
- · Health Insurance Exemption Certificate
- · Income transcripts from IRS, if applicable
- · Bank routing and account numbers
- . Both spouses for MFJ
- IRS Form 13614-C

PROGRAM DESCRIPTION

The University of Houston-Downtown's Volunteer Income Tax Assistance (VITA) program of ers free tax help to people who make \$67,000 or less and need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

Who's Eligible?

Be classified as one or more of the following:

- . \$67,000 Annual Income or Less
- · College / University Students
- Disabled
- Senior citizen

LOCATION

University of Houston-Downtown

Marilyn Davies College of Business (Shea Street Building) 320 North Main Street; ROOM: B-226

Parking

Metered parking around/next to the Shea/Business Building

weite earned income tax credit

Houston, Texas 77002-1001





NON'RESIDENT ALIENS

- Passport
- · Form I-94, Arrival and Departure Record
- · Photo ID
- · Foreign status proof
- Identifycation document(s) for family members included in the tax return
- · W-2, W-2G, 1099-R,1099-Misc
- 1042-5
- IRS Form 13614-NR

CONTACT Website QR code Email: taxhelp@uhd.edu

Email: freetaxhelp@uhd.edu VITA Clinic Phone: 713-221-5015 Website:

http://bit.ly/40WSaNf

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2ND ANNUAL

SYMPOSIUM & SUMMIT

APRIL 2 & 3

WEDNESDAY 04/02

KICK OFF/RESOURCE FAIR

10AM - 2PM

MURAL AREA

THURSDAY 04/03

MENTAL HEALTH SUMMIT

9AM - 3:30PM WELCOME CENTER, TDECU TOUR ROOM, MILAM TRAVIS ROOM

The Summit is a free event open to students, staff, and faculty.

Continental breakfast and lunch will be served.

If interested please register via QR code

REGISTER NOW!















Closing Ceremony

Join us to celebrate your success during the Get Fit Challenge.

Door prizes, awards, light snacks, and more!

Wednesday, April 9 2:00-3:00p.m. OMB 11th Floor





Scan to RSVP!



STUDENT EMPLOYEE

APPRECIATION WEEK

We Our Our Student Employees!



National Student Employee Appreciation Week (April 14-18, 2025)

The Office of Human Resources and the Student Employee Appreciation Week Committee encourage all departments to find creative and fun ways to celebrate our student employees.

More information will be shared with the UHD community soon!

Also, if any departments or employees would like to donate a door prize to be raffled off or swag to be given out during the week, please contact Cecealia Booty (bootyc@uhd.edu) directly.

STAFF ENGAGEMENT OPPORTUNITIES

- Ongoing: Get Fit Challenge
- Ongoing thru March 28: 2025 Children's Book Drive
- March 17 April 28: 2024 Performance Evaluations cycle in progress
- March 19, 2025: UHD Health Fair; 11AM-2PM; ACAD300
- March 19: Understand How Social Security & Medicare Can Help Secure Your Future; 2PM-3PM; Virtual
- March 20: VitalVoices Speaker Series: The Rise of Black Women in Higher Education; 11:30AM-1PM; C100
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- March 25: Al Intelligence in Modern Business (MDCOB Virtual Speaker Event); 12PM-1PM; Virtual
- March 26: President's Lecture Series: Women on the Bench; 1801 Main 10th floor; 11:30AM-1PM
- March 27: Bayou Bash; 5:30PM-8PM; OMB South Deck

- Save The Dates
 - April 2, 2025: USSEC presents "Move with Us" (more information coming soon)
 - April 2-3, 2025: 2nd Annual Mental Health Matters
 Symposium & Summit
 - April 6, 2025: Saint Arnold's Art Car IPA 5K Race
 - April 9, 2025: Get Fit Challenge Closing Ceremony
 - April 14-18, 2025: National Student Employee Appreciation
 Week 2025
 - April 15, 2025: Last day for UHD VITA Free Tax Preparation
 - April 16, 2025: Catapult Onsite Clinic
 - April 24, 2025: Bring a Child to Work (more information coming soon)
- April 16, 2025: Next Staff Council General Meeting

SHARE YOUR NEXT EVENT WITH US!



Do you have an event or volunteer opportunity you would like to share with staff? The event may be on or off campus. Let us know by emailing us (uhdstaffcouncil@uhd.edu) the following:

- A flyer of your event.
- A brief description about the event: who, what, when, where, and why for advertisement purposes in our monthly newsletter and general meeting.
- A landscape image of the flyer to be used in our monthly general meeting PowerPoint presentation.
- A square image of the flyer so we can add it to our Staff Council events webpage.



Need to Contact Staff Council Representatives?

Email: uhdstaffcouncil@uhd.edu

Staff can review the agendas and minutes of missed meetings here:

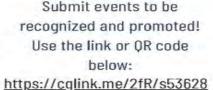
https://www.uhd.edu/faculty-staff/staff-council/membership/Pages/staffcouncil-minutes-archived.aspx



DETERMINED. DEDICATED. DOWNTOWN.

Staff can register to attend the monthly general meetings here:
https://uhd.zoom.us/webinar/register/WN_2s
Hq1WGJTBqsg-kTiw0sdw

Want to submit comments/suggestions anonymously? Use the link or QR code below: https://cglink.me/2fR/s52436



Share your good news so
we can all celebrate
together! Use the link or QR
code below:
https://cglink.me/2fR/s46776







Note that you do not have to log in or create an account to provide a submission.

CLOSING COMMENTS

Mission

Recognizing that staff is integral to the functioning of the University of Houston-Downtown, the Staff Council will be an advisory body to the President of the University and promote positive and meaningful communication among UHD staff, the President, and the University community in order to achieve the Staff Council's goal of providing UHD with a collective voice in staff-related University matters.