



## Staff Council Minutes for March 23, 2021— Zoom Meeting, 10AM-11AM

Minutes recorded by Yesenia Sanchez, Staff Council Secretary

[https://uhdowntown-my.sharepoint.com/:v/g/person/sanchezy\\_uhd\\_edu/EdEZY2075d9PkS8F6k2mNkABojymzp-Cf8d7r5OPD0Bm7g?e=rZJexO](https://uhdowntown-my.sharepoint.com/:v/g/person/sanchezy_uhd_edu/EdEZY2075d9PkS8F6k2mNkABojymzp-Cf8d7r5OPD0Bm7g?e=rZJexO)

**Board:** Bobbi Shaw, Caroline Smith, Brian Drake, Andrew Hannan

**Guests:** Ivonne Montalbano— Vice President, Employment Services and Operations  
Sustainability Council— Juan, Martinez (Presenter)  
Joe Rice— Project Lead for UHD’s Market Study (CBIZ Consulting)

### Reports:

Bobbi Shaw opens the meeting with follow-up questions from February, 2021 meeting. Including hiring of more student workers at entrances, and staff/faculty to present new ID when coming into a UHD campus building. **00:00:30 – 00:01:30**

Bobbi Shaw discusses Dining services at UHD. Food truck services will be available Tuesdays and Thursdays (Miss Patty’s Wagon) and vending machine on 3<sup>rd</sup> floor of One Main Building (OMB) now offers lunch items. **00:01:32- 00:03:08**

**[PowerPoint Presentation]** Sustainability Council presentation by Juan Martinez. The team, made up of students, faculty, and staff is working on getting recognized as an official council on campus. Mr. Martinez presents on the importance of cultivating an environmentally friendly campus. **00:04:47-00:14:50**

**[PowerPoint Presentation: Compensation Market Study, CBIZ Compensation Consulting]** Ivonne Montalbano introduces Joe Rice, the project lead for UHD’s Market Study. The presentation provides an overview of the staff market study and PDQ (Position Description Questionnaire) process. The study at UHD is being used to gather specific information about staff’s jobs and PDQ is used for compensation benchmarking. **00:15:15-00:34:15**

- PDQ Deadline extended 3/26.

Market Study Questions & Live Answers: **00:34:29-00:39:53**

- Employees had over two weeks to complete PDQ. Only one person brought to Ivonne's attention that they needed additional time. Ample time was provided to UHD employees to complete PDQ.
- PDQs that have been submitted are locked. Email Ivonne Montalbano (montalbanoi@uhd.edu) to have PDQ reopen.
- Staff that used wording such as "I" in PDQ should not worry about the effect on the questionnaire. CBIZ will filter for typos, grammatical errors, and wording before job descriptions are finalized.
- During the COVID-19 Pandemic, some job tasks for staff pivoted to create/ add work to accommodate to the situation. Staff should focus on those duties of the position.
- Deadline to submit PDQ: **Friday, 3/26 at 5:00PM.**
- Statement: "The survey was too long". Presenter appreciates all feedback.
- There is a process once the form is submitted where the form routes to the supervisor. Any situation where that does not seem to be the case, highlight it.

Bobbi Shaw will send out Staff Council PowerPoint and CBIZ presentation to staff via email. Ivonne Montalbano states the CBIZ presentation will be uploaded to Market Study website under ESO. Staff can find this information on both locations. **00:34:53-00:40:32**

Ivonne Montalbano and Bobbi Shaw thank Joe for taking his time to present and attend the Staff Council monthly meeting. **00:40:32-00:41:00**

**[PowerPoint] Qualtrics Questions Submitted & Live Answers: 00:41:00**

- Covid-19 related FAQ's are in the process of being updated. It is recommended staff check webpages on a regular basis.
- When the University implements to the next level (yellow) official messaging will go out to the campus.
- Telecommuting agreements are for 12 months. UHD is currently considering a policy that may allow eligible employees to request a flexible workplace or work schedule arrangement.
- Use COVID-19 Task Force website for information
- "Webinar format not allowing staff to communicate with one another at meetings. When are we going back to open meetings that allow for more meaningful discussions?" **00:45:25-00:47:30**
- "Does UHD have plans for requiring proof of COVID-19 vaccination?" UHD is not requiring proof at the moment. If a federal or state mandate is implemented, UHD will review and react accordingly. **00:47:30-00:48:29**
- "What plan does UHD have for providing, encouraging, or requiring COVID-19 vaccination?" **00:48:29-00:49:10**
- "Has there been any information about a designated vaccination site for UHD staff/faculty?" **00:48:30-00:49:57**
- Welcome Dr. Loren J Blanchard slide. Welcome reception on 3/31. **00:50:00-00:50:38**

- International Women's Month slide: virtual conversation will be held via Zoom noon to 1:15PM on 3/30. **00:50:40-00:50:48**
- Reopening of the UHD gym on a limited basis is on the works. Rhonda Scherer is working to submit the proper paperwork while continuing to maintain social distancing.
- Staff awards will be June 17th- virtual and more information is forthcoming. Service awards will be given for 2020-2021. Staff Council has not forgotten about staff awards.
- Sustainability Council will need to meet with Staff Council and ambassadors to discuss further and move forward with carbon foot print. Staff Council will send an email.  
**00:53:33-00:54:30**

Bobbi Shaw asks if attendees have further questions or concerns and thanks all presenters. Reminds staff to use Qualtric's link to ask questions ahead of meetings and that there are no changes for parking for staff this semester. Provides closing remarks and closes meeting.  
**00:54:40-00:58:10**