



General Meeting Minutes

Wednesday, November 20, 2024

10:01 am – 11:08 am

Present Staff Council Executive Board Members: Adrian Bermudez, Staff Council President ♦ Jr Sears, Staff Council President-Elect ♦ Katalina Castillo, Staff Council Secretary ♦ Shiya Rawls, Staff Council Treasurer ♦ Nick Martinez, Staff Council Communication Officer

Absent Staff Council Executive Board Members: Nick Martinez, Staff Council Communication Officer

Special Guests: Sandra Jacobson, Associate Director, Annual Giving ♦ Kimberly Lambert-Thomas, Vice President, Administration & Finance ♦ Casey Davis, Chief of Police ♦ Cynthia Vargas, Director, Emergency Management ♦ April Frank, Director, Payroll and Records

Location: [Zoom Webinar](#)

1 Call to Order 10:01 am

Presenter: Adrian Bermudez, Staff Council President

2 Meeting Agenda Review 10:02 am

Presenter: Adrian Bermudez, Staff Council President

3 Approval of October Meeting Minutes 10:03 am

Presenter: Adrian Bermudez, Staff Council President

4 New Employee Announcement 10:04 am

Presenter: Shiya Rawls, Staff Council Treasurer

5 [Edge Grant](#) Presentation 10:05 am

Presenter: Katalina Castillo, Staff Council Secretary

- Martin Navarro, Veterans Services

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

- Been with UHD for over 6 months
- Plan to attend the [Texas Association of Collegiate Veteran Program Officials](#)

6 October [Kudos](#)

10:06 am

Presenter: Katalina Castillo, Staff Council Secretary

- How to Give Kudos to a Colleague
 - o Navigate to the [HR SharePoint site](#)
 - o Login using your SSO credentials
 - o Click "Send a Kudos to a Colleague".
 - o Fill out the form completely ensuring everything is spelled correctly

8 Share the Good News

10:07 am

Presenter: Adrian Bermudez, Staff Council President

- Monica Comeaux, Director, Scholarships & Financial Aid
 - o Accepted, as one of six financial aid professionals selected by a group of financial aid colleagues, into the National Association Student Financial Aid Administrator's award-winning Diversity Leadership Program (DLP).
 - o Provides selectees from marginalized and underrepresented groups with a robust portfolio of benefits, mentorship, and guidance on how to develop as a financial aid association leader at a state, regional, and national level.
- Homecoming Office Door Decorating Contest Winner
 - o Office of the Provost
- 2024 Pumpkin Contest Winners
 - o 1st Place: Elvira Rodriguez
 - o 2nd Place: Syeda Sikandar
 - o 3rd Place: Jessica Acuna
- UHD Chili Cook-Off Winners
 - o Voted Best Chili 1st Place: Gator Bayou Cookers
 - o Voted Best Chili 2nd Place: Dia de los Gators

9 Guest Executive Leaders

10:11 am

Presenter: Sandra Jacobson, Associate Director, Annual Giving

- Annual Giving Campaign
- Thank You to faculty and staff as they are among the most generous in this entire system. This has made an impact in every college, department, and program.
- Where can I give?
 - o You can support any gift fund at UHD, so invest your gift in the college, department, program or scholarship of your choice.

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

Every gift helps our success. They combine to make a big impact on UHD – over \$60,000 last year!

- Three Funds to Consider:
 - o Gator Food Market
 - o Gator Emergency Fund
 - o General Student Scholarship Fund
- How do I give?
 - o Make a one-time gift or set up recurring donations with a Credit or Debit Card at <https://uhd.edu/give>
 - o When you get the automatic email acknowledging your gift, please forward it to Give2Gators@uhd.edu to ensure your team gets credit!
 - o Make a gift by Payroll Deduction – You can set up one gift of \$2 or more, or a gift every month, for as long as you'd like or indefinitely (until you cancel it) at <https://www.uhd.edu/faculty-staff/campaign/>
 - o Payroll Deductions will begin being deducted in January
 - o With your Smart Phone, text keywords found in our November 2024 General Meeting recording to 71777 and follow the link in the text message you receive to support any of those funds.
 - o Tickets to the 50th Anniversary Gala, the Terrence Blanchard concert or the upcoming Alumni Golf Tournament include a gift to UHD in the ticket price, so they count for Give to Gators.
 - o Forward the confirmation email/recipient to Give2Gators@uhd.edu to ensure your gift counts toward the campaign.
 - o Special and Limited Matching Opportunity:
 - Jr Sears has offered a matching challenge for donors of \$5 or more. For each gift, he will match up to \$10 to the cost center your gift goes to amplifying your impact.
 - This match is limited to \$200 total, so make your gift NOW to claim your match before funds run out!
- Q&A
 - o What happened to the kickoff BBQ attached to Give to Gators?
 - We are running to get this in before the year is up and we did not have time to secure a sponsor for a luncheon. We raised over \$11,000 since we've kicked off this year and the luncheon would've costed all of that. So in effort of expediency we are skipping the kickoff lunch. Next year we will have time to plan and arrange a sponsor, hopefully Voya. But bear with me as we get this in before the year is up.

Presenter: Kimberly Lambert-Thomas, Vice President, Administration & Finance

- Budget and Campus-wide Project Update
- Financial Challenges
 - o High Inflation = Increased cost to operate the university.
 - o Declining Enrollment = Less Tuition and fee revenues.
 - o Flat tuition and fee rates = No new revenue.
 - Undergraduate FY23, FY24 and FY 25
 - Graduate FY 23 and FY 24
 - o Moderate increase to state funding = Biennial FY24 & FY25.
- Structural Deficit (FY 24)
 - o FY24 Budget Planning:
 - \$11.8M in budgeted fund balance – Reserves (one-time dollars)
 - 0% Tuition and Fees Increase
 - Enrollment Projection = -3.0%
 - Approved Budget Increases: A 2% merit pool, faculty rank & tenure, senior lectures and mandatory costs increases.
 - Total Cost of Budget Increases = \$2.8M
 - o FY24 Actual:
 - Enrollment: +4.5%
 - Tuition and Fees revenue gains (\$3.4M)
 - Reduced deficit to \$8.4M
- FY2025 Operating Budget
 - o FY25 Budget Planning
 - 5% Graduate Tuition Rate Increase = \$450K
 - Enrollment Projection = 0% (Flat)
 - Approved Budget Increases: A 1.5% merit pool, faculty rank & tenure, and unavoidable costs increases.
 - Total Cost of Budget Increases = \$1.9M
 - Budget Reductions and Costs Shifts = (\$2M)
 - \$7.9M in budgeted fund balance – Reserves (one-time dollars)
- FY2026 Operating Budget Assumptions
 - o FY2026 Enrollment Projections – Uncertain
 - o FY2026-27 Proposed Tuition and Fees – Uncertain
 - o FY2026-27 State Appropriation – Uncertain
 - o FY2026 HEF – Uncertain
- Gator Expansion: Phase 1
 - o Townhall earlier this month
 - o Repurposing stacks in the library on the 5th floor that will now house the Academic Support Center and Testing Center
 - o Phase 1 will begin in December and end in July 2025.
- Gator Expansion: Phase 2

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

- Adding a 4th floor to the Welcome Center that will house Enrollment Management, Registrar's Office, Financial Aid, Cashier's Office, Student Accounts, and Veterans Services.
- Phase 2 is slated to begin in August 2025 and will take about a year to complete.
- TxDOT NHHIP Update
 - Kicked off this project this summer.
 - We will not be impacted until 2027.
 - Working with TxDOT that the impact to UHD as far as student, faculty, and staff parking and debris will be kept to a minimum.
 - Slated to begin in 2027 and will run until 2037.
 - Construct new highway in 2027 and return around 2030 to actually take the existing highway offline and demolish it.
- Q&A
 - What will happen to garage parking during the construction?
 - 30 faculty slots will be impacted and will find parking possibly in visitors
 - Will it be open for staff as well? We lose spots when faculty take them.
 - We are proposing visitors parking so I don't think that would be impacting staff, but we'll have a plan for sure really soon because this will start happening in August I believe. But as we continue to figure out exactly how we're going to address the parking, we will let everybody know.

Please be aware the library has rearranged its collection to make space for the Gator Expansion Project. The empty shelves will be removed, and a temporary wall will be erected to minimize the noise of construction. During the renovation, the library will remain open for business, but it may be noisy at times. Please ask the library staff if you would like a pair of disposable earplugs to help with the noise.

Presenters: Casey Davis, Chief of Police joined by Cynthia Vargas, Director, Emergency Management

- Public Safety and Emergency Management Updates
- Holiday Shopping Safety Tips
 - Extra precautions need to be taken when shopping during the holiday season. Here are a few things to keep in mind:
 - Be careful when backing out of parking spaces. It's a good idea to have someone act as a lookout for you, especially if you're parked next to a SUV or van. And watch for other vehicles in the parking lot that might be suddenly backing out of spaces.

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- Remember to keep a watch on your children and be on the lookout for small children running behind your car as you leave your space.
 - Always park in well-lit areas, and be aware of your surroundings.
 - Don't leave purchased gifts in plain view – lock them in your trunk.
 - Avoid carrying large amounts of cash.
 - Only bring credit cards you plan to use.
 - Check your bank statements regularly during the season to spot suspicious activity.
 - Practice safety using an ATM to withdraw money for your holiday purchases.
 - If you do online shopping consider buying from trusted websites to avoid confidential data like credit card numbers being stolen.
- Where can I download the app?
 - [SafeZone App](#)
 - Every police officer at the university has a mobile phone with the SafeZone app and the OnlyGuard app which is complimentary app for this.
 - When you press that button for an emergency, officers immediately get that response and start heading your way to support you while the dispatcher contacts you.
 - To make sure that you are okay, get your location, and what the emergency is.
 - Decreases response time.
 - Great tool to make sure you guys are connected with PD to report all issues you see on campus.
 - Allen's Landing
 - Working with the agencies listed in the November 2024 General Meeting to combat the rise in criminal activity in Downtown.
 - The focus is the population underneath Allen's landing which is across from the College of Public Service.
 - Over the past several weeks, the Coalition for the Homeless has been contacting those individuals underneath the bridge about the desire to transition to permanent housing and offer resources.
 - Some have accepted and some have denied the option.
 - Rule has been enforced that starting at the end of this week, after dusk/dark no one is allowed to sleep or stay in the park.
 - This should decrease daily use of the park and reduce those already parked in the morning.
 - Decrease the individuals you see in the park daily.

- Tomorrow at 1:30 pm the mayor will have a press conference explaining the process for not only removing homelessness in the downtown area, but in the city of Houston.
- UHDPD and HPD working together.
- 1st Annual UHDPD Award Banquet – December 10
 - Please nominate your favorite UHD Department of Public Safety member for the following categories:
 - Police Officer of the Year
 - Supervisor of the Year
 - Team Player of the Year
 - Security Officer of the Year
 - Administrative Professional of the Year
 - UHD DPS Team of the Year
 - Please email nominations to davisca@uhd.edu
- Q&A
 - Is there an update on the recent UHD alert for stolen vehicle?
 - Still investigating for that particular theft.
 - Don't leave valuables in plain view, secure vehicle before you leave, and don't leave your car keys in plain view.
 - We do have a lead as the camera systems give a vehicle description across the nation and is placed on the hot list so any that encounter it can stop it.
 - Questions regarding the construction will be tabled, and Adrian will research them and have updates for the next meeting.
 - Can you explain the process for overnight parking for student, staff and faculty that travel and need to leave their cars?
 - Send an email to police at uhdpolice@uhd.edu including who you are, what vehicle you're driving and your license plates, where you are parking, what day you leave, and what day you return.
- Weather Updates
- Hurricane season is over on November 30.
- Although we didn't get a ton of hurricanes during the actual season, we actually did get to a disaster declarations just before hurricane season.
- Derecho was pretty rough and Hurricane Beryl at the very beginning of the season.
- We are entering into the winter season.
- The National Service has given us good news that we're going to expect a slightly warmer, slightly drier season.
- Northern US and states bordering Canada are not so lucky as they are going to have a very harsh, very cold, very harsh winter.

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

- How that impacts us is that while we are mild most of the time, we're susceptible to having those random severe winter storms like in 2021.
- Random and rapid onset so monitor your weather, particularly during the holidays very closely.
- Now is the time to start preparing.
- When you go home for winter break, remember to take your laptops if you are able to work from home. There is a potential for severe winter or weather disruption on New Years Eve so we may have to start the new year off working from home.
- Empty out your refrigerators and freezers before leaving for winter break. In case we lose power during that time to avoid mess when we return.
- Now is the time to start testing your portable generators. Start running them, testing them, and monthly tests.
- Get your fluids, your fuel, and start thinking about buying some fuel and storing it safely and putting a little bit of a stabilizer so if we do get a random winter storm popping up, you're ready to start your generator and weather the storm.
- FM will be shutting down the power in the OMB/ACAD/GSB during the winter break

Presenter: April Frank, Director, Payroll and Records

- College Release/Staff Education Reimbursement Program updates
- [Program Eligibility](#)
 - o Full-time staff
 - o Benefits-eligible
 - Non-probationary
 - Non-Exempt: 6 months probationary period
 - o Exempt: 1 year probationary period
 - o Obtaining a graduate or undergraduate degree from an accredited institution of higher learning
 - o Degree applicable to current job or career ladder
- College Release Time
 - o Staff can use up to three hours per week to attend classes that are:
 - Face to face
 - Synchronous
 - Travel time to class
 - Must be during your work day
 - o Supervisor approval is necessary to participate
 - o Participants must submit a leave request weekly through TRAM/PASS absent management system
- Staff Reimbursement

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

- First come first serve as we are only given \$33,000 each semester during the fall and spring so the sooner you apply, the better
- Earn a “C” or better
- Availability of funds
- No prior financial obligations to UHD or other components of the UH System
- At the beginning of the semester you will receive a notification if you will be awarded based on the criteria
- If you are waitlisted, that means there is a possibility you could be awarded if someone does not meet the criteria
- [How to Apply](#)
 - Complete the [College Release Program & Staff Education Reimbursement Program form](#)
 - Include your class schedule
 - Include your fee statement
 - Obtain supervisor approval (if applying for CRP) prior to submission
 - Submit prior to the start of the semester
 - Deadline for Spring 2025 is January 6
 - Submit to Katalina J. Castillo at HRrecords@uhd.edu
- FY26 Upcoming Changes
 - Be aware that this [policy](#) is currently under review.
 - Once new policy is updated and approved, I will come back on to update staff.
 - The application process will be automated through SharePoint.
- Q&A
 - Once an employee receives a degree, do employees receive a merit raise?
 - No, that is not necessarily guaranteed a merit raise. You may have to talk directly with your department to see if they have the funding.
 - Can we request release time for online courses?
 - If your class is synchronous meaning that your class is during your work day and there is a set time, yes.
 - Unfortunately the Texas Government College Chapter 656 does not allow us to allow employees that are taking full online classes to use College Release Time. We would want to do that to help you out and get your study time in, but if we are not following code, we’re in violation at that point. I will admit we’ve allowed it for one year then now we were made aware it is in violation so we have stopped allowing that option.

8 Staff Council Business

10:52 am

Presenter: Adrian Bermudez, Staff Council President

- Staff Council Old Business
 - o 01.A.08 Travel Policy update
 - o The form has been updated to show ORSP as the signatory rather than the provost and it is currently in-process of being converted into a DocuSign documents. The links have also been fixed. Once the DocuSign is available, my understanding is that it will be housed on the Travel Office and ORSP websites.
- Staff Live Poll on Holiday Door Decorating Contest
 - o Should holiday door decorations be relocated from office/office doors to the main hallway (third floor)? YES or NO
 - o The consensus was YES but is subject to change due to feedback received.
- Community Engagement Opportunity
 - o Toy Drive in collaboration with the UHD Police Department
- Staff Engagement Opportunities
- Gator Blue Fridays UHD garments (shirts, hats, etc.)

9 Staff Engagement Opportunities

11:02 am

Presenter: Adrian Bermudez, Staff Council President

- Now thru November 30: Military Family Appreciation Month/ Veteran Wall Display
- Now thru December 11: UHDPD and Staff Council Toy Drive
- November 21: [Building Team Capability through Servant Leadership](#), 12 pm – 1:30 pm
- November 28: 75th Annual H-E-B Thanksgiving Day Parade, 9 am
- December 5: [Winter Wellness: Holiday Wellness Through Stress Relief](#)
- December 10: [Panopto Basics: Create, Share and Manage with Panopto!](#)
- December 11: An Evening with the Stars
- December 18: Next Staff Council General Meeting

10 Closing Comments

11:07 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](#)

11 Meeting Adjourn

11:08 am

Presenter: Adrian Bermudez, Staff Council President

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University of Houston
DOWNTOWN

DETERMINED.
DEDICATED.
DOWNTOWN.

AGENDA



- Approval of October Meeting Minutes
- Introduction of New Employees
- Edge Grant Winner Presentation
- Employee Recognition
- Share the Good News
- Guest Executive Leader: Sandra Jacobson
 - Annual Giving Campaign
- Guest Executive Leader: Kimberly Lambert-Thomas, Vice President, Administration & Finance
 - Budget and Campus-wide Projects Updates
- Guest Executive Leader: Chief Casey Davis/Cynthia Vargas, Director Emergency Management
 - Public Safety/Emergency Management Updates
- Guest Executive Leader: April Frank, Director, Payroll and Records
 - College Release/Staff Education Reimbursement Program
- Staff Council Business – Things To Share
- Staff Engagement Opportunities
 - *How to submit engagement opportunities*
- Closing Comments



APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

- **Motion to accept minutes? Second?**
- **Minutes accepted**

WELCOME NEW GATORS!



Name	Job Title	Department
Tirsa Jimenez	Advising Assistant	Academic Advising
Gabriel Durham	Associate Director, Community Engagement & Service Learning	Community Engagement
Lionel Myers	Labor Technician	Facilities Management
Daysie Pena	Accounting Assistant	General Accounting
Cristian Melgar Mendoza	Asst Business Administrator, Financial Affairs	Academic Affairs
Kimberly Rodriguez	Police Officer I	Police
Bryan Serrano	Academic Success Coordinator I	Academic Advising
Jazz Nixon	Coordinator, Veterans Services	Veterans Services

WELCOME NEW GATORS!



Name	Job Title	Department
Beatriz Zelaya	Accounts Payable Specialist I	Accounts Payable

November 2024 Recipient

The EDGE

Educational/Development Grant for Employees
Sponsored by the University of Houston-Downtown Staff Council



Martin Navarro

CONGRATS TO OUR OCTOBER KUDOS!



- **College of Public Service**
 - Marc Williams
- **Enterprise Systems**
 - Premalatha Chinnasami
 - Sergei Gabrielov
 - Karina Torres
- **Human Resources**
 - Jenifer Cortez
- **Library**
 - Jennifer Fuentes Allred
 - Steven Ring
- **UHD Police Department**
 - Trinity Delafance

- **Student Affairs**
 - Branston Harris
- **Student Success & Student Life**
 - Samantha Salazar
- **Technical Services**
 - Franklin Phan
- **Technology Learning Services**
 - Joel Calix
 - Albert Holden
 - Daniel Ko
 - Christopher Latson
- **User Support Services**
 - Ghanem Ghanem

HOW TO GIVE KUDOS TO A COLLEAGUE



1. Navigate to the [HR SharePoint site](#).
2. Login using your SSO credentials.
3. Click "Send a Kudos to a Colleague".
4. Fill out the form completely, ensuring everything is spelled correctly.

SHARE THE GOOD NEWS – STAFF SPOTLIGHT



- Accepted, as one of six financial aid professionals selected by a group of financial aid colleagues, into the National Association Student Financial Aid Administrator's award-winning Diversity Leadership Program (DLP).
- Provides selectees from marginalized and underrepresented groups with a robust portfolio of benefits, mentorship, and guidance on how to develop as a financial aid association leader at the state, regional, and national level.



Monica Comeaux
Director, Scholarships & Financial Aid

Congratulations!

SHARE THE GOOD NEWS – HOMECOMING OFFICE DOOR DECORATING CONTEST WINNERS



OFFICE OF THE PROVOST



SHARE THE GOOD NEWS - 2024 PUMPKIN CONTEST WINNERS



1ST PLACE: ELVIRA RODRIGUEZ



2ND PLACE: SYEDA SIKANDAR



3RD PLACE: JESSICA ACUNA

SHARE THE GOOD NEWS – UHD CHILI COOK-OFF WINNERS



VOTED BEST CHILI 1ST PLACE: GATOR BAYOU COOKERS



VOTED BEST CHILI 2ND PLACE: DIA DE LOS GATORS

GUEST EXECUTIVE LEADER



Ms. Sandra Jacobson
Associate Director, Annual Giving

GUEST EXECUTIVE LEADER



Budget and Campus-wide
Projects Updates



Kimberly Lambert-Thomas
Vice President, Administration & Finance

PARDON OUR NOISE

WE'VE REARRANGED OUR COLLECTION TO MAKE SPACE FOR THE GATOR EXPANSION PROJECT. SOON, THE EMPTY SHELVES WILL BE REMOVED, AND A TEMPORARY WALL WILL BE ERECTED TO LIMIT THE NOISE FROM CONSTRUCTION.

DURING THE RENOVATION, THE LIBRARY WILL REMAIN OPEN FOR BUSINESS, BUT IT MAY BE NOISY AT TIMES. PLEASE ASK LIBRARY STAFF IF YOU WOULD LIKE A PAIR OF DISPOSABLE EARPLUGS TO HELP WITH THE NOISE.

WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE, AND WE LOOK FORWARD TO SERVING YOU.

THANK YOU FOR YOUR PATIENCE!



GUEST EXECUTIVE LEADERS



Public Safety and Emergency
Mangement Updates



Casey Davis
Chief of Police

Joined by Cynthia Vargas,
Emergency Management

GUEST EXECUTIVE LEADER



College Release/Staff Education
Reimbursement Program



April Frank
Director, Payroll and Records

STAFF COUNCIL BUSINESS



- Staff Council Old Business
- Staff Live Poll on Holiday Door Decorating Contest
- Community Engagement Opportunities Toy Drive
- Staff Engagement Opportunities
- REMINDER: Gator Blue Fridays UHD garments (shirts, hats, etc.)



STAFF COUNCIL OLD BUSINESS



▪ Staff Council Suggestion Received

What type of suggestion would you like to make?

Policy Review Suggestion (policy-related concern you would like Staff Council to explore)

Policy number

01.A.08 - Travel Policy

Describe your concern or suggestion.

The concern is with the Embargo Form. I understand that the travel policy is being revamped to align with Concur now but one change that has been occurring that we were not doing originally is requiring the Provost Signature on the Embargo Form. Section 3.3.6 states that we need approval from the ORSP, if required. The form clearly states that if you answered "Yes" to one of more of questions (a) through (d) or if you answered "No" to question (e) then we are to contract ORSP to obtain approval. So why are we required to get the provost signature on every Embargo Form, which usually takes at least a week for it to be signed. Once we receive it back, then we submit the travel request in Concur to be approved by all including the provost (again) in Concur. It's a "double" approval for the same thing.

In your opinion, what is the best resolution to this issue?

I believe the best solution to this is to go back to the regular process, which follows policy and not obtain the provost's signature. Upload the document and the provost's approval in Concur will confirm that they are approving the documents attached also. Another option is to require someone else to sign the document, other than the provost. While this will still take more time, at least the provost is not "double" approving something.

▪ Action Taken:

This feedback/suggestion was sent over to Heather Davis in ORSP and the response provided was that she spoke with the Travel Office and Dr. Bordelon and the policy on the Travel Embargo form will be followed – ORSP will be the contact and sign the form. Additionally, Heather will be updating the information on the Embargo form and the web.

New Update: The form has been updated to show ORSP as the signatory rather than the provost and it is currently in-process of being converted to a DocuSign document. The links have also been fixed. Once the DocuSign is available, my understanding is that it will be housed on the Travel Office and ORSP websites.

HOLIDAY DOOR DECORATING CONTEST



Should holiday door decorations be relocated from office/office doors to the main hallway
(third floor)?

YES or NO

COMMUNITY ENGAGEMENT OPPORTUNITY



- Toys will be donated to the children of Betsey Ross Elementary, Ketelsen Elementary and the gift cards will go to the young men at Mickey Leland Preparatory Academy.
- Donation Drop-Off Locations:
 - Directly to UHD PD Dispatch Area
 - Elvira Rodriguez – OMB S350
 - Lynnette Gulley – SSB101
 - Gabby Estrada - S970
 - Karlyli Juarez – OMB S1015
 - Tesha Koltys – OMB S600
 - Cece Booty - OMB S910
 - Maria Estrada (NW)- B12.201
 - Debora Evan – **Collecting gift cards only** – 1st floor mailbox in front of the mailroom

Note: Please provide new, non-violent, unwrapped toys, such as board games, infant toys, baby dolls, Barbies/Barbie Cars/Barbie Houses, Disney Princess items, Paw Patrol Toys, coloring books, footballs/basketballs/soccer balls/volleyballs for boys and girls, NERF Products, Action Figures, LEGO, etc.

MILITARY FAMILY APPRECIATION MONTH – HONOR A VETERAN



We invite you to contribute photos of your loved ones, or members of your communities, who are currently active duty, have served, or retired from any branch of the military. The Veterans Wall display is currently located in the GSB building, right across from the O’Kane Gallery.

PRESENTS:

Building Team Capability through Servant Leadership

Thursday, November 21

12:00 - 1:30 p.m.

Hybrid: N600 & Zoom



- **Explore** the importance of servant leadership in higher education.
- **Discuss** the principles of servant leadership.
- **Share** tactics to execute servant leadership.

Scan to learn more!



COUNSELING SERVICES PRESENTS:

Winter Wellness:

CREATIVE COPING THROUGH FESTIVE CRAFTING

Holiday Wellness Through Stress
Relief!

Thursday, December 5

10:00 - 11:30 a.m.

In-Person: N600



- **Evaluate** the effectiveness of current stress management strategies and identify ways to enhance these strategies during the holiday season.
- **Apply** techniques for setting healthy boundaries and implement strategies to manage expectations, both self-imposed and from others, during stressful periods.
- **Create** a festive craft to ease stress and cultivate a season of wellness.

Scan to learn more!





TTLIC PRESENTS:

Panopto Basics

Create, Share, and Manage with
Panopto!

Tuesday, December 10

1:00 - 2:00 p.m.

Hybrid: ACAD 700E & Zoom



Panopto

- **Identify** the basic functions of Panopto, including video capturing, hosting, and integration with other platforms
- **Apply** Panopto's tools to record, upload, and share videos within courses or departmental projects.
- **Assess** the benefits of using Panopto for assignments and instructional content and make informed decisions on its integration into teaching or work practices.

Scan to learn more!



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.

STAFF ENGAGEMENT OPPORTUNITIES

- **Now thru November 30, 2024:** Military Family Appreciation Month/Veteran Wall Display
- **Now thru December 11, 2024:** UHDPD and Staff Council Toy Drive
- **November 21, 2024:** Building Team Capability through Servant Leadership, 12pm-1:30pm
- **November 28, 2024:** 75th Annual H-E-B Thanksgiving Day Parade, 9am
- Save The Dates
 - **December 5:** *Winter Wellness: Holiday Wellness Through Stress Relief*
 - **December 10:** *Panopto Basics: Create, Share and Manage with Panopto!*
 - **December 11:** *An Evening with the Stars*
- **December 18, 2024:** Next Staff Council General Meeting

**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_2sHq1W6JTBqsg-kTiw0sdw

Want to submit comments/suggestions *anonymously*? Use the link or QR code below:

<https://cglink.me/2fR/s52436>



Submit events to be recognized and promoted! Use the link or QR code below:

<https://cglink.me/2fR/s53628>



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.