



Staff Council General Meeting Minutes for November 17, 2021

Zoom Meeting 10AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

- Board:** Caroline Smith, Tremaine Kwasikpui, Krysti Turnquest, Edith Arredondo, Sandra Jacobson
- Panelists:** Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning; Cecealia Booty, Coordinator, Customer Service, Sports and Fitness; Leeanna Santos, Administrative Assistant II, Sports and Fitness; Nicholas Martinez, Support and Training Specialist I; Pat Ensor, Executive Director, Library Services; Sandra Jacobson, Staff Council Treasure, Manager Annual Giving
- Call to Order:** The Staff Council general meeting was call to order by Staff Council President, Caroline Smith at about 10:05 a.m.
- Attachments:** Meeting PPT, NCBI Presentation

Reports:

Ms. Smith starts by welcoming everyone attending the meeting. The meeting agenda is reviewed. Ms. Smith recommends the audience that if they want their questions to be address to post them on the Q&A section. Immediately a question about a pending hybrid or work from home policy was asked. Ms. Smith indicates that it is part of the presentation and we'll get to it.

Ms. Smith thanks Staff Council Secretary for putting the minutes together in such a timely manner and Staff Council Communications Officer, Krysti Turnquest, for keeping the website updated with them.

**Note: Approval of the October minutes was not completed. This will be revisited in the January 2022 general meeting.*

WELCOME NEW GATORS

Ms. Smith welcomes all new Gators who took part in New Employee Orientation during the month of October 2021.

- Darreon Burns, Security Officer
- Tiquincia Allen, Career Counselor II, Career Coach
- Wendy Cooper, Career Counselor II, Career Coach (returning – Welcome back!)
- Bojana Petkovic, Administrative Assistant II
- Francisco Ortiz Correa, Data Analytics Developer
- Charmecia Harrison, Administrative Assistant II
- Brandi Weber, Department Business Administrator III
- Gavin Marquez, User Support Specialist I, UHD Alum
- Janetra Hurst, Success Advisor I, UHD Alum

Ms. Smith states that Maxine Todd, Princess Ephriam, and Sandra Jacobson have been taking turns presenting at the New Employee Orientation to tell new employees about Staff Council and encourage them to get involved. Ms. Smith gives them a huge thanks for getting our Gators off to a strong and welcoming start.

STAFF GOOD NEWS

Ms. Smith reminds that we wanted to celebrate Halloween a bit late since we didn't get to see any costume pictures last month.

The Rojas Family: Vanessa Rojas, Academic Advisor III, Humanities & Social Sciences, submitted a picture of her family. 😊

Ms. Smith thanks Vanessa for sharing her family picture and reminds staff that anybody can submit good news any time during the month and it can be about anything, your family, your pet, your job, your education, etc. We just want to celebrate everything that our wonderful staff members do.

UPDATE FROM SPORTS & FITNESS

Ms. Smith introduces Ms. Cecealia Booty and Leeanna Santos from Sports & Fitness.

Ms. Booty invites staff to use the Sports & Fitness facilities and reminds us that they are FREE for UHD staff and faculty. All staff has to do is go to the facilities and sign a liability waiver. Staff and faculty can also get their ID at the Sports & Fitness facilities.

Ms. Booty introduces Ms. Santos to share more information. Ms. Santos reminds staff of the Sports & Fitness hours: Monday – Thursday 7am to 9pm, Friday 7am to 7pm, Saturday, and Sunday-Closed. Break hours will start December 16th through December 24th: Monday-Thursday 9am to 9pm, Friday 9am to 7pm. The facilities will be closed January 3-14 because there will be no water.

Ms. Booty shares that the facilities have different hours to meet staff needs. She also suggests that staff can work out during the lunch break. Ms. Booty goes over the different classes Sports & Fitness offer: Aerobics, Zumba, Kickboxing, Yoga, and more! Ms. Booty mentions that if you think there is nothing for you to go see her. She will help you find what will work for you.

Sports & Fitness offers staff and faculty access to a personal trainer for only \$20 an hour. Ms. Booty mentions that Melissa Cruz, program coordinator, is building a beautiful program. They have great trainers that are eager to work with staff.

Sports & Fitness also offers massage therapy. They were going to be doing a demo of massage therapy at the UHD Health Fair go and meet Nicholas. The fee for massage therapy is \$35 per session for staff and faculty. Visit their customer services counter and tell them you want a massage. You fill out a form and they will schedule a massage session. Sports & Fitness also offers nutrition counseling and you can reach out to Melissa Cruz about it.

Ms. Booty invites staff to visit the facilities and describes that the center is 3 floors. 2nd and 3rd floors are the fitness center and the first floor has a basketball court. She invites former athletes to join the intramural and club sports.

Ms. Booty shares that Sports & Fitness also offers workshops throughout the semester. On November 30th at 1pm to 2pm, they will be offering health coaching transformation in N600. From November 22 through January 1, Maintain Don't Gain challenge. The challenge is about personal goals during the holidays. Ms. Booty shared the link in the chat. Staff can sign up for the challenge. Staff will be invited to participate in a private Facebook group with Melissa. Melissa will give you tips to help you be successful and accomplish the goal that you set for yourself.

Ms. Booty also reminds us about FRT or Fitness Release Time. FRT is a three 30 minute exercise sessions per week. You can work it out with your supervisor on what works best for your department. Ms. Booty mentions that in her case she can pair FRT with her lunchtime. For more information about FRT you can go to the ESO website or call Ms. Booty or Melissa Cruz. Ms. Booty thanks Ms. Smith for the invitation to share this information during the Staff Council meeting.

Ms. Smith thanks Ms. Booty for their enthusiasm and reminds staff that the Health Fair is currently going on and invites staff to attend after the meeting. Staff can get free groceries, visit with vendors and maybe get a free massage and learn more about what Sports & Fitness has to offer.

UPDATES FROM TTLC

Ms. Smith introduces Nicholas Martinez, Support and Training Specialist I, Technology Learning Services to talk about what TTLC has to offer for staff members and indicates that Mr. Martinez and Ms. Booty both serve on the Staff Council Events Committee. She thanks them both for their ongoing commitment.

Mr. Martinez greets staff and introduces himself. He is the newest on the Blackboard support team and he is in charge of creating the TTLC newsletter. Mr. Martinez mentions that even though they are the Blackboard support team, they are also here for staff. The newsletter includes updates and tips to use. He calls out for the new staff to reach out to TTLC if they want to get up to speed on the tools that we are using at UHD like Zoom, Microsoft Teams, etc. Mr. Martinez shares the training calendar website through the chat.

- https://calendar.uhd.edu/department/it_training

Mr. Martinez advises that staff signs up for the trainings and to make sure to check the modality of the training because some are virtual only and some of them are in person and some are a combination. He also shares the staff and faculty training materials. He finished by sharing the location of TTLC in A700.

Ms. Smith thanks Mr. Martinez and remarks that he is a UHD alum. Ms. Smith also comments that staff can request training to TTLC as long as is anything that it is supported by UHD. Sometimes staff does not know the most efficient ways to use the resources that we have and Mr. Martinez can help us.

NCBI PRESENTATION

Ms. Smith introduces Pat Ensor, Library Executive Director, who is going to share about NCBI. Ms. Smith is also one of the NCBI campus leaders.

Ms. Ensor greets staff and gives thanks for the opportunity to share information about NCBI. Ms. Ensor is the library director for today she is here as a trainer for NCBI (the National Coalition Building Institute). Ms. Ensor has been involved with NCBI since the beginning of its access to UHD campus.

What is NCBI? National Coalition Building Institute, www.ncbi.org. NCBI is an internationally renowned leadership organization that provides training in diversity, equity and inclusion (DEI) in community organizations, K-12, colleges & universities, corporations and law enforcement.

UHD has been one of 31 campus affiliates since 2014. UHD staff moderators have delivered approximately 50 NCBI workshops to UHD students, faculty and staff, reaching more than 700 UHD attendees. Overall participant satisfaction is high and is reported to increase a sense of belonging. Students, faculty and staff who experienced these trainings expressed that they have learned things they never knew about and it increases their feeling of community at UHD.

Ms. Ensor shares that she has heard from other NCBI facilitators that students have shared that before taking the workshop they didn't really see a place for themselves until they went through the workshop. Ms. Ensor, "it is very transformative." Half-day workshops at UHD are led by two trained moderators who have received multi-day training from NCBI. Audiences of up to 40 faculty, staff and/or students can take part in a workshop. They are highly interactive and participatory, based on tested and validated NCBI-developed activities. Workshops are not lectures. These workshops help you learn about other people's perspectives. You don't sit there for hours listening about diversity and equity law. These are people sharing their stories.

Ms. Ensor and Ms. Smith are both NCBI trainers.

The value of NCBI at UHD

President Blanchard has a major emphasis on diversity, equity and inclusion. It's one of the foundation cornerstones of what he wants to impress here at UHD. NCBI has helped build the background and the understanding for everyone who attends the workshop. Because it is something that staff and faculty teach themselves, it is affordable. It's not like other workshops that are off campus and very expensive and you can only afford to send a certain number of people. The participants get exposure to many different issues based on the experiences, background, and identities of the participants.

Building institutional capacity towards equity and inclusion requires intentional, in-house expertise and programming. Individual UHD stakeholders have varied exposure and awareness to justice, equity, and inclusion issues that inform how we can realize what it means to truly serve our students. It further serves as a critical, inclusive entry point for individuals to move into the DEI space, and is a foundational, historic cornerstone of DEI at UHD that touches all stakeholders.

Ms. Ensor states that these workshops have helped people do more DEI work. Ms. Ensor shares that part of her personal growth is to understand and learn more about the perspectives of a variety of people. She feels that her life has improved immeasurably. She attended a workshop with Doug teDuits, who is the unsung hero of NCBI here at UHD. He was instrumental in helping introduce it by leading a workshop with outside trainers. Ms. Ensor considers herself an introvert and took the train the trainer workshops not really thinking that she will be leading the workshops herself. She took the workshops to learn. After she took the workshop she thought to herself that she really wanted to do this and every time she gives a workshop, it builds on the desire to keep doing it because it is very rewarding. People who have attended the workshops have been able to move into other areas.

Challenge of Staining NCBI at UHD

Home, funding, and staffing are the primary roadblocks. Repeated changes in UHD structure has caused the program to move more than once with the most recent home in the Library. Now it is housed in the Provost's office.

No historic institutional commitment of funds to support the program have been provided. The pandemic has halted in-person NCBI workshops at UHD. The NCBI workshops have to be in person to provide the desired effects. Also, reliance on staff for most of the expertise has caused the ranks of NCBI campus moderators to diminish over the years. There were 21 moderators at peak and only 7 moderators today.

Trainers get permission from their supervisors to do this as part of their jobs. However, it still takes people away from their job so it is difficult to keep trainers. People who have participated in these trainings and workshops have become a support group for each other. Everyone has benefit from everyone's participation and it's sad to see people move on.

The Future of NCBI at UHD

A commitment of funding and a permanent home are necessary. NCBI programming now resides in the Office of the Provost. Jerry Johnson and the area that he oversees is funding and housing NCBI program. It is a major interest of his and he wants to make progress in the DEI arena at UHD. Provost Uzman and Dr. Johnson are leaders on a major grant for the College of Science and Technology that focuses on DEI.

Base funding was requested to pay the annual institutional affiliate membership and money to sustain training for UHD faculty and staff (Train the Trainer, etc.) Only one-time funding was awarded.

Sustainability requires a resiliency to staff turnover in the moderator pool at UHD and more than institutional focus. We need to find ways to keep it more sustainable by having a pool of people to participate.

The purpose of this presentation is to get you acquainted with the program to bring it to your mind. Ultimately, we would like you to consider becoming trained to be trainers to facilitate workshops. The more committed and motivated people that we get the stronger we can make that pool of people. Dr. Johnson is working on recruiting faculty trainers since there has not been a faculty trainer other than Doug teDuits. Dr. Johnson gave a presentation the previous day November 16 to the Faculty Senate. Faculty showed interest after the presentation. There is a big effort to build that pool of people to be trained by next summer if Dr. Johnson has the funds. We hope to return to face-to-face programming in the fall of 2022, health situation permitting.

Ms. Ensor reiterates that these workshops need to be face-to-face so it will be something that people will be willing and able to do.

The Need

UHD's NCBI is calling for dedicated faculty & staff moderators (aka, trainers). Sustainable NCBI programming needs faculty moderators as well as our dedicated staff moderators. Advocacy for institutional justice, equity and inclusion programming like NCBI should be ongoing. Recognition for our

colleagues who engage in this work should count towards annual merit and promotion and tenure falling under the inclusive excellence category.

Q&A

Key: **A**nswer, **C**omment, **Q**uestion

Ms. Smith relays to Ms. Ensor that there is already some interest from staff to participate in train the trainer. Ms. Ensor is enthusiastic about the interest. Ms. Ensor mentions that maybe a meeting with current trainers can be scheduled, maybe in the New Year, to give interested staff a better idea of what are the workshops about. Maybe even a workshop for interested people can be schedule so they can experience it.

If you are interested, email Ms. Ensor and/or Ms. Smith.

Ms. Smith agrees that it would be a good idea to have a workshops to show interested staff what being a trainer is all about. Ms. Ensor remembers that NCBI requires trainers to have participated in the workshops prior to training to become trainers. What people learn from the workshops is worthwhile whether you decide to become a trainer or not. Ms. Ensor restates that attending these workshops and, having taught many of them now, has allowed her to shared things and has gotten much support and has learn so much that her life has been transformed.

Ms. Ensor thanks Staff Council for the opportunity to share this information with staff. Ms. Smith thanks Ms. Ensor and agrees that you learn a lot in these workshops by sharing experiences but you also make connections with people and it can have a huge impact in people's lives.

Ms. Smith calls out for more questions from staff but there were none.

UPCOMING EVENTS

Thanksgiving Adopt-A-Family closes on **Monday, November 22**.

Ms. Smith: We are looking for food to provide a full meal. We need canned goods or even gift cards for grocery stores. For questions, contact Lt. Delafance. Various offices have boxes that are donations sites. You can also take it down to the police station at any time.

Holiday Toy Drive closes on **Monday, December 20**.

Ms. Smith: We are collecting unwrapped toys for elementary aged children or gift cards for middle school and/or high school students. There are also various offices designated as drop off sites. You can also spot by Ms. Smith office or send her an email or drop them off at the police station.

Ms. Smith: If you would like a copy of the flyer that says "Official Drop-Off Spot," email Ms. Smith and she will email you one.

Details about the Staff Council Holiday Decorating Contest will be announced soon.

The Sports & Fitness Health Fair is taking place now so be sure to visit after our meeting comes to an end.

UPDATES TO EDGE AWARD

Ms. Smith introduces Sandra Jacobson, Staff Council Treasurer, to share updates to the Edge Award made under the advice of the Staff Council Executive Committee and the Staff Affairs Standing Committee and to announce this month's recipient.

Ms. Jacobson begins by congratulating Ashley Rosebrough, the Program Manager of UHD's Accelerated Transfer Academy for being selected as November's recipient of the EDGE Award which is the education and development grant for staff members. Ms. Jacobson lets Ms. Rosebrough that she will be in contact soon regarding registration.

Ms. Jacobson continues to notify staff that there have been a revisions made to the EDGE Award. The SCEC discussed the impact of \$200 a month as an award. The committee considered that a \$600 per quarter award may provide more opportunity than a \$200 award per month. It was decided that this change would be made only for FY22. The SCEC is advocating for a funds increase of \$500 per month for FY23.

Given the funds we have now, it was to increase the award from \$200/mo to \$600/quarter (Jan, Apr, Jul, Oct). This is for FY22 only. A request is being submitted to increase the award to \$500/mo starting FY23 and have those funds in the base budget. The new app will be posted no later than the 2nd week in December.

Ms. Rosebrough thanks Staff Council for the award through the chat and Ms. Jacobson lets her know that Staff Council is delighted to help take that training.

Ms. Smith calls out for questions and recognizes that the change is a little different but we are aware that \$200 only go so far and it does not help with other expenses to go to conference or trainings off site. Since no budgetary requests were made last term, we were stuck with what we had and are very grateful for AVP Baylor providing funds for the rest of this term. We are hoping that next term we get funds to award \$500 per month and asked for positive energy that SCEC will be successful in that venture.

No questions but many congratulations to Ms. Rosebrough. Ms. Smith thanks Ms. Jacobson for the updates on the EDGE Award.

GENERAL UPDATES/RESPONSES TO ONLINE FORMS

Ms. Smith reminds staff that there are different forms on the Staff Council website where staff can submit questions, the executive committee monitors suggestions, and appropriate responses are provided. Feel free to email or use the links to submit your questions, comments or suggestions anonymously or include your name.

USSEC Meeting

Ms. Smith: All of the SCEC from the UH System will be meeting at UH-Victoria this Friday. UHD will be represented in person by myself and Tremaine Kwasikpui, the Staff Council President-Elect. There will also be a virtual option for others to join.

Ms. Smith states that she understands the work from home policy is on everybody's minds, not just our campus, but on all campuses, and it will be discussed. Ms. Smith calls for anyone to email her, the Staff

Council email, or submit a form via the website with any issues they would like addressed in this meeting.

UHD Health & Safety Measures

Ms. Smith thanks the UHD for all the health and safety measures being put into place. More than 30 trauma kits have been placed near the elevators in all campus buildings so if there is an emergency and somebody needs CPR, individuals can still protect themselves.

Mask dispensers are also located in highly traveled areas on campus and filled with individually wrapped three-ply disposable facemasks. People have approached Ms. Smith to mention that those mask dispensers are quite handy. Ms. Smith gives a shout out to Cynthia Vargas and Emergency Management for helping to keep us healthy and safe.

Staff Council General Meetings

Ms. Smith indicates there are a couple of updates to the general Staff Council meetings. The December meeting is canceled. Happy Holidays! The January meeting has been moved from the 19th to the 26th to accommodate for first week of classes. The related Zoom links have been updated accordingly.

Work From Home Policy

Ms. Smith states that she is aware this is a hot topic. She spoke with the advisor to Staff Council and was told the Chief Human Resources Officers (CHROs) met last week and were informed that the System WFH policy is still pending, no timeline has been given. This policy is at the System level and is not within the authority of the CHROs.

Ms. Smith continues to say that she and SCEC is not comfortable continuing to say, "I don't know" when people inquire about this, but unfortunately it is all we have right now. SCEC will continue to advocate for passage of this permanent policy.

Issues with the Elevators

Ms. Smith recognizes that the issue of elevators being out of service has been ongoing for some time now, but we do have a positive update about it.

The University is currently in the process of executing a contract with EMR elevator, Inc. to not only provide regularly scheduled maintenance of our campus elevators, but also to modernize/update some of the older elevators in the One Main building which should improve their operations and minimize the disruption in service. As a vertical campus, we understand the inconveniences elevator outages cause and appreciate everyone's patience as we work to remedy this problem.

Ms. Smith assures everyone that this remains a high priority to administration and everyone appreciates staff's patience about this issue.

Veteran's Day Holiday

Ms. Smith: There was a question submitted via an online form - How come the UH System doesn't get that day off? Ms. Smith looked into this issue and found that the UHS holiday schedule is established following the Texas Government Code 662.003.

To arrive at the number of holidays at our disposal for each fiscal year, one counts all federal and state holidays that fall on a weekday. That number is then used to determine which number fluctuates from 12 to 15 and is decided on/approval by the UH System.

A little more research was done and it was found that according to the Bureau of Labor Statistics, Veteran's Day is a paid holiday for only 19% of American workers, 11% of which are private sector.

Annual Mandatory Training

Ms. Smith offers a friendly reminder that the Mandatory Training period end this Friday, November 19. It can be accessed via the Training Access Portal, TAP, you can also contact an ESO representative or just go to the ESO website to find that link. Note that the training is a system-wide requirement for all UHD system employees.

GENERAL Q&A

Key: Answer, Comment, Question

Ms. Smith calls out to staff to add their questions to the Q&A.

Q: Is there any way to escalate the remote from work policy?

A: We are working on that. We only have so much power and we are hoping to unite with the rest of the SCECs and see what we can do.

Q: Why do the nonworking elevators not have out of order signs?

A: I know some of them have. The emergency management team are working hard to try to keep them updated. I'm sure Mr. Arias and Mr. Ratliff can see that comment.

C: Mr. Ratliff tells Ms. Smith through chat that he will look into that. Ms. Smith thanks Mr. Ratliff.

Q: Why do we have to send paper travel request instead of electronically?

A: This is not necessarily an issue for Staff Council, but you should speak to your DBA and/or supervisor.

C: This is a Travel office policy. Ms. Smith thanks JC Guzman.

Q: When are the sliding doors in the South Deck going to be repaired?

A: We can make a note of it and reach out to facilities for next meeting.

Q: Are there any staff social plans since we will be here until the 23rd?

A: We do not have any events planned for the month of December except for the decorating contest since our budgets are so limited but the Events Standing Committee is working to put together workshops once a month starting January. I don't know if the President's office or University relations has any staff socials planned for the month of December.

C: Mr. Arias: EHS is conducting an indoor air quality assessment for the One Main Building. Ms. Smith thanks Mr. Arias.

Ms. Smith calls out for more questions or if you think of anything after the meeting to submit them via the Staff Council email box or directly to her. You are always welcome to submit your questions through the Staff Council website.

Ms. Smith ends the meeting by thanking the panelists and wishing all staff a wonderful Thanksgiving and a fantastic Holiday.

Meeting adjourns at 10:59am.



DETERMINED.
DEDICATED.
DOWNTOWN.



University of Houston
DOWNTOWN



STAFF COUNCIL GENERAL MEETING NOVEMBER 2021

Presented by:



AGENDA

- 1) Approval of October Meeting Minutes
- 2) Welcome New Staff Members
- 3) Staff Good News
- 4) Updates from Sports & Fitness
- 5) Updates from TTLC
- 6) NCBI Presentation
- 7) Upcoming Events
- 8) Updates to EDGE Award
- 9) General Updates, Responses to Online Forms
- 10) General Q&A

WELCOME NEW GATORS!

- **Darreon Burns, Security Officer**
- **Tiquincia Allen, Career Counselor II, Career Coach**
- **Wendy Cooper, Career Counselor II, Career Coach (returning)**
- **Bojana Petkovic, Administrative Assistant II**
- **Francisco Ortiz Correa, Data Analytics Developer**
- **Charmecia Harrison, Administrative Assistant II**
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- **Gavin Marquez, User Support Specialist I, UHD Alum**
- **Janetra Hurst, Success Advisor I, UHD Alum**

STAFF GOOD NEWS

The Rojas Family

Submitted by Vanessa Rojas,
Academic Advisor III, Humanities
& Social Sciences





Sports and Fitness

Updates from UHD Sports & Fitness



- **Cecealia Booty**, *Coordinator, Customer Services, Sports and Fitness*



- **Leeanna Santos**, *Administrative Assistant II, Sports and Fitness*

UHD HealthFair
November 17th
9am-1pm
A300 at UHD

Numerous health vendors will be available to assist students, faculty and staff with various health and wellness topics of interest. Free food, gift bags, fitness assessments, fitness demos and information from community partners.

Free groceries to UHD students, faculty and staff. Students are eligible to enter for great prizes!

UHD students and employees face numerous social and mental issues daily. For more information contact Sports&Fitness@uhd.edu

Sponsored by UHD Wellness Committee, Student Affairs, Sports & Fitness, Student Activities, Counseling Services, Student Health, UHD Police, and Student Government Association Services

Updates from TTLC



- **Nicholas Martinez**, Support and Training Specialist I, Technology Learning Services
- **Technology Teaching & Learning Center**
 - https://calendar.uhd.edu/department/it_training

NCBI PRESENTATION



Pat Ensor,
Library Executive Director

National Coalition
NCBI
Building Institute
INTERNATIONAL





UPCOMING EVENTS

- **Thanksgiving Adopt-A-Family**
 - Closes Monday, November 22
- **Holiday Toy Drive**
 - Closes Monday, December 20
- **Holiday Decorating Contest**
 - Details to come...
- **Sports & Fitness Health Fair**
 - Today! Now!

UPDATES TO EDGE AWARD

Sandra Jacobson, Staff Council Treasurer

- *Given the funds we have now, it was to increase the award from \$200/mo to \$600/quarter (Jan, Apr, Jul, Oct)*
- *This is for FY22 only*
- *A request is being submitted to increase the award to \$500/mo starting FY23 and have those funds in the base budget*
- *The new app will be posted no later than the 2nd week in December*

The EDGE

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

November Recipient



ASHLEY ROSEBROUGH
PROGRAM MANAGER, ACCELERATED
TRANSFER ACADEMY



**GENERAL UPDATES /
RESPONSES TO
ONLINE FORMS**

USSEC MEETING

- **SCECs from all UH System campuses will converge at UH-Victoria and virtually to discuss matters that affect us all this Friday, November 19**
- **Email Staff Council or Caroline Smith with pressing issues you'd like discussed**
 - uhdstaffcouncil@uhd.edu
 - smithca@uhd.edu
- **Suggestions/concerns may also be submitted via the forms on the Staff Council website**

UHD HEALTH & SAFETY MEASURES



- **More than 30 kits have been placed near the elevators in all campus buildings**
- **Mask dispensers located in highly traveled areas on campus and filled with individually wrapped three-ply disposable facemasks**



STAFF COUNCIL GENERAL MEETINGS

- **December meeting cancelled**
- **January meeting moved from 19th to 26th to accommodate for first week of classes**

WORK FROM HOME POLICY

- **The Chief Human Resources Officers (CHROs) met last week and were informed that the System WFH policy is still pending, no timeline has been given.**
- **This policy is at the System level and is not within the authority of the CHROs.**

ISSUES WITH ELEVATORS

- **The University is currently in the process of executing a contract with EMR Elevator, Inc. to not only provide regularly scheduled maintenance of our campus elevators, but also to modernize/update some of the older elevators in the One Main Building which should improve their operations and minimize the disruption in service.**
- **As a vertical campus, we understand the inconveniences elevator outages cause and appreciate everyone's patience as we work to remedy this problem.**
- **This remains a high priority to administration.**

VETERAN'S DAY HOLIDAY

- **The UHS holiday schedule is established following Texas Government Code 662.003.**
- **To arrive at the number of holidays at our disposal for each fiscal year, one counts all federal and state holidays that fall on a weekday.**
- **That number is then used to determine which holidays will be offered to employees.**
- **From fiscal year to fiscal year, this number fluctuates from 12 to 15 and is decided on/approved by the UH System.**
- **According to the Bureau of Labor Statistics, it's a paid holiday for only 19% of American workers, 11% of which are private sector.**

ANNUAL MANDATORY TRAINING

- **Ends this Friday, November 19**
- **System-wide requirement for all UHD System employees**
- **Access via Training Access Portal (TAP)**

GENERAL Q&A



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DETERMINED. DEDICATED. DOWNTOWN.



Office of
the Provost

NCBI Programming at UHD:

History, Capacity-Building, & Sustainability

November 2021



Office of
the Provost

What is NCBI?

National Coalition Building Institute

www.ncbi.org

Internationally renowned leadership organization that provides training in diversity, equity and inclusion (DEI) in community organizations, K-12, colleges & universities, corporations and law enforcement.

UHD has been one of 31 campus affiliates since 2014.

UHD staff moderators have delivered approximately 50 NCBI workshops to UHD students, faculty and staff, reaching more than 700 UHD attendees.

Overall participant satisfaction is high and is reported to increase a sense of belonging.



Office of
the Provost

NCBI Workshops

National Coalition Building Institute

www.ncbi.org

Half-day workshops at UHD led by two trained moderators that receive multi-day training from NCBI.

Audience of up to 40 faculty, staff and/or students.

Highly interactive and participatory, based on tested and validated NCBI-developed activities.



Office of
the Provost

The Value of NCBI at UHD

Cornerstone and entry-point programming for DEI at UHD.

Building institutional capacity towards equity and inclusion requires intentional, in-house expertise and programming.

Individual UHD stakeholders have varied exposure and awareness to justice, equity, and inclusion issues that inform how we can realize what it means to truly serve our students.

Serves as a critical, inclusive entry point for individuals to move into the DEI space, and is a foundational, historic cornerstone of DEI at UHD that touches all stakeholders.



Office of
the Provost

Challenges of Sustaining NCBI at UHD

Home, Funding & Staffing

Repeated changes in UHD structure has caused the program to move more than once with the most recent home in the Library.

No historic institutional commitment of funds to support the program.

Pandemic has halted in-person NCBI workshops at UHD.

Reliance on staff for most of the expertise has caused the ranks of NCBI campus moderators to diminish over the years:

21 moderators at peak

7 moderators today



Office of
the Provost

The Future of NCBI at UHD

A commitment of funding and a permanent home.

NCBI programming now resides in the Office of the Provost.

Base funding was requested to pay the annual institutional affiliate membership and money to sustain training for UHD faculty and staff (Train the moderator; etc.) One-time funding awarded.

Sustainability requires a resiliency to staff turnover in the moderator pool at UHD.

Hope to return to face-to-face programming in the Fall of 2022.



Office of
the Provost

The Need

Dedicated Faculty & Staff Moderators.

Sustainable NCBI programming needs Faculty moderators as well as our dedicated Staff moderators.

Advocacy for institutional justice, equity and inclusion programming like NCBI.

Recognition for our colleagues that engage in this work towards annual merit and promotion & tenure (Inclusive Excellence).

Questions?



Office of
the Provost