



General Meeting Minutes

February 19, 2026 | 10:01 AM – 11:30 AM | Teams

Present Executive Board Members	Yesenia Sanchez – SC President Katalina Castillo – SC Secretary Edith Arredondo – SC Treasurer Adrian Bermudez – SC Immediate Past President
Absent Executive Board Members	Nick Martinez – SC Communication Officer
Guest Speakers	Mayte Alvarez – Compliance Coordinator Human Resources Sedef Smith – Executive Director Office of Assessment & Accreditation Kim Thomas – Vice President Administration & Finance Bob Browand – Director Auxiliary Services Ray Davis – General Manager SodexoMagic Donna Ford – Vice President SodexoMagic

Call to Order

Sanchez, SC President – 10:01 AM

Staff Council President Introduction

Sanchez, SC President – 10:01 AM

- Executive board members in new positions:
 - Yesenia Sanchez – President of Staff Council
 - Adrian Bermudez – 1st Immediate Past President of Staff Council

Recap and Approval of October's Meeting Minutes

Castillo, SC Secretary – 10:04 AM

- Castillo motions, Bermudez seconds

Review Meeting Agenda

Sanchez, SC President – 10:05 AM

Introduction of New Employees

Arredondo, SC President – 10:06 AM

Share the Good News

Arredondo, SC Treasurer – 10:09 AM

- Edge Winner Presentation

Bermudez, SC Immediate Past President – 10:11 AM

- Edge Updates

Castillo, SC Secretary – 10:16 AM

- Kudos

Arredondo, SC Treasurer – 10:19 AM

- Internal happenings from SC Events Committee, SC Community Engagement Committee, and University Relations.
- National: Celebrating Black History Month

Guest Speakers

Alvarez, Compliance Coordinator | Human Resources – 10:23 AM

- Institutional Policies
 - Policy Dashboard
 - Policy Management System
 - Institutional Policies and Compliance SharePoint
 - Outside Activities Disclosure - [Home](#)
- [SharePoint](#)
- [Link to UHD Policies Portal](#)

Smith, Executive Director | Office of Assessment & Accreditation – 10:31 AM

- SACSCOC Onsite Visit
 - Respond to Non-Compliance with SACSCOC Standard 7.1
 - Record assessment-related meeting minutes and upload them when prompted
 - Build an improvement-oriented assessment culture
 - Outcome > Method > Target

Browand, Director | Auxiliary Services – 10:48 AM

- New Dining Services

- Introduced SodexoMagic Representatives

Ford, Vice President | SodexoMagic – 10:49 AM

- SodexoMagic is in partnership with Magic Johnson

Davis, General Manager | SodexoMagic – 10:57 AM

- Current menu and future menu options
- Catering Options: [CaterTrax](#)
- Micromarkers located at SSB

Thomas, Vice President | Administration & Finance – 11:09 AM

- Excited for this partnership

Q&A

- Savannah Fields: Do you all accept PCard payments?
 - Davis: Should be added by Monday or near future. I am currently working with the Finance Department.
- Doris Aguilar: will you also be doing the Friday special with grilled fish vs fried?
 - Davis: Yes, just trying to wait for business to pick up first.
- Edith Arredondo: The price for the gumbo was \$6.99. It was great but I saw a student deciding not to get it because of the price. I was told that the price is because they are making the soups from scratch. Are you advertising this to students? It just broke my heart that the student decided not to get the gumbo because of the price because it was really tasting. I think if they are made aware that they are not getting a premade item but an in house made item, they'll be more willing to spend the money.
 - Davis: Will take note.
- Edith Arredondo: Any plans for a salad bar?
 - Davis: Self-serve causes issues. Implemented pre-made salad currently, but do not seem to be selling, so will consider options depending on trying this out.
- Cecealia Burns: Any plans to offer smoothies in the future?
 - Davis: Yes.

Staff Council Business – Things to Share

Sanchez, SC President – 11:14 AM

- Staff Ombuds Position is currently live
- Staff Climate Survey 2025
- Staff Council Elections
- Address Community Questions

Staff Engagement Opportunities

Sanchez, SC President – 11:19 AM

Q&A

- Lynnette Gulley: Do they also need grocery bags?
 - Gabby Estrada and Richard Solomon: Yes
- Doris Aguilar: Do we know when the application for Bring your Child to work day will go out?
 - Castillo: The website and dates are still being finalized, but we will keep everyone updated as the event is at the end of April, so it will be mentioned in our next General Meeting
- Deborah Mercado: Link to where to register for employee eval info session please
 - Castillo: <https://www.uhd.edu/hr/calendar/index.aspx>

Closing Comments

Sanchez, SC President – 11:30 AM

Meeting Adjourned

Sanchez, SC President – 11:30 AM



STAFF COUNCIL

UNIVERSITY OF HOUSTON-DOWNTOWN

GENERAL MEETING

Thursday, February 19, 2026





STAFF COUNCIL : EXECUTIVE BOARD

Executive Committee



President
[Yesenia Sanchez](#)



President-Elect
Vacant



Immediate Past-President
[Adrian Bermudez](#)



Secretary
[Katalina Castillo](#)



Treasurer
[Edith Arredondo](#)



Communications Officer
[Nick Martinez](#)



OCTOBER MEETING SUMMARY

- **Cynthia Alford | The Rose**
 - Breast Cancer Awareness
- **Long Huynh, Vice President & Elizabeth Villegas, Assistant Vice President | Enrollment Management**
 - Division Updates
- **Sandra Jacobson, Associate Director | Annual Giving**
 - Give2Gators Impact
- **Review Previous Meetings**
 - Our website > Membership Resources > General Meetings



APPROVAL OF MEETING MINUTES

- Minutes distributed – any corrections?
- Motion to accept minutes? Second?
 - Minutes accepted.



AGENDA & GUEST SPEAKERS

- Introduction of New Employees
 - Share the Good News
 - Staff Council Business – Things to Share
 - Staff Engagement Opportunities
 - Closing Comments
- 
- Featured Guests Panelists:
 - **Mayte Alvarez, Guest Speaker**
 - Updates & Resources available for Staff-Institutional Policies.
 - **Sedef Smith, Guest Speaker**
 - SACSOC
 - **VP Kim Thomas, Guest Speaker**
 - **Bob Browand, Guest Speaker**
 - **Ray Davis, Guest Speaker**
 - Welcome New Dining Services, SodexoMagic



WELCOME NEW STAFF GATORS!

Name	Job Title	Department
Gabriella Fuentes	Academic Success Coordinator I, CST Advising Center	Academic Advising
Maria Segura	Advising Assistant	Academic Advising
Alexandria Cuellar	Accounts Payable Specialist I	Accounts Payable
Abigail Gracia	Administrative Assistant II	Arts and Communications
Grace Scott	Coordinator, Community Arts	Arts and Communications
Terri Blake	Assistant Director, Mail & Auxiliary Services	Auxillary Services
Diana Cervantes	Specialist, Digital Marketing	College of Business





WELCOME NEW STAFF GATORS!

Name	Job Title	Department
Armeshia Love	Graduate Academic Advisor II	College of Business
Gwendolyn Jackson	Graduate Academic Advisor I	College of Business
Jason Richard	Coordinator, Continuing Education	Continuing Education
Laura Nava	Professional Counselor	Counseling Services
Kendra Mellado	Executive Assistant	Enrollment Management
Dwight Facey	Data Base Administrator	Enterprise Systems
DeMyion Maxie	Labor Technician	Facilities Management
Hailey Mencia	Customer Service Technician	Financial Aid





WELCOME NEW STAFF GATORS!

Name	Job Title	Department
Natalia Ruiz	Communications Specialist	Human Resources
Lori Thomas	Benefits & Compensation Specialist	Human Resources
Robbi Palmer	IT Project Coordinator	Information Technology
Sridhar Sitharaman	Executive Director, Data Analytics and Institutional Research	Institutional Effectiveness
Gabrielle Sowell	Director, Transfer Admissions and Partnerships	Joint Advising
Sayda Zelaya	Lab Technician	Natural Sciences
Kevin Jones	Security Officer	Police





WELCOME NEW STAFF GATORS!

Name	Job Title	Department
Clemente Rodriguez	Executive Director of Public Safety and Chief of Police	Police
Kevin Solorzano	Records Analyst	Registrar
Monica Phillips	Administrative Assistant II,	Scholars Academy
Jordan Tisby-Porter	Coordinator, Sports	Sports and Fitness
Jasmine Lewis	Medical Assistant	Student Health Services
Devin Jones	Program Advisor I, TRIO Programs	Talent Search
Chase King	Program Advisor I, TRIO Programs	Talent Search





WELCOME NEW STAFF GATORS!



Name	Job Title	Department
Joselyn Arriaga	Program Advisor I, TRIO Programs	Talent Search
Jenny Oyakhire	Program Advisor I, TRIO Programs	Talent Search
Ayriana Brown	Administrative Assistant II, Talent Search	Talent Search
Amelia Collins	Enrollment Counselor I	Undergraduate Admissions
Cameron Woodard	Temporary Exempt Staff-Upward Bound	Upward Bound
Kennedy Bosie	Program Coordinator	Upward Bound



SHARING THE GOOD NEWS

EDGE: NOVEMBER WINNER



Aaron Lake-Garcia

- **UHDPD detective**
- **9 years of service with UHD**
- **ALERRT Active Shooter Integrated Response Conference**

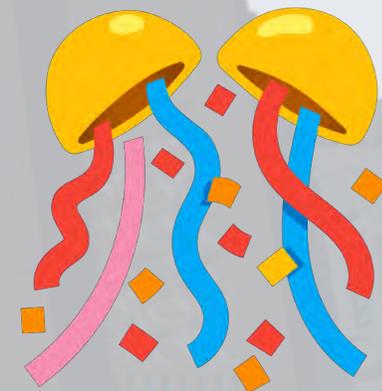


EDGE: JANUARY WINNER

Norman Harris



- ***Assistant Director | Student Business Services***
- **5 years of service with UHD.**
- **Attending 2026 NACUBO Student Financial Services Conference in Charlotte, North Carolina.**





INVEST IN YOUR GROWTH. APPLY FOR THE EDGE!

- One grant will be awarded each month to an eligible full-time staff member that is valued at up to \$1,000.
- This grant **may not** be used to pay for tuition for any for-credit university courses, such as undergraduate or graduate coursework applied toward a degree program.
- Applicants must be University of Houston-Downtown full-time staff members with at least six (6) months of continuous employment.
- Applicants may not submit more than one application per month.
- Applicants may only be awarded once per fiscal year.
- Both the professional development activity and the reconciliation of associated expenses must take place within the same fiscal year of the application submission.
- Applications will remain active until the listed professional development date has passed.
- Professional development opportunities must be approved by the applicant's immediate supervisor. Applications without a supervisor's approval will not be accepted.
- If attending a conference or seminar, funds leftover after paying for registration can be applied towards any associated travel expenses. Any expenses that exceed \$1000 will need to be covered by the recipient's department.

EDGE APPLICATION PROCESS OVERVIEW

Step 1 – Apply

Apply to the Edge after you read the criteria.

Step 2 – Supervisor Approval

Your application is sent to your supervisor for approval.

Step 3 – Committee Review

The Staff Affairs Committee reviews using the standard rubric.

Step 4 – Notice of Decision

You will receive notice of a decision by the third Wednesday of the month.

Step 5 – Edge Recipient

Have your Department Business Administrator contact the Treasurer.

Step 6 – Announcement

You will be announced as the recipient of the Edge at the next General Meeting.



CONGRATS OCT 2025 – JAN 2026 KUDOS!

★ 93 TOTAL KUDOS ★

- Academic Advising
- Academic Affairs
- Accounting and International Business
- Accounts Payable
- Administration & Finance
- Auxiliary Services
- Conference & Event Services
- Continuing Education
- Center for Student Leadership & Involvement
- Emergency Management
- Enrollment Management
- Facilities Management
- Financial Aid
- Gator Success Institute
- General Business, Marketing & Supply Chain
- History, Humanities & Languages
- Human Resources
- Institutional Effectiveness



CONGRATS OCT 2025 – JAN 2026 KUDOS!

★ 93 TOTAL KUDOS ★

- IT: Computing, Telecom, & Video Net
- IT: Enterprise Systems
- IT: Leadership and Business Services
- IT: Technology Learning Services
- IT: User Support Service
- Joint Advising
- Library
- Marilyn Davies College of Business
- Office of the President
- Police
- Purchasing
- Social Sciences
- Sports and Fitness
- Student Business Services
- Student Health Services
- Student Success and Student Life
- Testing
- Undergraduate Admissions
- Urban Education
- Veterans Services



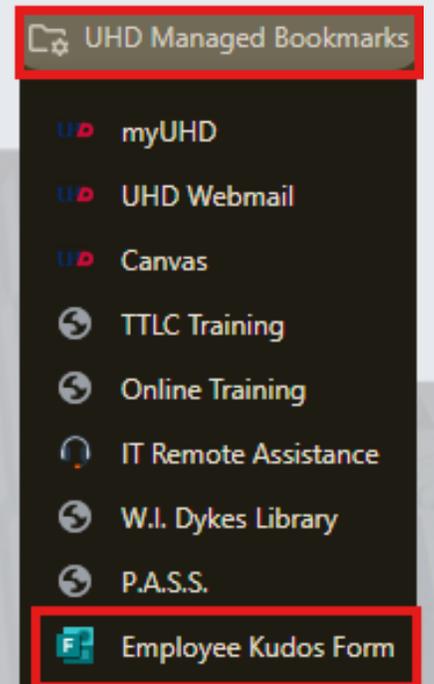
SEND A KUDOS

- Navigate to the HR SharePoint site
- Click Send a Kudos to a Colleague (You can also view your name recognized for Kudos here!)
- Login using your SSO credentials



OR

- Navigate to the Employee Kudos Form bookmark under UHD Manager Bookmarks from Edge or Chrome browsers
- Login using your SSO credentials
- Ensure you complete the form & everything is spelled correctly





SHARE THE GOOD NEWS

- **Holiday Toy Drive: Wrapping Party**
- **Holiday Toy Drive:**
 - **Staff Council & UHD PD**
 - **107 Gifts**
- **Holiday Mixer**
- **Holiday Decoration Contest**
 - **Winners: IT, Library, Gator Resource Center**





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DOWNTOWN

Holiday Toy Drive: Staff Council & UHD PD





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HOLIDAY MIXER





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HOLIDAY MIXER - PHOTOS



Thank you, UHD staff, for joining our events. We truly enjoy capturing photos and celebrating with every one of you!



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DOWNTOWN

TEXAN'S SPIRIT DAY - GROUP PHOTO

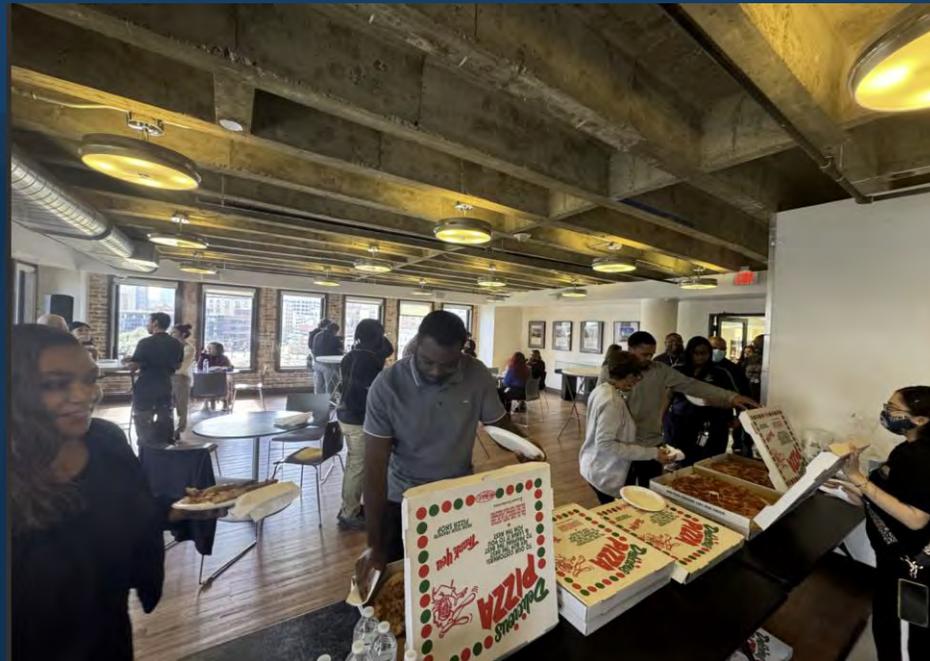


National Pizza Day

Enjoying Roma's Pizzeria



**Special
thanks to
Roma's
Pizzeria for
donating
pizzas for
this event!**





University of Houston
DOWNTOWN

King Cake with Staff Council



“A little king cake, a lot of Gator spirit!”



Thank you Sponsors!

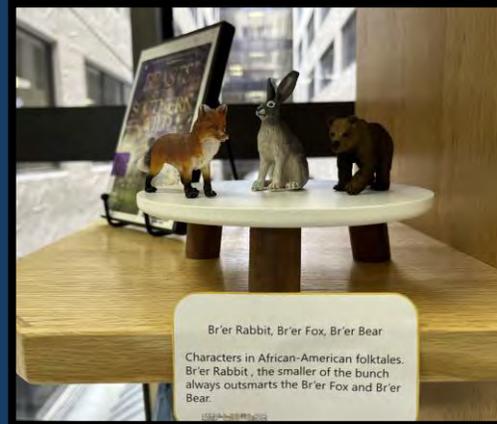


- **Michelle Jones**
- **Adrian Bermudez**
- **Elvira Rodriguez**
- **Albert Holden**
- **John Lane**
- **Lisa Braysen**
- **Carole Clerie**
- **Trina Nolen**



CELEBRATING BLACK HISTORY MONTH

BHM Library Display



President's Lecture Series



Join the University of Houston-Downtown for a special President's Lecture Series event honoring Black History Month, featuring Brian E. Francis - speaker, author, poet, and seasoned public-sector executive.

Francis challenges leaders to rethink failure not as a weakness but as a powerful teacher. He will impart enlightenment through candid stories and hard-earned lessons.

**11th Floor, Executive Event Space
One Main Building
11:30 a.m. - 1 p.m.
Tuesday, February 24, 2026**

Please fill out the form below to register.

[Add to Calendar](#)

GUEST SPEAKERS



FEATURED GUEST

Presentation Topic: **INSTITUTIONAL POLICIES**



Mayte Alvarez
*Compliance Coordinator
Office of Human Resources*



FEATURED GUEST

Presentation Topic: **SACSCOC ONSITE VISIT**



Sedef Smith

*Executive Director
Office of Assessment & Accreditation*



FEATURED GUESTS

Presentation Topic: **New Dining Services**



Kim Thomas
*Vice President
Administration & Finance*



Bob Browand
Director | Auxiliary Services



Ray Davis
Gen. Manger | SodexoMagic



Donna Ford
Vice President | SodexoMagic



STAFF COUNCIL BUSINESS

- **Staff Council Continuing Initiatives**
 - Update on Staff Ombuds Position
 - Update on Staff Climate Survey 2025
- **Staff Council New Business**
 - Upcoming Staff Council Nominations & Election
- **Staff Engagement Opportunities**



STAFF COUNCIL CONTINUING INITIATIVES

- **Update on Staff Ombuds Position**

- Staff Ombuds posting is currently live, and we are accepting formal applications to fill this position. **Not Filled.**
- Must be a current UHD full-time staff employee.
- Monthly stipend of **\$150**
- The staff ombud listens, advises, but is not a legal service.
- Visit the job posting for further details regarding duties/responsibilities and eligibility requirements.
- Be willing to complete the required conflict resolution and Ombuds training as offered by the International Ombudsman Association before starting duties.





STAFF COUNCIL CONTINUING INITIATIVES

Staff Climate Survey 2025 – Update

- **Purpose of survey:** This survey plays a critical role in gathering assessment data that is integral for continuously improving the employee experience.
- **Update:** A review meeting is currently being scheduled, and the results will be shared once the review has been completed and all findings have been finalized.

STAFF ENGAGEMENT OPPORTUNITIES



University of Houston
DOWNTOWN

Staff Council's Basic Needs Drive

share the love,
donate to fellow gators

**BASIC
NEEDS
DRIVE**

**DROP
OFF
LOCATIONS**

IT HELP DESK: A-700
DYKES LIBRARY
GRC: N210
HR: S910

<the drive is
ongoing from>
<2/9 - 3/13>

BROUGHT TO
YOU BY:

STAFF COUNCIL
UNIVERSITY OF HOUSTON-DOWNTOWN
COMMUNITY ENGAGEMENT
COMMITTEE



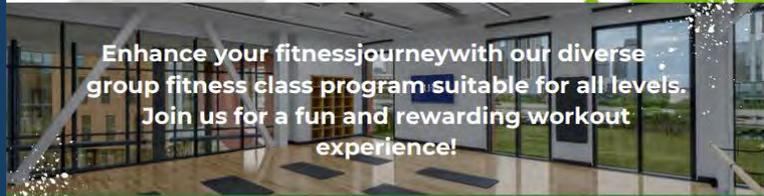


University of Houston
DOWNTOWN

Sports & Fitness



GROUP FITNESS



Enhance your fitness journey with our diverse group fitness class program suitable for all levels. Join us for a fun and rewarding workout experience!

SPRING 2026 | January 20th - March 6th

M	T	W	T
<p>Mat Pilates (50 minutes) @12 PM</p> <p>Yoga (60 minutes) @1 PM</p> <p>Pilates at the Barre (60 minutes) @5 PM</p>	<p>Mat Pilates (60 minutes) @4 PM</p> <p>Zumba (60 minutes) @5:30 PM</p>	<p>Hip Hop Step (60 minutes) @4 PM</p> <p>Yoga (60 minutes) @7 pm</p>	<p>Hip Hop Step (60 minutes) @12 PM</p> <p>Zumba (60 minutes) @ 5:30 PM</p> <p>Yoga (60 minutes) @7 PM</p>



Tacos and Trainers

Come enjoy a FREE 30-minute workout with our Certified Personal Trainers, followed by FREE tacos!



February 24th

Join us for Tacos and Trainers, a fun and energizing fitness event at the Wellness and Success Center! Participants will enjoy a FREE 30-minute group workout led by our Certified Personal Trainers, followed by FREE tacos catered by Space City Birria. This is a great opportunity to move, connect, and refuel with delicious food.

Tuesday, February 24th | 11:00 AM - 12:00 PM

What to Expect

- 30-minute group workout led by Certified Personal Trainers
- FREE tacos catered by Space City Birria
- Fun, welcoming environment for all fitness levels
- Opportunity to learn more about personal training services



Show up ready to move, eat, and have fun!

WAIVER REQUIREMENT:

Non-members must sign a waiver prior to participating

REGISTER



Questions?
Email Emily at randersone@uhd.edu

Free Tax Filing!

FREE TAX FILING!

For Tax Year 2025

 In-Person

 Online

 Saturdays

FEBRUARY 7 - APRIL 14

Tuesday - Friday | 9 a.m. - 1 p.m. | SSB 226

*Access to B226 through unmarked door between rooms B210 and B212

Saturdays | 9 a.m. - 3 p.m. | OMB N412/414

The MetroRail entrance is on the 3rd floor. Take the elevator one floor up to the 4th floor.
We are located in the library.

FREE TAX HELP WITH VITA!

The IRS Volunteer Income Tax Assistance (VITA) program offers free tax preparation for eligible individuals, including:

- Individuals earning \$69,000 or less
- College & international students
- Seniors 65+ (no income limit)
- Non-residents
- Individuals with disabilities
- Limited English-speaking taxpayers

Learn More!



UHDVITA
Free Tax Preparation Services
uhd.edu/vita

UHD
University of Houston-Downtown
Marilyn Davies
College of Business

UHD is hosting: NACCS TEJAS FOCO

The NACCS (The National Association for Chicana and Chicano Studies) Tejas Foco is a regional conference that attends to community and academic interests around issues that affect Chicanox in the state of Texas.

The NACCS Tejas Foco provides college and K-12 administrators, faculty, and students to connect with outstanding faculty and community leaders from across the state

Get tickets now at:

<https://www.eventbrite.com/e/2026-naccs-tejas-foco-annual-conference-tickets-1854997008989?aff=oddtcreator>

2026 NACCS TEJAS FOCO



**RESILIENCE, RESISTANCE, AND RESURGENCE
LEGACIES OF THE CHICANA/O/X MOVEMENT**

FEB 26-28 2026	UH - DOWNTOWN 1 MAIN STREET HOUSTON, TEXAS 77002	QUESTIONS? CONTACT JESSE ESPARZA jesus.esparza@tsu.edu
	REGISTER AT http://bit.ly/NACCSTejas26	



Chili Cook-Off

Chili Cook-Off

UHD's Annual Chili Cook-Off Friday, April 10 | 4:00 – 8:00 p.m.

Event Details

Get ready to turn up the heat at the annual Chili Cook-Off—a community celebration packed with bold flavors, friendly competition, and nonstop fun! This can't-miss event brings together a crowd-favorite chili showdown, local vendors, live entertainment, and engaging activities for guests of all ages.

This year, the Cook-Off heats up at UHD's scenic South Deck, transforming it into a vibrant festival space. Stroll through vendor booths featuring a variety of wares from local businesses, sample mouthwatering chili creations, cast your vote for the best dish, and mingle with fellow community members. Your admission includes unlimited tastings and complimentary beverages courtesy of our local brewery sponsor—so come hungry and ready to indulge!

Tickets

Event tickets will be available for purchase online soon. Tickets will be offered to faculty, staff, and students at \$5.00 (or free with donation of a Basic Need or Food Item to the Gator Resource Center). Each ticket includes a tasting kit and choice of soft drink or adult beverage.

Forming a Chili-Cooking Team

Want more than just a taste? Step into the spotlight by forming a chili-cooking team! It's your chance to show off your culinary skills, stir up some friendly rivalry, and compete for bragging rights—all while having a blast with friends and colleagues. All community members are welcome to participate. Details on how to sign up will be shared soon.

Contact

For more information, please reach out to uhdchili@uhd.edu.

More details on registration, team and vendor guidelines, and tasting tickets coming soon.





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DOWNTOWN

Wellness Updates: Upcoming Events and Initiatives

2026 SPRING WELLNESS PROGRAMS 2026

<p>THE ROSE: MAMMOGRAM ON CAMPUS 2/23 WSC PARKING LOT</p>	<p>TACOS & TRAINERS 2/24 11AM WSC</p>		
<p>HEALTH FAIR 3/4 A300 12-2</p>	<p>EAT THE RAINBOW 3/5 @ 1PM WSC</p>	<p>SOCIAL SECURITY BENEFITS WEBINAR 3/17 @ 11AM</p>	<p>FIDELITY ON CAMPUS 4/8 10AM N600</p>
<p>GET FIT AWARDS CEREMONY 4/7 OMB 11TH FLOOR 2PM</p>	<p>CHILI COOK OFF 4/10</p>	<p>TOTE(ALLY) SUSTAINABLE: MAKE YOUR OWN TOTE BAGS 4/21 @2PM-3PM N600</p>	<p>MAY MENTAL HEALTH: LUNCHTIME YOGA 5/6 12:30-1:15PM 40,000 WINDOWS CAFE</p>

SNAG YOUR TICKETS TO WELLNESS

REGISTER FOR GET FIT!



University of Houston
DOWNTOWN

Office of Human Resources



Save the Date!

**BRING A CHILD
TO WORK DAY**
Thursday, April 23

Applications open soon

Office of Human Resources



📅 Monday, February 23, 2026. 10:00 AM - 11:00 AM (CST)

[Add to my calendar](#)

🏢 Human Resources
[Email organizer](#)

📍 IT Training Room (Fishbowl) ACAD700E

📄 88 Spots Available

[RSVP](#)

[Zoom Link](#)

📄 COPY

EMPLOYEE ENGAGEMENT

Your New Digital Teammate: Using Microsoft Copilot to Boost Productivity

Organized by Human Resources

Microsoft Copilot is an AI-powered productivity tool. It leverages the power of large language models and generative AI to assist users in various tasks, such as drafting emails, summarizing documents, analyzing data, creating presentations, and more. Copilot aims to enhance productivity, streamline workflows, and foster creativity by automating repetitive tasks and providing intelligent suggestions.

In this training, TTLC will join us to cover the following Learning Outcomes:

- Users will learn how to integrate Copilot into higher education support workflows
- Users will learn best practices for writing effective prompts
- Users will identify strategies for successful Copilot adoption in your teams

*If you register to attend this training virtually, login details will be sent to you the morning of the training.

Office of Human Resources



Monday, February 23, 2026. 10:00 AM - 11:00 AM (CST)

[Add to my calendar](#)

Human Resources
[Email organizer](#)

HR Training/Event Room OMB N600

[RSVP](#)

[TEAMS Link](#)

[COPY](#)

EMPLOYEE ENGAGEMENT

Preparing for Performance Evaluations: Goal Setting

Organized by Human Resources

This interactive workshop supports UHD employees in preparing for performance appraisals through intentional SMART goal setting. Participants will translate insights into goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. This session emphasizes clarity, alignment, and intentional goal development to support meaningful and well-informed performance appraisals.

By the end of this workshop, participants will be able to:

- Apply the SMART framework to create clear, actionable goals
- Develop and align your goals to departmental and institutional priorities
- Collaborate to establish success measures and next steps

*If attending this training virtually, you will be sent login details the morning of the training.



SHARE YOUR NEXT EVENT

- 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.





CLOSING COMMENTS

- **Visit Our Website**
 - Share good news to celebrate together
 - Submit events to promote
 - View & volunteer for events
 - Register to attend General Meetings
 - Review previous meetings
 - Leave your feedback anonymously
 - Learn more about your executive board
 - Find staff resources
 - Help support staff by donating
- **Email us at uhdstaffcouncil@uhd.edu**





**THANK
YOU**