



## Staff Council General Meeting Minutes for January 26, 2022

### Zoom Meeting 10AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

- Board:** Caroline Smith, Tremaine Kwasikpui, Krysti Turnquest, Edith Arredondo, Sandra Jacobson
- Panelist:** Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning; Dr. Loren Blanchard, UHD President; Tremaine Kwasikpui, Staff Council President Elect, Director of Student Activities; Dianca Chase, Sr. Coordinator, Graduate Services, Marilyn Davies College of Business; April Frank, Director, Payroll and Records, Employment Services and Operations; Ashely Rosebrough, Program Manager, Accelerated Transfer Academy; Donnie Kesterson, Sr. Talent Development Specialist, ESO; Sandra Jacobson, Staff Council Treasure, Manager Annual Giving; Cynthia Vargas, Director, Emergency Management
- Call to Order:** The Staff Council general meeting was call to order by Staff Council President, Caroline Smith at about 10:02 a.m.

**Attachments:** Meeting PPT, UHD MBA Program presentation, COVID Update presentation

#### Reports:

Ms. Smith Starts by welcoming everyone and wishing everyone a Happy New Year. Ms. Smith also welcomes back Staff Council President Elect Tremaine Kwasikpui after being out for a while for personal reasons.

#### APPROVAL OF MEETING MINUTES:

Ms. Smith request for someone to make a motion to approve the November meeting minutes. Ms. Jacobson makes the motion to approve the minutes from the November meeting. Ms. Smith reviews the meeting agenda. Ms. Smith asks someone to make a second motion to approve the minutes. Ms. Frank seconds Ms. Jacobson motion to approve the November meeting minutes. Ms. Smith give thanks for the approval of the meeting minutes and reminds attendees that they can review them on the Staff Council website at <https://www.uhd.edu/staffcouncil>.

#### HAPPY NEW YEAR FROM PRESIDENT BLANCHARD

Ms. Smith welcomes President Blanchard to the first Staff Council General meeting for the 2022 year.

Dr. Blanchard starts by wishing everyone a Happy New Year 2022. He is looking forward for another rich year and recalls that this is his 10<sup>th</sup> month as president of the University of Houston-Downtown. Dr. Blanchard states that it has been a great opportunity to learn more and being able to work directly with the campus community. Pres. Blanchard reminds us of the meeting held the previous day where faculty and staff were able to be informed of what lies ahead for the spring semester. On the radar for this year is the regional accreditation review as well as the finalization of the Strategic Plan, which includes several staff members engaged in that committee. There are three executive searches, and an

announcement will be made later today. The committee for the provost has narrowed down the search to five finalist and more information will be provided because the committee wants staff to be involved in the process. Dr. Blanchard's Presidential Investiture as the 7<sup>th</sup> president will be this semester and there will be an Alumni and Friends Gala. This is just a snapshot of what is ahead to come in the semester.

Dr. Blanchard states that nothing can be done effectively without the staff. Dr. Blanchard provides an example of what really means to be a campus community – how we rally together when there is an issue at hand and most importantly around common causes that help to promote student success. Here at UHD we recognize that our enrollment in courses for the spring semester is smaller, which is not unusual for many universities like us. Part of it is that we just graduated 2,100 students this past December and many staff members helped with that effort. Dr. Blanchard gives this news with a smile because it was the largest class ever for a December commencement. In addition to that, we know that we have been working hard to recruit more students. He continues by saying, yes, we can have more students enrolled but it does not bode well when the students enrolled is only taking a small portion of courses.

The president states that we understand that because of COVID, we have students who have decided to come part time to work full time to take care of their families or whatever the case might be. Enrollment Management, largely through Dr. Daniel Villanueva and the efforts of the Academic Affairs Office, decided to use some of the COVID funds to put forth an initiative. This initiative will provide students on the cusp of graduating soon, to be able to take one additional course per semester, free of charge. The response was unbelievable. It also required faculty to participate because many of those courses were closed and they were asked to reopen the course to allow a few more students in to allow students to take the courses they needed to complete their degree on time. The result of this initiative was an increase of semester credit hours taken. If you saw Dr. Villanueva's presentation on January 25, he mentioned that we were -3.9% in semester credit hours and this initiative brought us down to -1.9 credit hours. The 2% gain in semester credit hours is tremendous for us. Dr. Blanchard indicate he could not be happier with these results. He continues by saying we still need to consider that we still have drops to consider, drops for non-payment or other reasons but overall, we are in better shape in terms of getting students in those classes than we were before. This had a lot to do with those working in the advising offices and those working in various capacities to get in touch with the students to let them know of this opportunity. This could not happen if it were not for the community approach that we took.

Dr. Blanchard thanks staff for this effort and reminds us that this semester there are other areas to focus on and it will take a community approach. Dr. Blanchard continues by assuring staff that their work is not going unnoticed. He is aware that this continues to be a tough time for us in terms of COVID and that he just learned that the University of Houston are going back full time starting this Monday, January 31, 2022. We have decided to take more time for faculty and staff to be able to take care of their needs and we will start the following week on Monday, February 7, 2022.

Dr. Blanchard wants to celebrate the staff as we enter the new semester and this New Year and recognizes how important staff is to the University of Houston-Downtown and he is grateful for everything that staff do for the students, faculty and for UHD.

Ms. Smith thanks Dr. Blanchard for his time and for the fantastic news.

Ms. Smith reads a comment from the chat: Thank you, we also need to explore online evening courses availability for many of our non-traditional and working students.

Ms. Smith points out that this is something to keep in mind. Ms. Smith expresses to Dr. Blanchard that all he does for staff is appreciated and that staff will take this extra week for the soft start to come back stronger.

Ms. Smith wishes Dr. Blanchard a wonderful afternoon and invites him to stay for the rest of the meeting.

## **WELCOME NEWS GATORS**

Ms. Smith welcomes new Gators to UHD:

- Angus Loper, Manger, Videographer, Advancement & University Relations
- Samantha Salazar, Administrative Assistant II, Student Health Service
- Jessica Aquilar, Customer Service Technician, Financial Aid
- Yonaton Lopez, Labor Technician, Facilities Management
- Rebecca Castillo, Coordinator, Articulation & Matriculation, Registrar
- Sam Byrd, Assistant Director, Executive Communications, Advancement & University Relations
- Lance Davis, Security Officer, Police
- Sheila Ortega Calvillo, Success Advisor I, Academic Advising (UHD Alum)
- Jamie Guzman, Success Advisor I, Academic Advising

## **STAFF GOOD NEWS**

Ms. Smith continues with the staff good news section of the agenda. There was no Staff Council General Meeting in December, so the good news section includes entries from November and December.

### **\*Adopt-a-Family & Holiday Toy Drive**

Submitted by Trinity Delafance, Police Lieutenant

-Over 200 toys & gift cards received

-Donated to local elementary schools and Texas Children's Hospital

"This Year was special!!! Never expected so many toys... Thanks for all your help!"-Lt. Delafance

### **\*Shout out to awesome coworkers!**

Members of UHD's Enrollment Management Team - Teresa Sterling, Monica Comeaux, Cora Locking O., Kristina Raymond, LaTasha Goudeau, Elvira Rodriguez - all donated to the UHD PD & SC Thanksgiving Adopt-A-Family and Holiday Toy Drive.

-They all received a thank you card from Chief Davis for their efforts. Great job team!!

### **\*Holiday Celebrations**

A picture was submitted by Debora Evans, Manager of Shipping, Receiving & Mailroom, University Business Relations.

Ms. Smith happily mentions that the UHD Library Loved the Staff Council themed dress up days. The UHD Library submitted several pictures from Holiday Hat Day, Holiday sock Day, Holiday Ugly Sweater Day, etc. Well done library!!

### **\*Shout out to awesome coworkers!**

Submitted by Charis Vieira to “coworkers, Lisa and Michelle for designing such an awesome holiday decoration theme”

-The library was the winner of the Best Theme for the Staff Council Holiday Decorating Contest for decorating the entrance of the library with the gingerbread house theme.

### **\*The Nguyen Family**

Submitted by David Nguyen, Supervisor, Library Computer Lab, Library

“Time spent with family is worth every second.”

-He and his family visited Austin and submitted a picture.

-David Nguyen was also highlighted in the newsletter this month.

### **Black History Month-February**

Ms. Smith introduces SC President Elect and Director of Student Activities, Tremaine Kwasikpui to talk about Black History Month-February activities.

Mr. Kwasikpui greets attendees.

Mr. Kwasikpui is excited to talk about some of the Black History Month events. He reminds attendees that the information about these events will be shared via e-mail as well as on the different campus group’s websites. The Student Government Association (SGA) is kicking off Black History Month on February 1 with a kickoff event and will host speakers like Dr. Blanchard, Dr. Nissi Hamilton, Laura King, daughter of Rodney King, Vida Robertson, and Roshawn Evans. The event will start at 11am on the south deck and at 1pm it will be moved to the auditorium for a sit-down discussion. It will also be available via Zoom. Finally, at 2pm there will be a reception with light refreshments, t-shirts for staff and wristbands for students.

On February 8 they will kick off a series called Black Minds Matter another event by the BLACK LGBTQ+ university students. The next Black Minds Matter event will be on February 15 by the black disabled university students and on February 22 by the black parent university students. On February 22, we will have Embracing the Beauty of Diversity with several speakers. On February 23. Texas Rising and Online Public deliberation and to conclude the month there will be a solidarity rally on February 28 on the South deck.

Mr. Kwasikpui encourages everyone to attend and ask us to encourage others to attend. There will be many events with opportunity to attend in person or via Zoom. The list of events will be advertised on the monitors throughout the university. He thanks everyone and turns the floor to Ms. Smith.

Ms. Smith thanks Mr. Kwasikpui for his presentation and assures him that all the information will be shared on the SC newsletter.

### **UHD MBA PROGRAM**

Ms. Smith introduces Dianca Chase, Sr. Coordinator, Graduate Services, Marilyn Davies College of Business to talk about the UHD MBA program. Ms. Smith speaks very highly of the programs as she is an alum.

Ms. Chase greets attendees while setting to share her screen.

Ms. Chase greets attendees again and thanks Ms. Smith for the opportunity to talk about the MBA program.

Ms. Chase advises attendees that if you are considering furthering your education, then you should consider the UHD MBA. The UHD MBA is a general business degree that is relevant regardless of the division you work in. Ms. Chase gives an example mentioning that this semester an administrative assistant and an admission coordinator are enrolled in the program.

Admission to the UHD MBA program is different to any other MBA programs because we offer two paths to begin the MBA program.

#### *Traditional*

- International applicant or
- Seek to complete degree in 1 year (must have business undergrad degree or minor)
- Must not require leveling courses
- Minimum 3.0 GPA or GMAT required

#### *Soft Start*

- May have any non-business undergrad degree or minor
- Seek part-time enrollment
  - May complete program in 2-5 years

#### *Traditional Admissions Requirements*

- Online application- [goapplytexas.org](http://goapplytexas.org)
- Official transcript
- GMAT or waiver (minimum 3.0 GPA)
- 2 professional references
- Resume
- 250 words personal statement detailing why you are seeking the MBA

#### *Soft Start Admissions Requirements*

- Online application – [go applytexas.org](http://goapplytexas.org)
- Official transcript
- Resume
- 250 words personal statement detailing why you are seeking the MBA

#### *Curriculum*

The curriculum in our MBA program is unique because students can complete their concentrations courses before completing their MBA classes, which reverses the degree requirements of most MBA programs.

#### *Degree Requirements*

- Leveling courses are 16 credit hours (required for non-business majors & minors) 8 classes offered completely online.
- 9 concentrations to choose from ranging from 16-19 credit hours-
- General Management track is 14 credit hours (this requires the traditional admissions)
- Core courses are 20 hours and are required

- Concentration and core courses offered in hybrid, online and online interactive-hybrid format.
- Hybrid classes allows students to take classes in the face-to-face format but allows them to access reading materials prior to class to engage in a rigorous conversation in class.
- For online classes, class and course materials are online.
- The interactive-hybrid model allows two modalities for one course.

### *MBA Concentration / Graduate Certificates*

Ms. Chase realizes that she failed to mention that Graduate Certificates are also offered. Graduate certificates are for those who are sure that they do not want to complete the MBA program or for those that want to “dip their toes in the water,” then students are allowed to start their concentrations classes first if you apply for a Graduate Certificate. Some people decide after the first year that they do want to pursue the MBA.

- Supply chain management
- Investment management \*
- Leadership
- Human resource management
- Accounting\*
- Business/sales development
- International business
- Project management process improvement\*
- General management

Concentrations with an asterisk can be taken together for one additional class. The accounting concentrations is the only one that requires 15 upper-level undergraduate credit hours that you will be required to complete prior to starting the MBA program or the Graduate Certificate. Applicants wanting to do the accounting concentration MBA or graduate certificate can contact Ms. Chase. The Project Management Process Improvement concentration is one concentration, or it can be broken down to pair with other concentration as a dual concentration. A common combination is Human Resource management and project management. This means that you will be required to complete 19 credit hours for human resource management and 9 credit hours for project management to have dual concentration. Remember that the general management concentration is not available for soft start only for the traditional start.

### *One Year Degree Completion*

- If you are interested in completing the degree in one year, you must apply to the traditional start.

### *Two Year Degree Completion* (the bulk of the students complete the program in two years)

- 1<sup>st</sup> year – one night a week – Concentration & leveling classes
- 2<sup>nd</sup> year – two nights a week – Core classes

### *Class Times*

- Core – Monday & Wednesday, 6 - 7:45pm or 8 - 9:45pm
- Concentration – Tuesday & Thursday, 7 - 9:45pm

### *Tuition*

UHD MBA programs offers one of the lowest tuition rates in the Houston area.

### *Leveling Courses*

Individual course, \$1,250

All 8 required courses \$10, 080

### *MBA Courses*

General Management \$22, 821

16 credit hours concentration (BDSM; FINA; HRM; IB; IM; LDR) \$24, 124

19 credit hours concentration (SCM; PMPI; ACC)

### *Graduate Certificate Courses*

16 credit hours concentration (BDSM; FINA; HRM; IB; IM; LDR)

19 credit hours concentration (SCM; PMPI; ACC)

Note: This is for Texas residents. Non-residents and international rates are higher and can be found on UHD Cashier's page.

Ms. Chase considers that this a lot of information so please feel free to contact her if you are interested in the program.

### *Program Resources*

Ms. Chase invites anyone that is interested in the program to check the resources available in the college of business as well as campus wide that will help to complete the program successfully.

### *Marilyn Davies College of Business Career Center*

- Career counseling/development
- Job search/networking
- Resume reviews
- Mock interviews
- Career fairs, events & workshops
- Employer info sessions
- Tutoring
- Student associations
- MBA student lounge (3<sup>rd</sup> floor) with a view to I-10 to unwind after or before class
- Blackboard resource library (MBA only)

### *Important Dates*

- Fall 2022 application deadlines
  - Domestic applicants → Priority – July 15; Application – August 8
  - International applicants should contact the MBA office

Ms. Chase encourages interested applicants to get their applications materials as soon as possible because it is a rolling admissions process where you receive your admission decision as you complete your application. You do not want to wait until the last minute.

### Contact Us

Dianca Chase  
[chased@uhd.edu](mailto:chased@uhd.edu)  
713-221-8283

Jamil Thorne  
[thornej@uhd.edu](mailto:thornej@uhd.edu)  
713-222-5307

Ms. Chase encourages interested applicants to contact her or Jamil Thorne. They will be happy to assist you with the applications process or to answer any questions.

Ms. Smith thanks Ms. Chase and relays that she has shared Ms. Chase's information in the chat and that the slides will be shared.

Q: Are any incentives for UHD employees to continue with their education?

A: This brings us to our next panelist April Frank, Director of Payroll and Records, ESO.

Ms. Franks thanks Ms. Smith for the opportunity to present.

Ms. Frank informs the audience that UHD offers a college release program and tuition reimbursement program to all employees who are seeking a credit bearing degree. To qualify for the program, you must be a full-time employee and have completed your probationary period. **The professional development must be applicable to your current position.** The program is available during the fall and spring semesters only and is offered on a first come-first serve basis.

The program is in two parts. The college release programs allow the employee to attend face to face classes during the workday or leave early if the class is at 5pm evening class. It is not available for those taking online classes. For the reimbursement part, if you complete the course successfully with a C or better you can be reimbursed for the course at UHD's rate. If you attend a community college, the reimbursement will be at the community college rate.

Ms. Frank is excited to inform staff that in FY21 a request was submitted to increase our base funding because so many employees take advantage of this program that ESO could not afford to reimburse everyone. In January of 2021, the budget was increased by \$24, 000 which brings a total budget of \$68, 000 to disburse between the Fall and Spring semester.

Ms. Frank oversees the Staff Tuition Reimbursement program so feel free to contact Ms. Frank if you have any questions or need further information.

Note: ESO is not receiving any more applications for the Spring semester and they already hit the budget for the semester.

Ms. Smith thanks Ms. Frank for the information and encourages staff to take advantage of these programs. Ms. Smith assures Ms. Frank that her contact information will be shared.

April Frank, MBA  
[franka@uhd.edu](mailto:franka@uhd.edu)  
713-221-8422

### EDGE AWARD TESTIMONIALS

**Ashley Rosenbrough, Program Manager, Accelerated Transfer Academy**



Ms. Smith introduce EDGE award recipient, Ashely Rosebrough, Program Manager, Accelerated Transfer Academy. She reminds staff that the EDGE award was increased to an amount of \$500.

Ms. Rosebrough greets attendees and thanks Ms. Smith for the opportunity to share her experience as a recipient of the EDGE award. Ms. Rosebrough is using her award to take the certification the USF Diversity and Inclusion in the workplace certificate. She says she discovered this certification when she saw many of her connections on LinkedIn mention that they had completed the certification. Ms. Rosebrough wants to take advantage of the opportunity to learn how DEI looks like in the workplace and how leadership is embracing a more equitable mindset. Ms. Rosebrough recommends this certification and recommends it for people who enjoy podcasts. The class is in Zoom, different individuals meet to have a conversation about different topics on emotional intelligence, business mindset, and how they use DEI in the hiring process and how to better practice DEI in the hiring process. They have visual aids and there are seven quizzes, and you need to get a 7 out of 10 to pass and can take them as many times as you like.

Donnie Kesterson introduced Ms. Rosebrough to the EDGE award during her orientation four years ago, she was able to take advantage of the opportunity this term, and it has been a tremendous help. Ms. Rosebrough is considering applying for the EDGE award again soon. She encourages anyone who is interested in taking any professional development opportunities, to apply for the award, which is now \$500, and it can help with registration to a conference or a membership to an organization. Ms. Rosebrough believes that it is imperative that we have a staff council that advocates for staff professional development to help us do our jobs better. She thanks Ms. Caroline.

Ms. Caroline thanks Ms. Rosebrough for sharing her experience and continues to comment that it is great that with there are different opportunities for professional development not only conferences. Ms. Rosebrough is learning about DEI in a different format.

### **Donnie Kesterson, Sr. Talent Development Specialist, ESO**

Ms. Smith introduces a video of Mr. Kesterson's testimonial.

Video:

Mr. Kesterson greets attendees and introduces himself. He continues to ask the following question: "Are you considering attending an external seminar, workshop, conference, or certification program within your field but just don't have the personal or departmental budget to do so?"

Mr. Kesterson: Well, guess what? The EDGE grant can help cover the cost.

Mr. Kesterson used the fund awarded to pay for the Annual Talent Development Conference Registration fee. Attending this conference allowed Mr. Kesterson to discuss best practices, current challenges, and the future of talent development with fellow talent development members. He can use this information to enhance his capabilities to serve UHD students and staff.

Mr. Kesterson encourages anybody who is looking to enhance their own professional development to submit the application for the grant and reach out to Staff Council with any questions.

If you have, any questions about Mr. Kesterson experience with the EDGE grant or for any questions about professional development, opportunities at UHD email him at [TD@UHD.EDU](mailto:TD@UHD.EDU).

End of video

Ms. Smith thanks Mr. Kesterson who was in a training session so he sent a video of his testimonial and considers using this video as a commercial for the EDGE grant.

The EDGE Award recipient for December is Joselin Escobar, Administrative Assistant III, and Humanities & Social Sciences, who is using the EDGE grant to attend HEAPCON. The Higher Education Administrative Professionals Conference, provide workshops related to leadership, technology, project planning and everything that deals with administrative duties.

The EDGE Award recipient for January is Ali Maghoo, Associate Director, Office of Study Abroad who is using the grand to attend the National Association of the International Educators Conference. The NAIEC is a self-paced online course that focused on educating abroad advising.

Ms. Smith congratulates both recipients and looks forward to hearing about their experience.

### **GIVE2GATORS**

Ms. Smith introduces Staff Council Treasurer, Sandra Jacobson, Manager, Annual Giving, Advancement & University Relations

Ms. Jacobson greets attendees and proceeds with her presentation about the Give2Gators Campaign. UHD's Give to Gators Campaign engages faculty and staff to raise funds to support our students and programs.

Ms. Jacobson invites staff campaign's kick off on February 14, Valentine's Day to come and show their Gator love to support UHD students and programs.

**Why should I give?** Your support:

- Strengthens and expands university initiative.
- Shows our students your faith in them.
- Shows external donors and the greater Houston community that those who know UHD best support the university with our time and charitable giving.

The main reason to give is because; it allows students like Clarissa Chavez to pursue their educational dreams.

"Your support helps me achieve my dreams, motivates me to strive for greatness ad continue to work hard so that I can have a positive impact on my community. Thank you for helping students like me." - Clarissa Chavez, Class of '22

Ms. Jacobson has talked to students about the faculty and staff giving campaign and they are overwhelmed that not only staff is here day in and day out doing their work but for the university but they also support students with their charitable gifts.

**Where can I give?** There are 1000 cost centers that you can support but where would you like to make a difference?

Make your gift to the program, scholarship, or department of your choice. Every gift helps our success. They combine to make a big impact on UHD! Last year it was of impact of over \$75, 000.

If you do not have an idea, Ms. Jacobson recommends you donate to:

## UHD Food Market – Feeding Student Success!

UHD’s Food for Change Market gives students access to fresh produce, meat, and other groceries to help them stay fueled and healthy while pursuing their studies.

**How do I give?** Set up a **Payroll Deduction** for as little as \$2 by scanning the QR code below.

Make a gift once, every month for as long as you would like or indefinitely.

-With a Credit or Debit Card.

-With your smart phone, text a keyword to **71777** and follow the link in the text message you receive to support funds throughout UHD.

| To support:                             | Send this Keyword to 71777 |
|---|----------------------------|
| Food for Change Food Market             | FoodMarket                 |
| Gator Emergency Fund                    | GatorEmergency             |
| General Scholarship Fund                | UHDScholarships            |
| Marilyn Davies College of Business      | UHDDavies                  |
| College of Humanities & Social Sciences | UHDCHSS                    |
| College of Public Service               | UHDCPS                     |
| College of Sciences & Technology        | UHCST                      |
| University College                      | UHDUC                      |

**Save the Date!** Ms. Jacobson invites staff to attend the Give2Gators 2022 Kick-Off Breakfast on Monday, February 14, at 9am on the South Deck of the One Main Building

Come share the #GatorLove- celebrate the importance of all of UHD’s faculty and staff, make your gift, and hear from students impacted by charitable giving.

You do not have to make a gift to attend. One of the highlights of the event will be that students, recipients will be walking around sharing with staff how the different programs that Give to Gators campaign supports have impacted their educational career.

To Ms. Jacobson is really fulfilling to see the real results of her philanthropy. She hopes that you can make it. Please save the date, an invitation will be sent out at the beginning of February.

### For More Information

- Contact Sandra Jacobson at 713-221-8184 of [jacobsons@uhd.edu](mailto:jacobsons@uhd.edu)
- Visit the Campaign Website at <https://www.uhd.edu/faculty-staff/campaign/>

Ms. Jacobson ends her presentation by thanking the staff because despite the hard year we have been through, one in three faculty and staff made a gift to UHD last year. You are the single most generous audience we have, and your support is appreciated.

Ms. Smith thanks Ms. Jacobson for her presentation and lets her know that the information will be shared in the meeting minutes and along with the power point. Ms. Smith is excited about the kick-off breakfast and jokes that it will be the highlight of her Valentine’s Day.

While Ms. Smith deals with some technical difficulties, Ms. Jacobson asks the audience if they have any questions about the campaign.

No questions for Ms. Jacobson.

## **UPCOMING EVENTS**

Ms. Smith informs staff that the Staff Council Standing Events Committee is doing a fantastic job and they just had a very successful event. It was a money chat panel event.

Wear Red for Women Day: Friday, February 4, 2022, 9AM – 10AM

Registration: <https://cglink.me/2fR/r1409445>

President's Lecture Series on Justice, Equity, and Inclusion: Wednesday, February 9, 2022, 4 PM, Virtual

Registration: [https://uhd.zoom.us/webinar/register/WN\\_AdKLnuKdTCqjKMyIqkfNjQ](https://uhd.zoom.us/webinar/register/WN_AdKLnuKdTCqjKMyIqkfNjQ)

## **GENERAL UPDATES/ RESPONSES TO ONLINE FORMS**

Ms. Smith begins by reminding staff that suggestions, comments, concerns, etc. can be submitted via the electronic forms on the Staff Council website or by the email addresses below.

- [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu)
- [smithca@uhd.edu](mailto:smithca@uhd.edu)

Ms. Smith continues to read and answer questions submitted by staff.

Q: When will ESO update the job descriptions page online? It has been down since the compensation study was released and has not been updated. Also, why do we not post salary ranges on our job postings like all the other UHS institutions?

A: The updated job description that CBIZ developed will be uploaded once they are converted to webpages. If a staff member wants/needs a copy of their job description, they can reach out to the compensation team at [compandben@uhd.edu](mailto:compandben@uhd.edu).

UHD opts not to list the salary, as they are commensurate with experience and education. If the salary is posted, candidates would likely request the highest level of that range, even though their qualifications may not merit such salary, or the requested salary exceeds that of an incumbent in the same job within the same department. It adds more flexibility to the hiring managers to make those decisions

Q: When the job descriptions will be posted since they were supposed to be posted in the fall?

A: I do not have an answer to that question but if you need or have questions about their job descriptions, to email ESO or Ms. Smith and she will connect you to the proper person in ESO.

C, re: Policy 02.D.01: I believe the University should provide special paid leave to employees who miss work due to side effects of a COVID vaccine (including the booster or 3<sup>rd</sup> shot), so they do not have to use Sick or Vacation Leave for up to 8.00 hours. Given the importance of employees being vaccinated to keep the UHD community safe, such a policy would provide incentive to get the vaccine and the booster shot. I also propose that this policy be made retroactive, if possible, to reimburse those who have already used Sick Leave for this reason.

A: Vacation and sick leave for state employees is dictated by Texas Government Code 661. State employees accrue vacation leave in accordance with the schedule prescribed in section 661.152 and outline in SAM 02.D.01.

| LENGTH OF STATE SERVICE      | HOURS ACCRUED PER MONTH | ALLOWABLE CARRYOVER |
|------------------------------|-------------------------|---------------------|
| Less than 2 years            | 8                       | 180                 |
| At least 2 but less than 5   | 9                       | 244                 |
| At least 5 but less than 10  | 10                      | 268                 |
| At least 10 but less than 15 | 11                      | 292                 |
| At least 15 but less than 20 | 13                      | 340                 |
| At least 20 but less than 25 | 15                      | 388                 |
| At least 25 but less than 30 | 17                      | 436                 |
| At least 30 but less than 35 | 19                      | 484                 |
| At least 35 years or more    | 21                      | 532                 |

Likewise, section 661.202 states that, “Sick leave for a full-time employee accrues at the rate of eight hours for each month of state employment. A part-time employee accrues sick leave on a proportionate basis.” State agencies cannot deviate from this Code and authorize COVID-related leave to its employees. Exceptions can only be granted by the Governor of Texas, or the federal government.

Note that UHD has authorized Temporary Remote Work Guidelines. To assist when employees are unable to be in the workplace due to COVID-19 reason but can perform work functions from home. This includes the booster shot or if you need to take care of a family member that must quarantine. The policy includes considerations for children such as if you have to take care of them because the school shuts down. Visit to the COVID website and fill out the forms to apply to work from home COVID related leave.

Q: Why did the Staff Council stand beside ESO in closing all virtual work opportunities for staff who work in tight spaces without proper ventilation or air cleaners or doors that workers can isolate behind to keep themselves and their families safe?

A: This was a decision made outside the authority of Staff Council who continues to advocate for staff on an ongoing basis. Note that the mission of the Staff Council “is to act as an advisory body to the President of the University and promotes 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.”

We strive to do this by making sure that your concerns and questions are aired in a public forum and we do the very best we can. Staff Council does not have the power to create policy or either stand by or not stand by ESO when state decisions are made and instituted.

## **COVID-19 UPDATES**

Ms. Smith introduces the final panelist, Cynthia Vargas, Director, Emergency Management to talk about what is going on with COVID.

Ms. Vargas will talk about the numbers of COVID cases at UHD and about the confusing CDC rules that relate to quarantine, isolation, and what it all means and what you should do.

COVID Numbers at UHD: 21 Active Cases/ 8 on Campus. Last week 74 people submitted a diagnosis. Some cases were old and closed immediately. This represents our workload. Ms. Vargas presents a table that list the total of confirmed cases, total of confirmed active cases, total of active on campus cases and the total of recovered cases. Ms. Vargas indicates that everybody fixates on the total of confirmed cases for week. However, this number represents the workload of cases that are coming in that week to alert

administration and Ms. Vargas and her team. These might be current cases or old cases from the previous week or the previous month. The next column is confirmed active cases. The concerning number is on the red column because these are the number of confirmed active cases on campus. These update every morning at 7 am. This week we have 8 confirmed active cases on campus. Last week there were 74 cases was a lot for Ms. Vargas and her team. Her workforce started the day at 7 am and finished at 10 pm so someone is monitoring and watching trying to sort those cases and notifying anyone that needs to be notified.

UHD IS USING MOST RECENT CDC QUARANTINE GUIDANCE

The website was last updated this January.

### When to Stay Home

Calculating Quarantine: The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

If you were exposed to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations, **quarantine for at least 5 days** Stay home and [quarantine](#) for at least 5 full days. Wear a well-fitted mask if you must be around others in your home. [Do not travel.](#)

**Get tested** at least 5 days after you last had close contact with someone with COVID-19 even if you don't develop symptoms

**After quarantine** watch for symptoms until 10 days after you last had close contact with someone with COVID-19. [Avoid travel](#) a full 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms** [isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others. Take precautions until day 10. Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

If you must travel during days 6-10, [take precautions.](#) Avoid being around people who are at high risk

### Who should not quarantine?

In the last 5 days, you had an exposure or traveled internationally and:

- You recovered from COVID during the last 90 days and have no symptoms (Regardless of Vaccination Status)
- You are up to date with recommended vaccines:
  - You are boosted (and have no symptoms and/or have not tested positive)
  - You recently received your complete vaccine series (and have no symptoms):
    - J&J: within the last 2 months
    - Pfizer/Moderna: 2<sup>nd</sup> within last 5 months

### What Should You Do?

- In Texas we cannot required to wear a mask, but it is recommended that you wear a well-fitting mask for 10 days and watch for any symptoms that may emerge.
- Get tested on day 5 or after
- If you test negative, you do not need to notify anybody but if you test positive you need to let them know in case they need to notify anybody that need to quarantine and to clean the spaces that you might have been on campus.

### **Who should quarantine due to exposure (no symptoms)?**

Quarantine if you were exposed to someone with COVID and:

- You are eligible for a booster and have not received it, or
- You are not fully vaccinated (only 1 dose of Pfizer/Moderna), or
- You are not vaccinated

### **What should you do?**

- Stay home for at least 5 days
- Submit exposure form so Emergency Management can help you figure out the correct return to work date or return to campus date.
- Monitor for symptoms- in this situation you are asked to quarantine because you are not sick but we are waiting to see if you develop any symptoms or get a positive test.
- On day 5 or later, get tested and submit results via RTC Form that Emergency Management will send you.
- Once Exit, wear a well-fitting mask/watch for symptoms

### **What if I test positive and/or develop symptoms?**

Regardless of Vaccination Status:

- Quarantine immediately- if on campus go home and notify your supervisor/professor in writing or via phone call
  - Do not tell them face to face
  - If possible, wear a mask
  - You can get tested at the campus kiosk, as you are heading home. Make an appointment if you have any problems contact Ms. Vargas directly. There are QR codes posted on flyers to make an appointment. There are plenty of test available. Curative has promised UHD 400 test, and we are barely hitting 20 a day.
  - Do not return to campus unless notified in writing by Emergency Management
  - If you do not know what to do contact Emergency Management call Ms. Vargas and ask questions. Everyone situation is different and general answers might not cover people's specific situation.
- Submit a Symptoms or Diagnosis Report or email [UHDCOVID19@UHD.EDU](mailto:UHDCOVID19@UHD.EDU)
  - We may need to clean the classroom or suites that you have been in during the last 24 hours.
  - We may need to notify exposed persons to go home

### **What should I do if I'm sick but have not received test results?**

- Stay home or go home immediately treat it as if you have COVID
- Submit symptoms/diagnosis form

- Plan on staying home for at least 5 days from when symptoms begin this is a good time to start getting the process initiated to be able to work from home.
- Get tested 5 days after symptoms begin and submit results via RTC form. We want to make sure that is not COVID and that you are not pushing out germs.

For persons in quarantine, we want to make sure that you are not asymptomatic and on day fifth you test positive, and you are fine but you have been spreading the virus to everybody in your office and they get sick.

### **What if I test positive? What should you do?**

- Stay home at least 5 days
  - Submit symptoms/diagnosis form
  - Contact tracing has also contracted with a company called RAPID Trace – phone bank (813) area code
  - Campus contact trace: Cynthia, Ricardo, Amber, Hailey, Rachel

*Ms. Vargas- if you are recovered by the 5<sup>th</sup> day, we do want you to come back to work. If you are still sick, we do not want you coming back and if you are asked to come back under those conditions, please contact Ms. Vargas because that supervisor is making a mistake and might now know it.*

- You can return to campus:
  - Submit RTC form – Test results not needed (per CDC and UHS) the scientific and medical communities cannot make up their minds as to whether to require a test or not. For now, we are going with CDC guidelines and not require one. If you want to take one and come up positive, let them know and they will help you work through the process.
  - After at least 5 days passed
  - Most severe symptoms have stopped
  - No fever for at least 24 hours

*Ms. Vargas- what are those severe symptoms? Strong cough, you do not feel well, a rattling in your chest, short of breath if you cannot finish your sentences. Stay home. The Emergency Management team will work with you and extend out your time off campus. This is one of the reasons why they want to call you and talk to you to hear what you sound like. If during the interview, you cannot finish your sentences it means that you are not well to come back to campus.*

### **Temporary Work From Home Guidelines NOT be confused with Quarantine Guidelines**

Ms. Vargas- these guidelines complement each other but they are not the same thing and they do not get you to the same place.

Work from home guidelines; created by ESO to allow employees to work from home during quarantine period

- These guidelines are not meant to be used to determine whether to quarantine
- Once Emergency Management has directed you to quarantine, you can request to work from home and follow the steps outline on the website. ESO will be notified that it is not just five days and that is it. It may be a minimum of 5 days. We have had people for eight weeks. We had one person off for 12 weeks because they could not overcome their symptoms and their doctor was



still telling us that the person still had COVID and not to let them back. The Emergency Management team will work with you medical professionals to ensure that you are not coming back too soon.

- If you have been asked to quarantine and would like to work from home and are not sure what to do, contact [benefits@uhd.edu](mailto:benefits@uhd.edu) or [uhdCOVID19@uhd.edu](mailto:uhdCOVID19@uhd.edu)

## QUESTIONS?

Ms. Vargas gets to the Q&A part to her presentation and turns to Ms. Smith to manage it.

Q: If you have COVID symptoms and you are waiting for test results, what is the procedure?

A: Go home or stay home, we do not know whether you have COVID so stay home.

Q: During this time, can you work from home?

A: Yes, we tell you that if you have symptoms and you want support during this process, do not try navigating it by yourself. Because your supervisors or ESO will contact us ask us, are you monitoring this person? Have they reported to you? We are going to say no, no they have not. So, they will think oh okay they are sick for a non-COVID related issue. If you think that you are sick with a COVID related issue and you want to be able to work from home, let us know and fill out the diagnosis and symptoms form. Indicate you have COVID-related symptoms and I need to work from home, and we will absolutely be going to support you and insist that you will be allowed to work from home. If you do not fill out the form ESO and your supervisor will assume oh they have a cold or the flu that is not COVID you do not get to work from home use a sick day.

Q: Someone tested positive for COVID and were sick for about a week and a half. Their symptoms went away, but they were still testing positive. Should that person return to work even though they no longer have symptoms but continue to test positive?

A: That is part of the scientific discourse I was telling you about. What they know is that a large percentage of people and by large, I mean at least 30% of the people that have COVID will continue to test positive, specifically on the PCR test and that is what we are giving down in the kiosk. It is a very sensitive test. Some do not, about 65% of folks will test negative. The guidance from the CDC is, do not get tested on the back end.

If you do want to get tested right, do not use the PCR test down at the kiosk. Use one of your antigen tests. Those are the take home kits. You can buy them at Walgreens and the Federal Government is now starting to give. Follow the directions **exactly** because they are easy to mess up and you will get a negative. If you follow them correctly and you get a positive, you probably are still COVID positive. If you get a negative, there is a good chance that you are COVID negative. The test is not as sensitive, so it does not pick the COVID fragments our bodies are trying to work out.

In that situation that person met exit criteria which is at least 5 days have passed, the worse symptoms have resolved, they have not had a fever in 24 hours but is not hey, five days get out go live your best life. We recommend that you continue to wear your mask for at least five days because we cannot tell if you are still pushing out a little bit of a viral load. Please choose to wear a mask.

Q: What if your child has COVID or COVID symptoms and must stay home? Can you work from home?

A: This is the temporary work from home guidelines that we discussed earlier. Submit the forms it is also for family issues.

C: This could be a unique situation because some of us are vaccinated and boosted so we would not be exposed necessarily but we are taking care of a sick child and we are the only caretaker. Somewhere and I am not familiar with all the ESO processes but one of those processes covers if you have a sick child at home with COVID and there is no day care in the world and certainly your parents are not going to take care of your sick kid with COVID. They are yours and as working parents we must navigate this child and we may have a whole series of kids one after the other there is an ability for you to request to work from home. Whether is a sick child or a sick family member, it could be your mother or an in law and there is nobody else to take care of her, you are going to be approved. It is probably going to be more than five days, with one of those folks that is a little delicate older parent or in laws. But, if you have a kid with a broken leg and or a baby that is sick with pneumonia, we already have processes for that so reach out to ESO. Reach out to benefits to talk to them specifically about your case and advocate for yourself. ESO will help you navigate that and get you to the right process. There is no expectation that you should come to work with a sick kid.

C: That was one of the things that the COVID Task Force was sure to include in the temporary work from home it is not just if you test positive or are exposed but it also applies to home issues as well.

Q: Just the last thing I want to clarify. I know that there have been many questions about this. You have to submit a negative COVID test if you have been exposed and sent home to quarantine. Before you can return to campus, is it required to submit a negative COVID test? If you have only been exposed, even if you are fully vaccinated?

A: Right, we start getting away from the term, we are sort of past that fully vaccinated. One of the slides that I brought up is you are up to date with your vaccines. That is different from being fully vaccinated. We are asking you to change your mind set to up to date with your vaccines. Therefore, up to date with your vaccines means that if you are boosted eligible, you have been boosted. If you recently received your final vaccine series, so for J&J you got your vaccine in the last two months, for that two-month period, you are considered up to date.

On day 61, you are considered not up to date. You become booster eligible. If you are exposed and you have been asked to quarantine because you are no longer considered up to, we want you to fill out that exposure form. We want you to go stay home for five days from last exposure. This means that if you were exposed on February 1, it is like your birthday, you are not one on the day you are born. So, day one is not the day you got COVID. The day that you got COVID is 24 hours later. So just add one from the date. If you got expose on February 1, add five days and it gives you February 6. On February 6, you still at home. The earliest you can leave would be February 7. Get tested on the morning of day six. You should preschedule your test the day you found out you were exposed. Get tested on that fifth day. If you have not gotten your results in 24 to 48 hours find somewhere else to test because that one did not work.

To return to campus we are not accepting results from the little test kits. The reason being that I cannot verify that you took it. It could be your brother that took that test and got a negative. It could be that you got it and never swabbed it shows negative. It could be that you have the best intensions, which is where most people fall, and you did not do something exactly like the instructions said and you got a

false negative. Different manufactures of the kits are a little different. The ones that I typically use are the BinaxNOW. The card must be completely flat, and you cannot touch the card except on the sides otherwise you contaminated the card. You set it down, take your Reagent bottle that is included and drop six drops to the top hole. You cannot touch the tip of the Reagent bottle to the card otherwise you mess it up. If you do not put six drops, you mess it up. Then, immediately, you must get swab and swirl it around each nostril for a minimum of 15 to 30 seconds. If you do not do it for that amount of time, you messed it up. Then you take your swab, put it through the holes in card and turn it a full three times - not four not two and a half - three times. If you do not do it correctly, you mess it up. Then you start your timer and read it in between 15 to 30 minutes. If you read it before 15 minutes, you do not get an accurate reading. If you read it after 30 minutes, you do not get an accurate reading. In addition, you must do all those steps while dealing with you not feeling good or while dealing with the kids or the dog barking. It is asking people a lot to nail those things right.

C: Those tests are not cheap either. So, are you recommending we use them instead of our free testing kiosk?

A: No, no, no; only if you tested positive, you are not required for a second test. There are different processes that lead to different pathways that you cannot lump them all up and do the same thing for all of them. If you are a confirmed positive test taker, do not come back on day six, take a test downstairs, and expect to be negative. There is a good chance that you are going to be positive. If you are in quarantine but you are not sick and never tested positive, you were around someone that was positive, we want to know if you are asymptomatic because you do not have it. You can use the test downstairs because it will be your first COVID test. If you are sick, you never taken a COVID test, but it seems you have COVID, absolutely use the kiosk downstairs. We want to find out if you have COVID not if COVID is gone. If you want to find out if COVID is gone, use the little kit. If you want to find out, do you have COVID, use the downstairs free one.

C: I think that helps a lot to clarify and we know that there are not only a lot of moving parts but moving parts that are changing sometimes daily. I would like to point out that if there are any questions or concerns about any or the minute details, Cynthia and her team are quite responsive. Shoot her an email and you will get a response very quickly. They will make sure of that. They are all about addressing any concerns in a timely manner whenever it comes to this nasty virus. We cannot cover everything in one meeting, but she is there to answer any questions that you have. I think you have done an amazing job clarifying many of the concerns that I know we have been hearing as of late. Does anybody else have any other questions for Cynthia?

Ms. Vargas states that if you have a general question or you just do not want to be identified with the question, I get it, send them to Caroline. Some of them, especially the general ones I can give are sort of best practices answers. Some situations are so specialized that we really must navigate a lot, the decision tree is super complicated. We are trying to get you to the safest place, following best practices without endangering you or anybody else on campus.

Different people may get treated differently in it because of one variable in that entire process and most people do not discuss all those variables with their co-workers so one tiny variable can change the path completely. If you have that type of question, call me and I will personally walk you through every single step and why you are in this specific category. My mission is to keep outbreaks from happening on campus, to keep you all as safe as possible and then once you are safe to get you back to the workforce

because you now recovered and you are able to come back but somebody else needs to tap out and go down and we have to tag up. So, get out as soon as you can when you have to and come back as soon as you can when you are done because we need you back. We need as many people back as we can. There had been some workforces that have had 30% absenteeism and they had to work through the week. I had a 50% at one point during that awful week with the 74 cases.

Ms. Smith thanks Cynthia for being here and for clarifying the very best as possible and for just continuing to do her best to keep us safe and informed while dealing with the changing landscape.

Ms. Smith closes by saying she knows the meeting has gone over time but it was valuable information. She thanks everyone again for attending and reminds them once more that if there are any questions or concerns, they can be submitted on the website while maintaining anonymity.

Meeting adjourned at about 11: 26am.



**DETERMINED.**  
**DEDICATED.**  
**DOWNTOWN.**



University of Houston  
**DOWNTOWN**

# **STAFF COUNCIL GENERAL MEETING JANUARY 2022**

*Presented by:*



# AGENDA

- 1) Approval of Meeting Minutes
- 2) Happy New Year from President Blanchard
- 3) Welcome New Staff Members
- 4) Staff Good News
- 5) Give2Gators
- 6) Black History Month
- 7) UHD MBA Program
- 8) College Release/Staff Education Reimbursement Programs
- 9) EDGE Award December Recipient, Testimonials
- 10) COVID Updates
- 11) General Updates, Responses to Online Forms
- 12) General Q&A



# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

- **Motion to accept minutes, 2<sup>nd</sup>**
- **Minutes accepted**



**A WORD FROM OUR PRESIDENT,  
DR. LOREN BLANCHARD**



# WELCOME NEW GATORS!

- Argus Loper, Manager, Videographer, Advancement & University Relations
- Samantha Salazar, Administrative Assistant II, Student Health Services
- Jessica Aguilar, Customer Service Technician, Financial Aid
- Yonaton Lopez, Labor Technician, Facilities Management
- Rebecca Castillo, Coordinator, Articulation & Matriculation, Registrar
- Sam Byrd, Assistant Director, Executive Communications, Advancement & University Relations
- Lance Davis, Security Officer, Police
- Sheila Ortega-Calvillo, Success Advisor I, Academic Advising (UHD Alum)
- Jamie Guzman, Success Advisor I, Academic Advising

# STAFF GOOD NEWS

## Adopt-a-Family & Holiday Toy Drive

Submitted by **Trinity Delafance**,  
Police Lieutenant

- ❖ Over 200 toys & gift cards received
- ❖ Donated to local elementary schools and Texas Children's Hospital

**“This year was special!!! Never expected so many toys...  
Thanks for all your help!”  
--Lt. Delafance**



# STAFF GOOD NEWS

## Shout out to awesome coworkers!

Members of UHD's **Enrollment Management Team** – Teresa Sterling, Monica Comeaux, Cora Locking O., Kristina Raymond, LaTasha Goudeau, Elvira Rodriguez – all donated to the UHD PD & SC Thanksgiving Adopt-A-Family and Holiday Toy Drive.

Enrollment Management Staff,  
On behalf of the Families that will receive this Thanksgiving blessing, thank you for your generosity in support of UHD PD's Annual Thanksgiving Dinner give away.  
Sincerely,  
Interim Chief  
Casey J. Davis



# STAFF GOOD NEWS

## Holiday Hats

Submitted by **Debora Evans**, Manager of Shipping, Receiving & Mailroom, University Business Relations



# STAFF GOOD NEWS

The UHD Library LOVED the Staff Council themed dress up days!



# STAFF GOOD NEWS

## Shout out to awesome coworkers!

Submitted by **Charis Vieira** to “coworkers, Lisa and Michelle for designing such an awesome holiday decoration theme!”

**\*Winner of Best Theme!**



# STAFF GOOD NEWS

## The Nguyen Family

Submitted by David Nguyen,  
Supervisor, Library Computer Lab,  
Library

“Time spent with family is worth  
every second.”

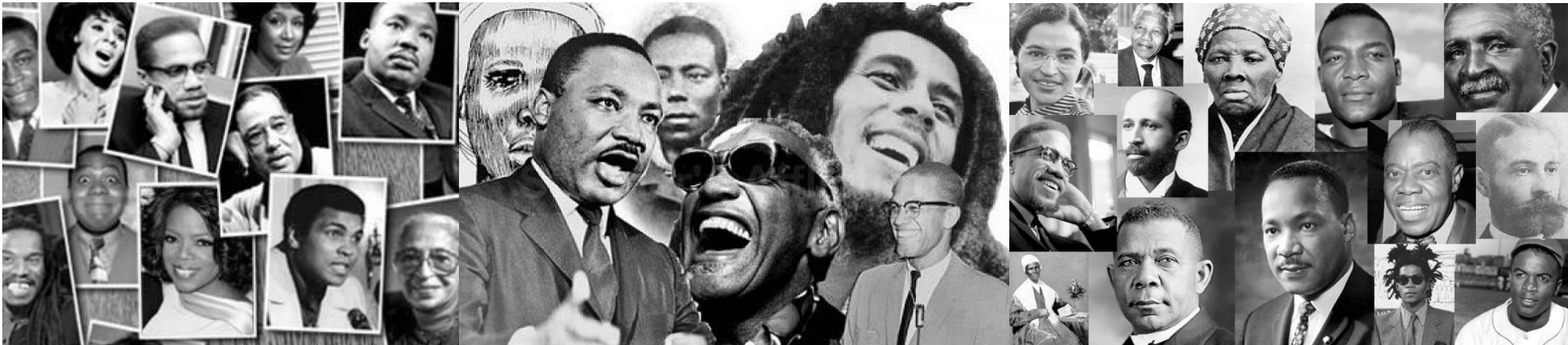




# Black History Month – February



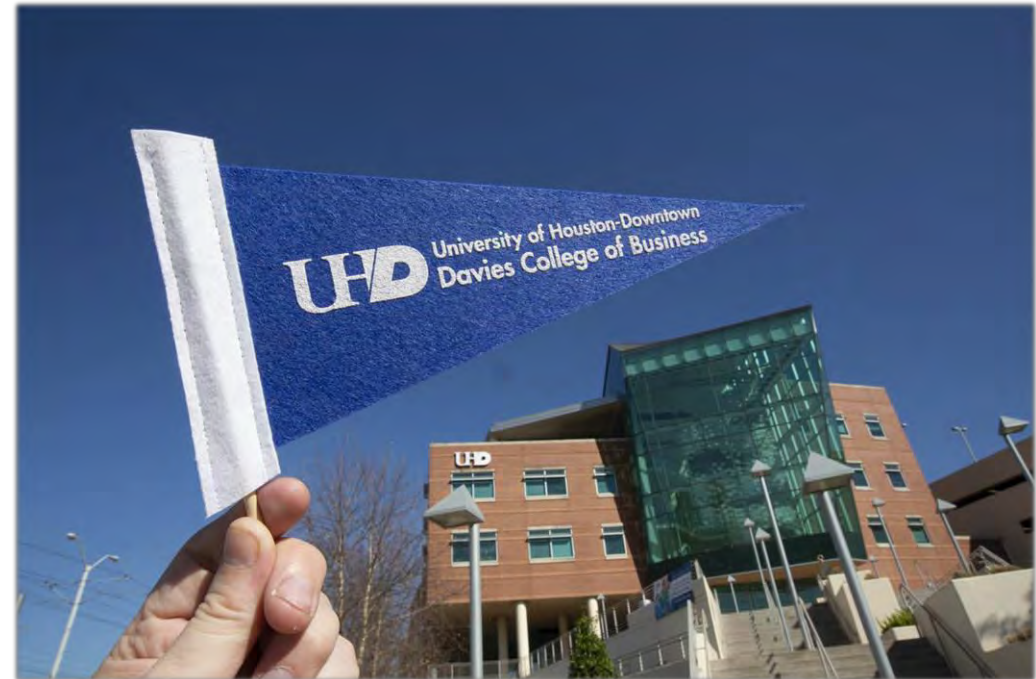
- Tremaine Kwasikpui, *Director, Student Activities*



# UHD MBA PROGRAM



- **Dianca Chase,**  
*Sr. Coordinator, Graduate  
Services, Marilyn Davies College  
of Business*





## Staff Tuition Reimbursement

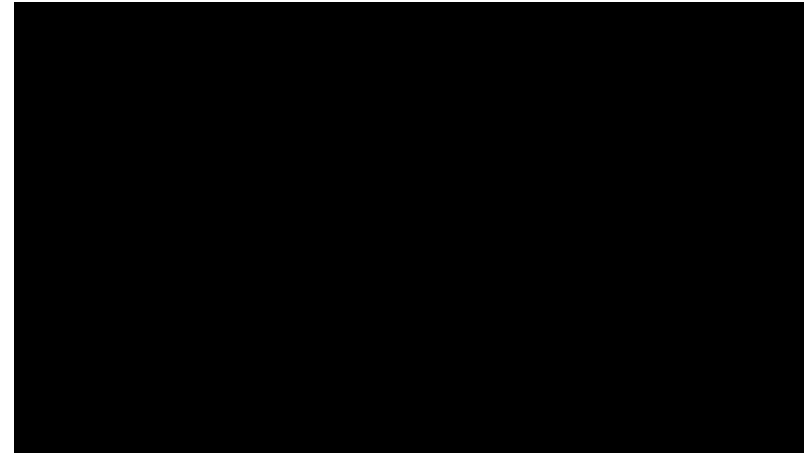


- **April Frank**, *Director, Payroll and Records, Employment Services and Operations*

# EDGE AWARD TESTIMONIALS



- **Ashley Rosebrough**, *Program Manager, Accelerated Transfer Academy*



- **Donnie Kesterson**, *Sr. Talent Development Specialist, Employment Services and Operations*

## The EDGE

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

## December Recipient



JOSELIN ESCOBAR,  
ADMINISTRATIVE ASSISTANT III,  
HUMANITIES & SOCIAL SCIENCES

## January Recipient



ALI MAGHOO,  
ASSOCIATE DIRECTOR,  
OFFICE OF STUDY ABROAD



## Faculty & Staff Annual Giving Campaign



- **Sandra Jacobson**, *Manager, Annual Giving, Advancement & University Relations*

## UPCOMING EVENTS

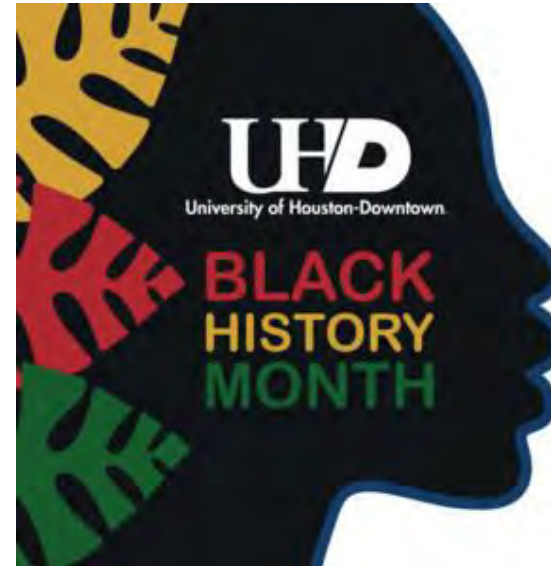
- **Wear Red for Women Day**

- Friday, February 4, 2022  
9 AM – 10 AM | Mural Area



- **President's Lecture Series on Justice, Equity and Inclusion**

- Wednesday, February 9, 2022  
4 PM | Virtual





**GENERAL UPDATES /  
RESPONSES TO  
ONLINE FORMS**



# STAFF COUNCIL SUGGESTIONS

- [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu)
- [smithca@uhd.edu](mailto:smithca@uhd.edu)
- **Suggestions/concerns may also be submitted via the forms on the Staff Council website**

# MEETING AGENDA ITEM

When will ESO update the job descriptions page online? It has been down since the compensation study was released and has not been updated. Also, why do we not post salary ranges on our job postings like all the other UHS institutions?

- The updated job descriptions that CBIZ developed will be uploaded once they are converted to webpages
- If a staff member wants/needs a copy of their job description, they can reach out to the Compensation team at [compandben@uhd.edu](mailto:compandben@uhd.edu).
- UHD opts not to list the salary as they are commensurate with experience and education. If salary is posted, candidates would likely request the highest level of that range, even though their qualifications may not merit such salary, or the requested salary exceeds that of an incumbent in the same job within the same department.

# POLICY REVIEW SUGGESTION

Policy 02.D.01 - I believe the University should provide special paid leave employees who miss work due to side effects of a COVID vaccine (including the booster or 3rd shot), so they do not have to use Sick or Vacation Leave, for up to 8.00 hours. Given the importance of employees being vaccinated to keep the UHD community safe, such a policy would provide incentive to get the vaccine and the booster shot. I also propose that this policy be made retroactive, if at all possible, to reimburse those who have already used Sick Leave for this reason.

- Vacation and sick leave for state employees is dictated by Texas Government Code 661. State employees accrue vacation leave in accordance with the schedule prescribed in section 661.152, and outlined in SAM 02.D.01.

| LENGTH OF STATE SERVICE      | HOURS ACCRUED PER MONTH | ALLOWABLE CARRYOVER |
|------------------------------|-------------------------|---------------------|
| Less than 2 years            | 8                       | 180                 |
| At least 2 but less than 5   | 9                       | 244                 |
| At least 5 but less than 10  | 10                      | 268                 |
| At least 10 but less than 15 | 11                      | 292                 |
| At least 15 but less than 20 | 13                      | 340                 |
| At least 20 but less than 25 | 15                      | 388                 |
| At least 25 but less than 30 | 17                      | 436                 |
| At least 30 but less than 35 | 19                      | 484                 |
| At least 35 years or more    | 21                      | 532                 |

# GENERAL QUESTION

Why did the Staff Council stand beside ESO in closing all virtual work opportunities for staff who work in tight spaces without proper ventilation or air cleaners or doors that workers can isolate behind in order to keep themselves and their families safe?

- This was a decision made outside the authority of Staff Council who continues to advocate for staff on an ongoing basis.
- The mission of the Staff Council *“is to act as 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.”*

# POLICY REVIEW SUGGESTION

Continued...

- Likewise, section 661.202 states that, “Sick leave entitlement for a full-time employee accrues at the rate of eight hours for each month of state employment. A part-time employee accrues sick leave on a proportionate basis.”
- State agencies cannot deviate from this Code and authorize COVID-related leave to its employees. Exceptions can only be granted by the Governor of Texas, or the federal government.
- UHD has authorized [Temporary Remote Work Guidelines](#) to assist when employees are unable to be in the workplace due to COVID-19 reason but are able to perform work functions from home.

# COVID-19 Updates



- **Cynthia Vargas**, *Director, Emergency Management*



# GENERAL Q&A



University of Houston  
DOWNTOWN



DETERMINED. DEDICATED. DOWNTOWN.

# UHD MBA

**Marilyn Davies  
College of Business**

“Best Return on Investment  
in the Houston Metro”

**-MetroMBA**



**AACSB  
ACCREDITED**





A photograph of a large, modern university building at dusk. The building features a prominent glass facade and is illuminated from within. A water tower is visible in the background. The foreground shows a grassy lawn with several trees. The word "Admissions" is overlaid in large white text, with a horizontal line underneath it.

# Admissions

---

# ADMISSION TYPES

## TRADITIONAL

- International applicant OR
- Seek to complete degree in 1 year (must have business undergrad degree or minor)
- Must not require leveling courses
- Minimum 3.0 GPA or GMAT required

## SOFT START

- May have any non-business undergrad degree or minor
- Seek part-time enrollment
  - May complete program in 2 – 5 years

# Admission Requirements

## TRADITIONAL

- Online application – [goapplytexas.org](http://goapplytexas.org)
- Official transcript
- GMAT or waiver (minimum 3.0 GPA)
- 2 professional references
- Resume
- 250 personal statement

## SOFT START

- Online application – [goapplytexas.org](http://goapplytexas.org)
- Official transcript
- Resume
- 250 personal statement



# Curriculum

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# DEGREE REQUIREMENTS

Leveling courses are **16** credit hours (required for non-business majors & minors)

Concentrations are **16-19** credit hours  

---

General Management track is **14** credit hours

Core Courses are **20** hours and are **required**

- Leveling courses taught online
- Concentration and core courses offered in hybrid, online and online interactive-hybrid format

# MBA Concentration/ Graduate Certificates

Supply Chain Management

Investment Management\*

Finance\*

Leadership

Human Resource Management

Accounting\*

Business/Sales Development

International Business

Project Management Process Improvement\*

General Management

**GENERAL MANAGEMENT NOT AVAILABLE FOR SOFT START**

# TIMING OF DEGREE COMPLETION

## ONE YEAR

- Attend classes 3 nights per week

## TWO YEARS

- 1<sup>st</sup> year - one night a week— Concentration & leveling classes
- 2<sup>nd</sup> year - two nights a week – Core classes

## CLASS TIMES

- Core – Monday & Wednesday 6-7:45pm; 8-9:45pm
- Concentration – Tuesday & Thursday 7-9:45pm



# Tuition

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# PROGRAM COST

## Leveling

|                        |          |
|------------------------|----------|
| Individual course      | \$1,260  |
| All 8 required courses | \$10,080 |

## MBA

|   |          |
|---|----------|
| General Management  | \$22,821 |
| 16 credit hour concentration (BDSM; FINA; HRM; IB; IM; LDR) | \$24,124 |
| 19 credit hour concentration (SCM; PMPI; ACC)               | \$26,078 |

## Graduate Certificate

|   |          |
|---|----------|
| 16 credit hour concentration (BDSM; FINA; HRM; IB; IM; LDR) | \$12,377 |
| 19 credit hour concentration (SCM; PMPI; ACC)               | \$14,332 |

Note: This is for Texas residents. Non-residents and International rates are higher and can be found on UHd Cashier's page.



# Program Resources

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**Marilyn Davies**  
**College of Business**  
Career Center

## CAREER CENTER RESOURCES

Career Counseling/Development

Job Search/Networking

Resume Reviews

Mock Interviews

Career Fairs, Events & Workshops

Employer Info Sessions

**UHD**MBA

**Marilyn Davies  
College of Business**

**Tutoring**

**Student Associations**

**MBA Student Lounge** (3<sup>rd</sup> floor)

**Blackboard Resource Library** (MBA only)

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# Important Dates

- Fall 2022 Application Deadlines
  - Domestic applicants
    - Priority – July 15
    - Application – August 8
  - International applicants
    - May 1

# CONTACT US

Dianca Chase  
[chased@uhd.edu](mailto:chased@uhd.edu)  
713-221-8283

Jamil Thorne  
[thornej@uhd.edu](mailto:thornej@uhd.edu)  
713-222-5307



**DETERMINED.**  
**DEDICATED.**  
**DOWNTOWN.**

**UHD's Give To Gators Campaign engages faculty and staff to raise funds to support our students and programs.**



# Why should I give?

Your support:

- Strengthens and expands university initiatives.
- Shows our students your faith in them.
- Shows external donors and the greater Houston community that those who know UHD best support the university with our time and charitable giving.



“Your support helps me achieve my dreams, motivates me to strive for greatness and continue to work hard so that I can have a positive impact on my community.

Thank you for helping students like me.”

- Clarissa Chavez, Class of '22



# Where can I give?

## Where would you like to make a difference?

Make your gift to the program, scholarship or department of your choice. Every gift helps our success. They combine to make a big impact on UHD!

## **UHD Food Market - Feeding Student Success!**

UHD's Food for Change Market gives students access to fresh produce, meat and other groceries to help them stay fueled and healthy while pursuing their studies.

# How do I give?

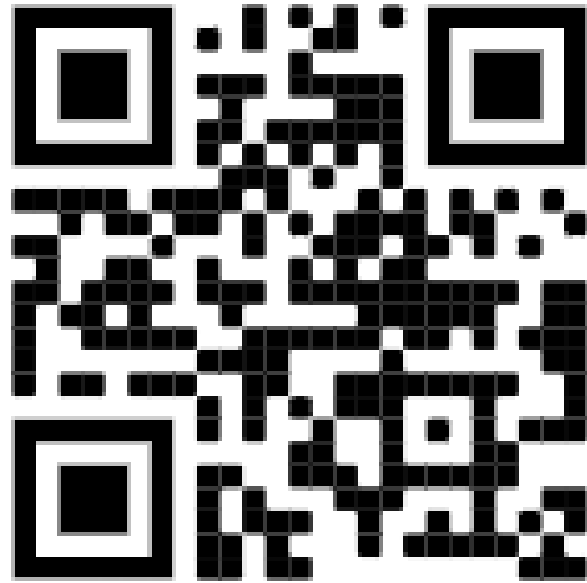
You can set up a **Payroll Deduction** for as little as \$2!  
Make a gift once, every month for as long as you'd like or indefinitely.



<https://www.uhd.edu/faculty-staff/campaign/>

# How do I give?

With a **Credit or Debit Card**



<https://uhd.edu/give/>

# How do I give?

With your **Smart Phone**, text a keyword to **71777** and follow the link in the text message you receive to support funds throughout UHD.

| To Support:                             | Send this Keyword to 71777 |
|---|----------------------------|
| Food for Change Food Market             | FoodMarket                 |
| Gator Emergency Fund                    | GatorEmergency             |
| General Scholarship Fund                | UHDScholarships            |
| Marilyn Davies College of Business      | UHDDavies                  |
| College of Humanities & Social Sciences | UHDCHSS                    |
| College of Public Service               | UHDCPS                     |
| College of Sciences & Technology        | UHDCST                     |
| University College                      | UHDUC                      |

# Save the Date

## **Give To Gators 2022 Kick-Off Breakfast**

Monday, February 14 at 9 am  
South Deck of One Main Building

Come share the #GatorLove – celebrate the importance of all of UHD's faculty and staff, make your gift, and hear from students impacted by charitable giving.

# For More Information

Contact Sandra Jacobson at  
**713-221-8184** or **[jacobsons@uhd.edu](mailto:jacobsons@uhd.edu)**

Visit the Campaign Website at  
<https://www.uhd.edu/faculty-staff/campaign/>

**Thank you for your past support!**







# COVID UPDATE: STAFF COUNCIL MEETING 1/26/22

*Presented by*

**Cynthia Vargas**

UHD COVID-19 COORDINATOR/  
DIRECTOR OF EMERGENCY  
MANAGEMENT

# COVID #'S

**UHD:**

**21 Active Cases / 8 on Campus. Last week 74 people submitted a Diagnosis. Some cases were old and closed immediately. This represents our workload**



# UHD IS USING MOST RECENT CDC QUARANTINE GUIDANCE

- Last updated this January

## When to Stay Home

### Calculating Quarantine

The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

**IF YOU**  
Were exposed to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations:

Quarantine for at least 5 days

Stay home and [quarantine](#) for at least 5 full days.

Wear a well-fitted mask if you must be around others in your home.

Get tested  
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

After quarantine

Watch for symptoms  
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms [isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10

Wear a mask  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

Report  
EXPOSURE, SYMPTOMS, DIAGNOSIS

Cases on Campus  
UPDATED DAILY

Vaccines and Testing  
WHERE TO FIND THEM

COVID-19 (CORONAVIRUS) UPDATE  
REPORT EXPOSURE, SYMPTOMS, DIAGNOSIS  
FORMS FOR REPORTING A  
CASES ON CAMPUS  
VACCINES AND TESTING

CDC Guidance on Quarantine / Isolation

# WHO SHOULD NOT QUARANTINE:

In the last 5 days, you had an Exposure or Traveled Internationally and:

- You recovered from COVID during the last 90 days and have no symptoms (Regardless of Vaccination Status)
- You are **up to date** with recommended vaccines:
  - You are boosted (and have no symptoms and/or have not tested positive)
  - You recently received your complete vaccine series (and have no symptoms):
    - J&J: within the last 2 months
    - Pfizer/Moderna: 2nd shot within last 5 months

## WHAT SHOULD YOU DO?

- Recommended that you wear a well-fitting mask for 10 days
- Get tested on day 5 or after

# WHO SHOULD QUARANTINE DUE TO EXPOSURE (NO SYMPTOMS):

Quarantine if you were Exposed to someone with COVID and:

- You are eligible for a booster and have not received it, or
- You are not fully vaccinated (only 1 dose of Pfizer/Moderna), or
- You are not vaccinated

What should you do?

- Stay home for at least 5 days
- Submit Exposure Form
- Monitor for symptoms
- On day 5 or later, get tested and submit results via RTC Form
- Once Exit, wear a well-fitting mask/watch for symptoms

# WHAT IF I TEST POSITIVE AND/OR DEVELOP SYMPTOMS?

## Regardless of Vaccination Status:

- **Quarantine Immediately** – if on campus **go home** and notify your supervisor/professor in writing or via phone call
  - *Do not tell them face to face*
  - *If possible, wear a mask*
  - *You can get tested at the campus kiosk, as you are heading home*
  - *Do not return to campus unless notified in writing by Emergency Management*
- Submit a Symptoms or Diagnosis Report or email [UHDCOVID19@uhd.edu](mailto:UHDCOVID19@uhd.edu), or call me
  - We may need to clean the classroom or suites that you have been in during the last 24 hours
  - We may need to notify Exposed persons to go home

## COVID-19 Reporting Diagnosis, Positive Test Results, or Symptoms

For assistance with this page:

✉ [uhdcovid19@uhd.edu](mailto:uhdcovid19@uhd.edu)



**This form is intended to  
report a COVID-19  
Diagnosis, Positive Test  
Results, or Symptoms Only**

First Name REQUIRED

Last Name REQUIRED

Peoplesoft ID REQUIRED

University Email Address REQUIRED

Please use your @uhd.edu or @gator.uhd.edu email address.

## WHAT SHOULD I DO IF I'M SICK BUT HAVE NOT RECEIVED TEST RESULTS?

- **Stay home or go home immediately**
- **Submit Symptoms/Diagnosis Form**
- **Plan on staying home for at least 5 days from when symptoms begin**
- **Get tested 5 days after symptoms begin and submit results via RTC Form**



## WHAT IF I TEST POSITIVE? WHAT SHOULD I DO?

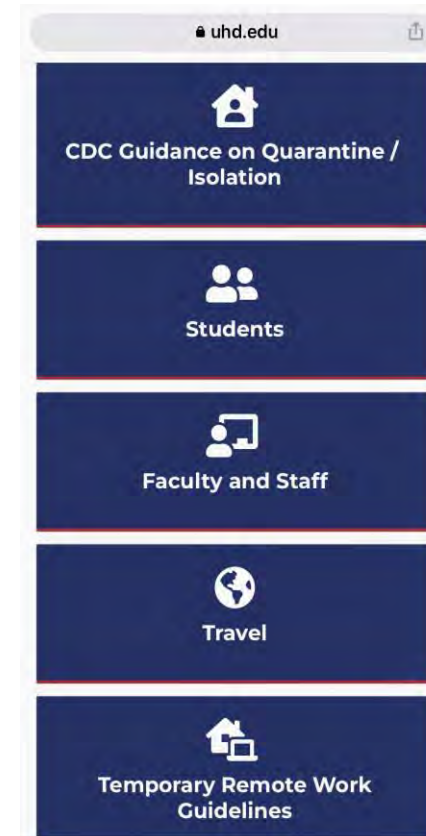
- **Stay home at least 5 days**
  - Submit Symptoms/Diagnosis Form
  - Contact Tracing has also contracted with a company called RAPID Trace – phone bank (813) area code
  - Campus Contact Tracer: Cynthia, Ricardo, Amber, Hailey, Rachel
- **You can return to campus:**
  - Submit RTC Form – Test results not needed (per CDC and UHS)
  - After at least 5 days passed
  - Most severe symptoms have stopped
  - No fever for at least 24 hours



# TEMPORARY WORK FROM HOME GUIDELINES

## Should not be confused with Quarantine Guidelines

- Work From Home Guidelines: Created by ESO to allow employees to work from home during quarantine period
  - *These guidelines are not meant to be used to determine whether to quarantine*
  - *Once Emergency Management has directed you to quarantine, you can request to work from home and follow the steps outlines on the website*
  - *If you have been asked to quarantine and would like to work from home and are not sure what to do, contact [benefits@uhd.edu](mailto:benefits@uhd.edu) or [uhdcovid19@uhd.edu](mailto:uhdcovid19@uhd.edu)*



# QUESTIONS?

# UHD

University of Houston  
DOWNTOWN



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