



Staff Council – General Meeting Minutes

Wednesday, July 17, 2024
10:00 a.m. – 11:00 a.m.

Staff Council Executive Board: Jr. Sears, Staff Council President ♦ Adrian Bermudez, Staff Council President-Elect ♦ Tesha Koltys, Staff Council Secretary ♦ Gladis Moya, Staff Council Treasurer ♦ Tasia Parker, Staff Council Communication Officer

Special Guest: Dr. Lisa Joyner, Vice President of Student Success, and Student Life (3SL) ♦ Caleb Wells, Director of Sports & Fitness ♦ Milke Guajardo, Talent Management & Development Specialist ♦ Christian Purdy, Compliance and Communications Manager

Location: Zoom Webinar

1 Call to Order 10:00 am

Presenter: JR. Sears, Staff Council President
Welcoming everyone to the General Staff Council

2 Approval of March Meeting Minutes 10:02 am

Presenter: Jr. Sears, Staff Council President
Recording time: 2:21

- Tesha approves.
- Tasia seconds the motions

3 Meeting Agenda review 10:02 am

Presenter: JR Sears, Staff Council President
Recording time: 2:42

4 New Employee Announcement 10:04 am

Presenter: JR. Sears, Staff Council President
Recording time: 4:00

4 Edge Grant Winner 10:06 am

Presenter: Tasia Parker, Staff Council Communication Officer



Recording time: 6:13

- Christopher Tristan, Space Planning Analyst

5 UHD Kudos & How to Send a Kudo 10:07 am

Presenter: Tesha Koltys, Staff Council Secretary

Recording time: 7:21

- Congratulations to all the May Kudos
- How to send kudos by email or by website

6 Special Guest: 10:09 am

Presenter: Dr. Lisa Joyner, Vice President, Student Success, and Student Life

Recording time: 9:18

- Who we are.
- What to expect Fall and Spring semester

Presenter: Caleb Wells, Director of Sports & Fitness

Recording time: 25:00

- Free month in July for Staff
- Summer programs

Presenter: Mike Guajardo, Talent Management and Development Specialist

Recording time: 37:30

- Staff Mentorship Programs

Presenter: Christian Purdy, Project, Compliance and Communications Manager

Recording time: 44:09

- Staff Awards update
- AWA program (Alternative Work Arrangements)
- Staff Retreat – Staff Development Conferences

7 Staff Council Business: Things to share 10:56 am

Presenter: Jr. Sears, Staff Council President

Recording time: 56:21

- Fiscal Year 24-25: Staff Council Representatives (Election Winners)
- Ombuds Updated: UHD Staff Representative - Amanda Clay
- Summer dress code: May 20th – August 16th
- The United States Small Business Administration has opened a Portable Disaster Loan Outreach Center at the MDBOB, room B106.



Staff Council

- Gator Blue Fridays: UHD Garment, Shirts, etc.
- UHD 50-Year Celebration – Volunteer Request
- Calling all Alumni – <https://forms.office.com/r/UVxkzzy85N>
- Staff Council Suggestion & Questions – Responses

8 Upcoming Events & Announcements 11:00 am

Presenter: Jr. Sears, Staff Council President

Recording time: 1:01:02

- August 15th – Fall Staff Development Conference (Staff Retreat) [A300: 8:00 am – 4:00 pm]
- August 19th: First Day of the Fall Semester
- August 19th – 29th - Welcome Week(s)
- August 21st – Next Staff Council General Meeting {Zoom Webinar: 10:00 am – 11:00 am}

Save the Dates:

- August 26th: Bayou Boogie
- October
- October 31st: HR Boo Bash
- November 1st: UHD Chili Cook-Off

9 Closing Comments 11:08 am

Presenter: Jr. Sears, Staff Council President

10 Meeting Adjourn 11:09 am



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DETERMINED.
DEDICATED.
DOWNTOWN.

UHD
University of Houston
DOWNTOWN



APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

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

AGENDA

- Approval of June Meeting Minutes
- New Employee Announcements
- Edge Grant Winner(s)
- Employee Recognition
- Lisa Joyner - VP SSSL
- Caleb Wells - Director Wellness Center
- Mike Guajardo - Gator Connect
- Staff Council Business – Things To Share
- Upcoming Events
- Closing Comments

WELCOME NEW GATORS!



Name	Job Title	Department
Janetra Ivarra	Executive Director, Continuing Education	Continuing Education
Katharina Kley	Assistant Director, Competency Based Assessment	Institutional Effectiveness
Theresa Arline	Coordinator, Purchasing I	Procurement & Contracts
Patrick Morton	Coordinator, Student Records and Reporting	Registrar
Angel Hernandez	Coordinator, Basic Needs	Student Success & Student Life
Doris Aguilar	Executive Assistant to the Vice President	Student Success & Student Life
Rainisha Stevenson	Academic Success Coach I	Gator Success Center
Christina Henry	Professional Counselor	Counseling Services

WELCOME NEW GATORS!



Name	Job Title	Department
Zenobia Smith	Department Business Administrator II	Administration and Finance
Dean Kostantaras	Director, Honors Program	Honors Programs
Joselyn Arriaga	Program Advisor I	Talent Search
Karina Fajardo	Coordinator, Events	Conference & Event Services
Ryan Thompson	Executive Director, Web Marketing	Advancement & University Relations
Jessica Peralta	Professional Counselor	Counseling Services
Edward Manouelian	Academic Success Coordinator II	Academic Advising
Andrea Fonseca	Customer Service Technician	Financial Aid
Brandon Ward	Director, College Advising Center	Academic Advising

July Recipient(s)



Christopher Tristan

The EDGE

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

CONGRATULATIONS GATORS!



MAY KUDOS!

- **Advancement & University Relations**
 - Noel Baldovino
 - Spencer Lightsey
- **College of Business**
 - Belinda Hernandez
 - Maxine Todd
- **Enterprise Systems**
 - Gabriela Kardoud
 - Karina Torres
 - Sergei Gabrielov
 - Maribel Villegas
- **Enrollment Management**
 - Courtney Schroeder
- **Human Resources**
 - Christian Purdy
 - Carole Clerie
- **Office of the President**
 - Myra Leiva
- **Ctr for Student Inv and LDRSP**
 - Tremaine Kwasikpui
- **Enrollment Communications**
 - Dillon Nash
- **Procurement & Contracts**
 - Evelyn Paige
 - Trenton Hernandez
- **Programming and Curriculum**
 - David Ryden
- **Public Safety**
 - Brittny Preston
- **Student Activities**
 - Jose Vazquez
- **Student Business Services**
 - Stephanie Porter
- **Student Success & Student Life**
 - Kira Gatewood
- **Technical Services**
 - Jr. Sears

WAYS TO SEND KUDOS



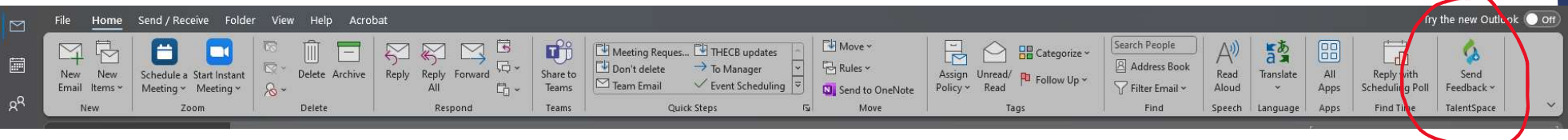
<https://global.hgncloud.com/uhd/ts/home>

1. Outlook

- Open Outlook
- Click on the Home Tab
- Click on the "Send Feedback" icon in the tool bar*
- Click on "Kudos and Recognition"
- Type the first and last name of the recipient
- Type your comments in the body of the email
- Click Send

2. My TalentSpace

- Login to [My TalentSpace](#)
- Click the menu icon (three stacked lines) at the top left corner of the page.
- Click on Performance
- Click on Kudos and Feedback
- Click the "New Feedback" button on the upper right side of the page
- Click Kudos and Recognition
- Type the first and last name of the recipient
- Type your comments in the body of the email
- Click OK



STUDENT SUCCESS & STUDENT LIFE



Lisa Joyner
VP Student Success & Student Life

Introductions

WELLNESS & SUCCESS CENTER

Wellness Center and Staff



Caleb Wells
Director, Wellness & Success Center

UHD GATOR CONNECT

Staff Mentorship Program



Mike Guajardo
Talent Management & Development Specialist

FY 25 STAFF COUNCIL EXECUTIVE BOARD



Adrian Bermudez
SC President



Jr. Sears
SC President-Elect



Katalina Castillo
SC Secretary



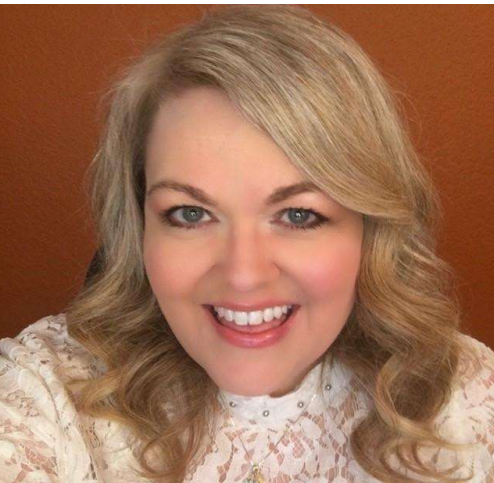
Nick Martinez
Communications
Officer



Shiya Rawls
SC Treasurer

STAFF COUNCIL DIVISION AMBASSADORS

Academic Affairs



Lynnette Gulley

President & UR



Tesha Koltys

Human Resources



Cece Booty

STAFF COUNCIL BUSINESS

- Ombuds Update – Amanda Clay
- Summer Dress Code – Ends August 16, 2024
- Gator Blue Fridays UHD garments (shirts, hats, etc.)
- Calling all Alumni
 - <https://forms.office.com/r/UVxkzzy85N>



STAFF COUNCIL BUSINESS

- Calling all Alumni
 - <https://forms.office.com/r/UVxkzyy85N>



UPCOMING EVENTS

- August 15, 2024 -
Fall Staff Development Conference
- August 19, 2024 – First Day Fall Semester
- August 19 - 29, 2024 - Welcome Week
- August 26, 2024 – Bayou Boogie
- Next Staff Council General Meeting – August 21, 2024, 10:00 am – 11:00 am Virtual
- Save The Date
 - October 12, 2024 - 50th Anniversary Gala
 - October 31, 2024 - Boo Bash
 - November 1, 2024 - Chili Cook-Off

Did you know!

- July 4, 1776, The Declaration of Independence was approved by the Second Continental Congress. July 4, 2024, signifies 248 years of freedom from Great Britain.
- July 16, 1969 - The Apollo 11 Lunar landing mission began with a liftoff from Kennedy Space Center at 9:37 am.



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_2sHq1WGJTbqsg-kTiw0sdw

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



Submit events to be recognized and promoted! Use the link or QR code below:
<https://cmlink.me/2fR/s53628>



Share your good news so we can all celebrate together! Use the link or QR code below:
<https://cmlink.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.