



## Staff Council General Meeting minutes for March 16, 2022

### Zoom Meeting 10AM-10:33AM

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; Sandra Jacobson, Manager, Annual Giving, Advancement & University Relations; Krysti Turnquest, Project Director, Title V Accelerated Transfer Academy.

**Call to Order:** The Staff Council general meeting was called to order by Staff Council President, Caroline Smith at about 10:02 a.m.

**Attachments:** Meeting PPT with UHD Sustainability Efforts & Give2Gators presentations incorporated

#### Reports:

Ms. Smith begins meeting by recognizing the tragedy in Ukraine with a statement that we stand with the people of the Ukraine and all those who are speaking out for peace. Ms. Smith reiterates that we stand in solidarity with the Ukrainian people and hope for an expedient path to peace.

Ms. Smith continues by reviewing the meeting agenda.

#### APPROVAL OF MEETING MINUTES:

Ms. Smith calls for a motion to accept last month meeting minutes. Mr. Kwasikpui makes the first motion to accept the minutes. Ms. Smith asks for a second motion to accept minutes. Ms. Turnquest seconds. Ms. Smith thanks Mr. Kwasikpui and Ms. Turnquest and calls last month meeting minutes approved. Ms. Smith reminds attendees that if they want to review the minutes from last month, they can do so on the Staff Council website.

#### WELCOME NEW GATORS

Ms. Smith welcomes new staff members who attended New Employee Orientation this month.

- Paloma Villareal-Banda, Success Advisor I, Academic Advising
- Sonetria Curry, Department Business Administrator I, Scholars Academy (UHD Alum, 2020, CHSS)
- Nakita Wanza, Coordinator, Graduate Services, Graduate & International Admissions
- Aaron Montesnieta, Journeyman/Plumber, Facilities Management
- Francisco Lopez, Computing Operations Specialist I, Computing, Telecom & Video Network
- Gabrielle Chambers, Police Officer I, Police Department
- Christian Purdy, Talent Development Specialist, Employment Services & Operations
- Jasmine Brumsfield, Coordinator, Graduate Admissions I, Graduate & International Admissions
- Joally Canales, Academic Advisor I, College of Business

- Matthew Jordan, Information Technology Asset Management Assistant, Computing, Telecom & Video Network

Ms. Smith welcomes all new Gators to UHD once again.

## **OUR WORKPLACE REIMAGINED**

Ms. Smith reads a statement from UHD's Staff Council about Our Workplace Reimagined.

### **Staff Council Statement about Flexible Workplace Policy**

*"I want to begin the next topic by addressing the elephant in the room... Our Workplace Reimagined.*

*On February 28th, UHS Chancellor Dr. Renu Khator announced the decision of the Board of Regents reimagine our workplace by offering greater flexibility.*

*Since then, Staff Council representatives have received numerous emails and fielded questions from staff regarding how and when this proposed "reimagined workplace" will be implemented here on the campus of UHD.*

*The email from Dr. Khator was vague on the answers to specific questions from staff, but one message was clear on Khator's email – that the implementation of a flexible work initiative and the new systems would be examined and managed by each UHS individual campus, their respective president and his/her campus senior administration.*

*In response to that message, Dr. Blanchard issued a follow-up email on March 4<sup>th</sup>, elaborating that policy guidelines will be outlined and communicated in the, quote, "coming weeks", end quote.*

*We all know and should agree that implementing such things as new policies and systems of this magnitude – systems that hopefully will accommodate each department and every staff member – will take time, careful and measured evaluation, and patience on both the part of the employees and employer.*

*I believe we can also agree that Chancellor Khator made her decision to move the idea forward of a new and reimagined workplace based on hearing the outcry of employees expressing their support of a new remote option, and Khator and the Board of Regents researched what other universities across the nation have implemented successfully regarding a hybrid remote work policy for staff.*

*The past two and half years has presented numerous, often daunting, challenges for our staff. As the pandemic erupted alongside of local natural disasters and acute political tensions, staff had to quickly pivot to working remotely with students who had their own difficult circumstances. Dealing with new issues such as Zoom fatigue, and how to grapple with blurred boundaries between their professional and domestic lives while working from home has not been easy. Yet we did it, pivoted on a dime, and saw that business could be done remotely and, based on numerous students surveyed, they prefer having a virtual option in addition to face to face options when accessing services from UHD.*

*I met with Dr. Blanchard last week and he indicated a draft policy will be ready for review sometime next week and the policy should be implemented by May 1. An open forum will also be scheduled after the policy is issued to solicit feedback from staff.*

*I understand that patience in this circumstance is difficult—especially when we’ve already given so much to the university and proven our commitment. Yet, I must ask you to give just a little more by showing grace as we support our administration in refining this new reimagined workplace.”*

Ms. Smith finishes reading the statement and acknowledges that there are many questions that staff have, and they will be shared with leadership. Ms. Smith informs attendees that there will not be an open forum before the policy is issued to give leadership time to draft it but once the policy is drafted and shared an open forum will be held. Ms. Smith reminds audience that if they have more questions to submit them to Staff Council via e-mail or the links on the Staff Council website.

### **STAFF GOOD NEWS**

Ms. Smith continues with the Good News item on the agenda.

**\*Arrianna O’Quinn**, Program Assistant, Career Development Center, earned her Graduate Certificate in Human Resources and became a SHRM-Certified Professional!

Ms. Smith excitingly announces that Ms. O’Quinn is also working on her MBA.

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

Jose Vazquez, Associate Director, Student Activities, helped to represent UHD at the 2022 Career & Leadership Development Institute. Good show, Jose!

### **P-CARD PROGRAM SUSPENSION**

Ms. Smith announces that Interim VP Baylor was unable to attend the meeting. Ms. Smith asks the audience to submit any questions about this issue and they will be shared with Interim VP Baylor.

There were no questions posed.

### **SUSTAINABILITY EFFORTS AT UHD**

Ms. Smith continues meeting by introducing Mr. Juan Martinez, Coordinator of Sustainability for the Science & Technology Department.

Mr. Martinez is not present, so Ms. Smith moves to the next item on the agenda.

### **FACULTY & STAFF ANNUAL GIVING CAMPAIGN**

Ms. Smith introduces Sandra Jacobson, Manager, Annual Giving, Advancement & University Relations to talk about the Give2Gators campaign.

Ms. Jacobson reminds audience that she has been to previous meetings to talk about the campaign, but she wanted to give staff an update on how it is progressing.

Ms. Jacobson reviews a table that contains information of the percentages on participation for each department in the university and announces that the office of Advancement University Relations and President’s Office is currently leading. Ms. Jacobson clarifies that it is not a competition. Ms. Jacobson playful calls out Mr. Kwasikpui from Student Activities and Dr. Scherer from Sports & Fitness to improve their participation in their departments.

Ms. Jacobson continues to review the table and recalls that last year the final participation total was 33% for the university and currently is under 10%. Ms. Jacobson encourages staff to participate.

### How is the campaign going?

Team	Participation
Administration & Finance + Business Affairs	15.38%
Academic Affairs	14.58%
Advancement University Relations and President's Office	24.24%
College of Humanities & Social Sciences	4.95%
College of Public Service	6.19%
College of Sciences & Technology	3.75%
Enrollment Management	17.07%
Employment Services & Operations	14.29%
Facilities Management	13.33%
Information Technology	4.30%
Library	19.35%
Marilyn Davies College of Business	11.61%
Police and Emergency Management	13.46%
Student Affairs	6.25%
University College	7.84%
<b>Overall UHD Participation</b>	<b>9.43%</b>

### How do I give?

Ms. Jacobson continues her presentation by giving the audience options on how to give.

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



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

You can donate with a **Credit or Debit Card**. Make a one-time gift or set up recurring donations.



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

Ms. Jacobson calls attention that many more options to donate by text had been added in the last month. The Center for Critical Race Studies got a text to give QR code and they are working with the Project Row Houses. Ms. Jacobson wants staff to consider donating to the Food for Change Food Market and the Gator Emergency Fund if you do not know where you want to 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
Urban Education	UrbanEd
College of Sciences & Technology	UHDCST
University College	UHDUC
W.I. Dykes Library	UHDLibrary
Alumni Events & Activities	UHDAumni
Center for Critical Race Studies	UHDCRS
Mariachi Los Caimanes	Mariachi
Minority Male Success Programs	UHDMMSPP

Ms. Jacobson announces that there will be a celebration at the Food Truck Plaza. Sweet Treats truck will be available for all faculty and staff. No gift is required but is always welcomed if you would like to bring your gift to the event. This celebration is to thank staff for their work and dedication to UHD and for participating in the Give to Gators campaign.

## **Save the Date → Give to Gators 2022 Campaign Celebration**

Wednesday, April 6, 2:00 PM – 4:00 PM

Food Truck Plaza by the College of Sciences & Technology

Ms. Jacobson provides contact information: 713-221-8184 or [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 everyone that has chosen to invest in the university by donating, thanking staff for their daily work and Ms. Smith for allowing her to talk about the Give2Gators campaign.

Ms. Smith thanks Ms. Jacobson for her presentation and thanks staff members that support the initiative because the entire UHD community benefits from it.

### **THE EDGE**

Next item on the agenda is The EDGE award. Ms. Smith communicates to staff that the February recipient of the award was unable to attend his conference, so Staff Council was able to roll over the money for the following month and last month there were no applicants so this month we can award 3 EDGE grants.

Congratulations to recipients who will be attending conferences. Ms. Smith reminds staff that the application for the EDGE award is available on the Staff Council website.

**Liz Wolfley**, Talent Acquisition Specialist, Employment Services & Operations

Ms. Wolfley will attend a workshop through the SHRM, Society for Human Resources Management, designed to provide competencies and knowledge needed to prepare her for the rigorous certification exams she will have to take.

**Erica Skinner**, Technician, Web Support/Publications, Accelerated Transfer Academy

Ms. Skinner will be attending the eduWeb Summit to learn about marketing tools and best practices to solve specific challenges that our institution faces regarding outreach and support for transfer students from a digital marketing and communication aspect.

**Andrew Osborn**, Assistant Director, Graduate Services, Humanities & Social Sciences

Mr. Osborn will be attending a two day conference TxTGAP that is focused to providing statewide graduate enrollment strategies and best practices to foster the success of Texas institutions and graduate students.

### **UPCOMING EVENTS- WOMEN'S HISTORY MONTH**

Ms. Smith continues by presenting upcoming events to support Women's History Month.

*Presented by: UHD Center for Diversity & Inclusion*

- **Detoxing Masculinity: A Discussion of *The Mask You Live In***  
Thursday, March 24, 2022  
12:00 PM – 2:00 PM | Virtual

- **Gator Achievers/Women Achieving: A Discussion with UHD Alumnae & Others**  
March 29, 2022  
12:00 PM – 2:00 PM | Virtual

#### **MORE EVENTS**

- **H-E-B Vaccination Event**  
Tuesday, March 22, 2022  
11AM – 1PM | Welcome Center Lobby
- **Fuel Your Savings**  
Wednesday, March 23, 2022  
11AM – 2PM | A300  
UHD Alumna Lindsay Kornegay will give you saving tips on how to save. Help you evaluate different saving account options and teach you how to use online calculators to create a custom savings plan. You will also learn about Regions Bank Scholarships.
- **Blood Drive**  
Wednesday, March 23, 2022  
11AM – 3:30PM  
[https://uhd.campusgroups.com/StudentActivities/rsvp\\_boot?id=1555949](https://uhd.campusgroups.com/StudentActivities/rsvp_boot?id=1555949)
- **Time Management & Productivity**  
Wednesday, March 23, 2022  
10AM – 11AM | Zoom  
ESO sponsored Gator Learning Activity seminar where you can learn strategies to optimize personal efficiency and effectiveness taught by Donnie Kesterson.
- **Bayou Bash**  
Thursday, March 24, 2022  
5:30PM – 8PM | South Deck  
<https://www.eventbrite.com/e/bayou-bash-tickets-291002475237>  
Staff can buy tickets for \$10; free for students
- **Destination DT Resource Fair**  
Saturday, March 26, 2022  
10AM – 12PM | Mural Area  
<https://uhdug.radiusbycampusgmt.com/sStaff Council /eform/GOT71wkk880kx6700pIM.sStaff Council>  
Fair where student organizations and college representatives are invited to participate. For questions regarding table set up or management for the fair contact, Lauren Jackson.

Ms. Smith asks Mr. Kwasikpui if he would like to share more information. Mr. Kwasikpui shares that for the Bayou Bash that it will be in the South Deck but if it rains, it will be in the portico. Mr. Kwasikpui informs attendees that the Destination DT Resource Fair is hosted by the Admissions Department and if any student organization or UHD department wants to participate to sign up for it.

An attendee asks if we are bringing back the celebrations on the South Deck and Ms. Smith answers that we are bringing back some and we are looking forward for more.

- **Saint Arnolds Art Car 5k**  
 Sunday, April 3, 2022 (Date of the fun run)  
 March 30, April 2 (Opportunity to volunteer)  
[artcar5k.com](http://artcar5k.com)  
 15% discount code **UHDALUMNI** (Discount to participate in the run or for the party pass)
- **Alumni Night at Discovery Green**  
 Thursday, April 7, 2022  
 7:00 PM – 9:30 PM  
<https://www.diStaffCounciloverygreen.com/thursday-concerts>  
 Concert Nights at Discovery Green coming back after a two year hiatus.
- **Domestic Abuse Awareness**  
 Wednesday, April 13, 2022  
 11:30AM – 1PM | TBA  
[https://uhd.campusgroups.com/StudentActivities/rsvp\\_boot?id=1555945](https://uhd.campusgroups.com/StudentActivities/rsvp_boot?id=1555945)  
 Counseling Services partnered with AVDA (Aid to Victims of Domestic Abuse).  
 AVDA is non-profit organization that has served the Houston community for 40 years with the mission to end family violence by advocating for the safety and self-determination of victims, promoting accountability for abusers and fostering a community response to abuse.
- **One Main Event**  
 Thursday, April 15, 2022  
 \*More details to come
- **Spring 2022 Commencement**  
 Sunday, May 15, 2022, at NRG Stadium  
 First ceremony, 12:30PM (CHSS, CST, CPS)  
 Second ceremony, 4:00PM (MDCOB, UC)
- **Presidential Investiture**  
 Tuesday, May 24, 2022, [https://uhdforms.formstack.com/forms/investiture\\_ceremony](https://uhdforms.formstack.com/forms/investiture_ceremony)  
 Dr. Blanchard will be formally conferred by the authority and symbols of the office of the UHT President at the Houston Wortham Center. Opportunity to attend in person and there is a lunch celebration to follow that will take place at UHD. Use the link above to sign up for these events.
- **UHD'S VITA PROGRAM**  
 Volunteer Income Tax Assistance (VITA) Program at the College of Business
  - Free virtual tax preparation services to UHD community through April 16
  - Thursday, 10AM – 4PM
  - Fridays & Sundays, 10AM – 2PM
  - Must request Zoom appointment:
    - [freetaxhlep@uhd.edu](mailto:freetaxhlep@uhd.edu)
    - 713-221-5015
    - <https://www.uhd.edu/academics/business/acci/vita/Pages/Vita-Calendar.aspx>
    - Assists individuals who generally make \$73,000 or less, persons with disabilities, senior citizens, college students, and limited English-speaking taxpayers who need help preparing their own tax returns.
    - Note that not for UHD community but also for the Houston community.



- **CRAWFISH RESTAURANTS IN HOUSTON**

*Submitted by: Arianna O'Quinn*

**Boil House**, 606 E. 11<sup>th</sup> Street 77008

**Fat Crab**, 5901 Westheimer, Suite N 77057

**LA Crawfish Shack** (2 locations), 5858 Gessner Road, #130 77036 & 2020 S. Texas 6 77077

**BB's Tex-Orleans**, Multiple locations

Ms. Smith reminds everyone that it's crawfish season again and reviews the list of restaurants. She thanks Ms. O'Quinn for submitting the information.

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

Ms. Smith introduces Ms. Krysti Turnquest, Staff Council Communications Officer, to talk about the questions submitted by staff members through the Staff Council website suggestions forms.

Ms. Turnquest notes that this month Staff Council received more suggestions and comments than any other month. A side note from Ms. Turnquest: When comments, complaints, or suggestions are made anonymous and they are very specific to the person's situation, and there is not much that Staff Council can do because there is no way for Staff Council to ask questions on the issue. Ms. Smith shared the concern with leadership.

### **Policy Review Suggestion: SAM 01D.08**

**Concern:** Worked in one position for over 5 years and less than 10 years. However, when I filled out a Supervisor Employee Evaluation and it was not good for my boss. She immediately moved me out of that department into another one. Something like this or a RIF should go to HR first and get approval through them before it is done. PLAIN AND SIMPLE THIS WAS RETALIATION!!!

**RESPONSE FROM STAFF COUNCIL:** This policy is the system-wide policy on Sexual Misconduct. We're not sure this is the correct policy being referenced. However, supervisor assessments are sent directly to the 2nd level supervisor, bypassing the supervisor altogether. In addition, these assessments do not show the name of the staff member completing it. Thus, in this case, the supervisor would not have known that this individual completing one. Lastly, this employee can file her complaint directly with ESO so we can investigate the circumstances that led to her move to a different department.

The concern was shared with leadership. In the absence of additional information, Staff Council has no other possible remedy.

Q: Are there any daycare in the area that offer a discount to UHD employees? If not, how can we go about reaching out to area daycares and setting this up?

A: Some years ago, ESO researched day care centers in Downtown Houston in an attempt to negotiate some type of discount for our employees. However, we quickly found out that these daycare centers had waiting lists and were not amenable to providing discounted rates. We also explored contracting with Bright Horizons for back up day care, but the cost was prohibitive. Lastly, working with UTEAP, we developed a list of day care centers that offer sick childcare. The list was uploaded to our website, but it was taken down since it's no longer current.

**Policy Review Suggestion:** PS 02B.13

**Concern:** Not allowing two consecutive 30-minute sessions when policy does not impose such restrictions. Texas Government Code, Chapter 664 simply states, "allow each employee 30 minutes during normal working hours for exercise three times each week [Sec. 664.061, (1)]." Furthermore, Code states "including providing flexibility in employee staff scheduling to allow for physical activity and participation in the wellness program [Sec. 664.053, (5)]."

**With whom have you already addressed the issue?** ESO

**Proposed solution:** According to policy and a cursory review of other Texas institutions' application of policy, UHD can approve consecutive sessions AND comply with policy. It is also critical to clearly state in writing (as other universities do so), any university-imposed restrictions on policy so that all employees are treated equally during the approval process. Currently, the Director of Benefits and Compensation has only cited intent. The Director also stated that this is the first time this concern was raised.

**RESPONSE FROM STAFF COUNCIL:** Government Code 664.061 (a)(1) is clear as to what is allowed, and states as follows: "Allow each employee 30 minutes during normal working hours for exercise three times each week." Thus, we must follow the Code as written and thereby, cannot allow employees to use FRT in excess of 30 minutes per day, nor use FRT more than three times per week. However, there is nothing that would prevent an employee to use FRT prior to the beginning of their workday by coming in 30 minutes late, at the end of the day by leaving 30 minutes early, or in conjunction with their lunch break, allowing them to participate in a fitness activity for longer than 30 minutes.

UHD's interpretation of the Code is the same as other public universities in Texas. For example:

- Texas A&M (all campuses) - Wellness Release Time provides all full-time (40 hours/week), benefits-eligible, Texas A&M employees the opportunity to use 30 minutes of their regular work hours, up to three (3) times a week, to exercise or participate in physical fitness activities. When feasible, Wellness Release Time should be taken in conjunction with the start or end of the workday or an addition to the lunch break.
- University of Texas (all campuses) - As a result of the 2007, 80th Legislature, the State Employee Health and Fitness Act of 1983 was amended by House Bill 1297 to allow more flexibility to state agencies for administering their wellness program, including to allow employees 30 minutes during normal working hours for exercise three times each week.
- UH - defines FRT the same as UHD. Their definition is as follows: The time period up to thirty (30) minutes, three times per week, provided to eligible employees to participate in approved physical fitness activities on the University of Houston campus.
- UHV - Employees eligible to participate in the Fitness Release Time Program may request up to 30 minutes per day, 3 days per week, with a maximum of one and one-half (1.5) hours release time per week, for participation in an exercise program or wellness activity
- UHCL - The UHCL Fitness Release Time (FRT) Program provides full-time, benefits-eligible employees a maximum of 30 minutes per day, three times a week up to 1.5 hours per week for participation in exercise and physical fitness activities.

Ms. Turnquest shares with attendees that the concern was shared with leadership, and it will be on the agenda to discuss at the upcoming USSEC meeting. Staff Council believes that the policy should be clearer so that staff can take full advantage of this benefit.

**Policy Review Suggestion:** Reduction in Force (RIF)

**Concern:** Why is it that after over 20 years with the UH System would someone be RIF? No warning, no severance pays.

**With whom have you already addressed the issue?** N/a

**RESPONSE FROM STAFF COUNCIL:** This is a UH policy, not UHD's. UHD has not had any reductions in force in years. In addition, when a position is subject to a reduction in force, the employee receives a 60-day notice. It's also important to remember that Texas is a Right to Work at Will state.

Ms. Turnquest reiterates that when a concern is left anonymous is harder to follow up on the issue, but it is always shared with leadership. An attendee comments that people are afraid to come forward with complains or concerns and Ms. Turnquest acknowledges the concern and explains that this is one of the reasons that there is an option to leave anonymous comments. Sometimes is also more of an issue for ESO. If it is a policy issue, we can address the policy but if it is an employment issue, it is more a question for ESO. Ms. Turnquest finishes reviewing responses to online forms submitted by staff.

#### **GENERAL Q&A**

Ms. Smith asks if there are any questions from the attendees.

Q: When are the FY22 and FY23 amounts for the compensation study going to be given?

A: We do not know but we can get an answer.

Q: Where are the minutes and slides shared?

A: On the Staff Council website and they are listed month by month next to the agendas and the slides are attached to the minutes.

Ms. Smith calls for additional questions, comments, or concerns... going once... going twice... There were no further questions.

Ms. Smith closes the meeting by thanking the panel and all guests who attended.

Meeting adjourned at about 10:38am.



University of Houston  
DOWNTOWN

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



# **STAFF COUNCIL GENERAL MEETING MARCH 2022**

*Presented by:*



**WE STAND WITH THE PEOPLE OF THE UKRAINE AND  
ALL THOSE WHO ARE SPEAKING OUT FOR PEACE.**



# AGENDA

- 1) Approval of Meeting Minutes
- 2) Statement of Flexible Workplace Policy
- 3) Welcome New Staff Members
- 4) Staff Good News
- 5) P-Card Program Suspension
- 6) Sustainability Efforts at UHD
- 7) Faculty & Staff Annual Giving Campaign
- 8) EDGE Award
- 8) Upcoming Events
- 9) General Updates, Responses to Online Forms
- 10) General Q&A



# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

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



# WELCOME NEW GATORS!



- Paloma Villareal-Banda, Success Advisor I, Academic Advising
- Sonetria Curry, Department Business Administrator I, Scholars Academy (UHD Alum)
- Nakita Wanza, Coordinator, Graduate Services, Graduate & International Admissions
- Aaron Montesnieto, Journeyman/Plumber, Facilities Management
- Francisco Lopez, Computing Operations Specialist I, Computing, Telecom & Video Network
- Gabrielle Chambers, Police Officer I, Police Department
- Christian Purdy, Talent Development Specialist, Employment Services & Operations
- Jasmine Brumsfield, Coordinator, Graduate Admissions I, Graduate & International Admissions
- Joally Canales, Academic Advisor I, College of Business
- Matthew Jordan, Information Technology Asset Management Assistant, Computing, Telecom & Video Network

# OUR WORKPLACE REIMAGINED

**Statement from UHD's Staff Council**



# STAFF GOOD NEWS

## **Arrianna O'Quinn, Program Assistant, Career Development Center**

Earned Graduate Certificate in Human Resources and became a SHRM-Certified Professional!

# STAFF GOOD NEWS

**Shout out to awesome coworkers!**

**Jose Vazquez, Associate Director, Student Activities, helped to represent UHD at the 2022 Career & Leadership Development Institute**



# P-CARD PROGRAM SUSPENSION



**Program currently under review**

- Questions?
- Concerns?

# Sustainability Efforts at UHD



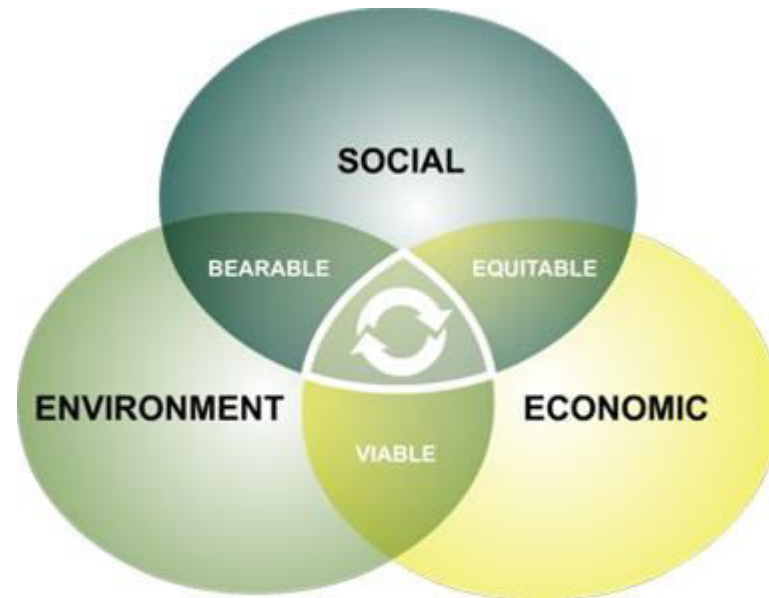
- **Juan Martinez**, *Coordinator, Sustainability, Sciences & Technology*

# Sustainability Efforts at UHD

By Juan Martinez, Sustainability Coordinator, Center for Urban  
Agriculture & Sustainability

# What is Sustainability?

- ▶ Ability to meet our current needs without compromising the ability of future generations to meet their own needs.





# Center for Urban Agriculture & Sustainability

- ▶ The University of Houston-Downtown established the Center for Urban Agriculture and Sustainability (CUAS) in with the vision of providing Houston citizens with the knowledge and resources to build sustainable neighborhoods throughout the city.
- ▶ CUAS is committed to developing sustainable solutions and raising student awareness in order to create stable urban ecosystems, engage community participation in sustainability, and increase urban food production.

# Sustainability on Campus



# College of Sciences & Technology Building

- ▶ Leadership in Energy & Environmental Design (LEED) Gold certified. Only in the U of H system!



# Recycling Efforts

- ▶ Currently working to make more efficient
- ▶ Have a student group working on signage and tabling efforts



**LET'S RECYCLE**



Plastic Bottles

Plastic Straws

Soda Cans

Paper

Greased containers

**Gators! Reduce, Reuse, & Recycle**

WANTING A BETTER WORLD IS NOT JUST ABOUT WANTING IT.....IT IS ABOUT BEING PROACTIVE IN PRESERVING AND RESTORING IT.

JOIN THE PROACTIVE GATORS MOVEMENT. START YOUR 3R'S TODAY!

[WWW.MYPARTRECYCLING.WORDPRESS.COM](http://WWW.MYPARTRECYCLING.WORDPRESS.COM)



Center for Urban Agriculture and Sustainability

# Sustainability Tracking, Assessment & Rating System Report



- ▶ Provide a framework for understanding sustainability in all sectors of higher education.
- ▶ Enable meaningful comparisons over time and across institutions using a common set of measurements developed with broad participation from the international campus sustainability community.
- ▶ Create incentives for continual improvement toward sustainability.
- ▶ Facilitate information sharing about higher education sustainability practices and performance.
- ▶ Build a stronger, more diverse campus sustainability community.

# Questions?

Juan Martinez  
713-221-2712  
martinezju@uhd.edu

## Center for Urban Agriculture and Sustainability

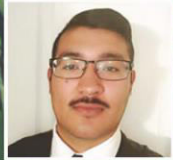
Sustainability is about the intersection of economics, environment, and social stability. Addressing society's complex issues will require innovation and input from everyone. We'd love the opportunity to talk with you more about how your unique focus on this campus can help UHD be a more sustainable institution!



**Lisa Morano, Ph. D.**  
Professor and Director, CUAS  
MoranoL@uhd.edu  
713-221-2782  
College of Sciences and Technology - STB 109B

Looking for a few ways to get more involved with sustainability?

- Encourage and support our university to **reduce, reuse, and recycle**
- Project mentorship
- Visit and help to maintain the two campus gardens
- Scan our QR code for more info!



**Juan Martinez**  
Sustainability Coordinator, CUAS  
Martinezju@uhd.edu  
713-221-2712  
College of Sciences and Technology - STB 109A



## Faculty & Staff Annual Giving Campaign



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



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





# How is the campaign going?

Team	Participation
Administration & Finance + Business Affairs	15.38%
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Advancement University Relations and President's Office	24.24%
College of Humanities & Social Sciences	4.95%
College of Public Service	6.19%
College of Sciences & Technology	3.75%
Enrollment Management	17.07%
Employment Services & Operations	14.29%
Facilities Management	13.33%
Information Technology	4.30%
Library	19.35%
Marilyn Davies College of Business	11.61%
Police and Emergency Management	13.46%
Student Affairs	6.25%
University College	7.84%
<b>Overall UHD Participation</b>	<b>9.43%</b>

# How do I give?

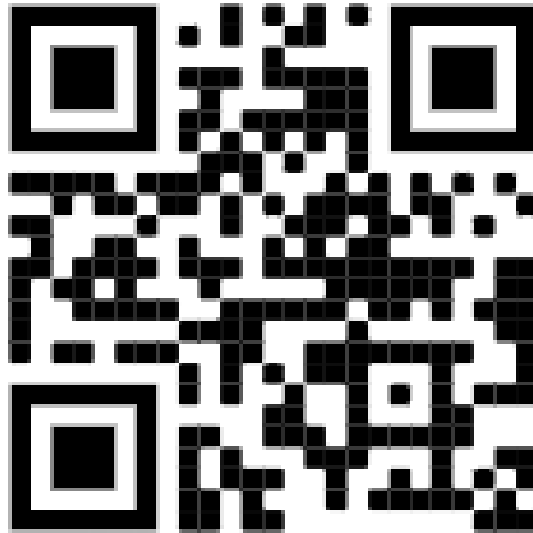
You can set up a **Payroll Deduction** for as little as \$2!  
Make a gift once, every month for as long as you'd like or indefinitely.



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

# How do I give?

You can donate with a **Credit or Debit Card**. Make a one-time gift or set up recurring donations.



<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
Urban Education	UrbanEd
College of Sciences & Technology	UHDCST
University College	UHUC
W.I. Dykes Library	UHDLibrary
Alumni Events & Activities	UHDAumni
Center for Critical Race Studies	UHDCRS
Mariachi Los Caimanes	Mariachi
Minority Male Success Programs	UHDMSP

# Save the Date

## **Give To Gators 2022 Campaign Celebration**

Wednesday, April 6 from 2-4 pm  
Food Truck Plaza by the College of Sciences &  
Technology

Come enjoy a sweet treat and celebrate all UHD's  
faculty & staff!

# For More Information

Contact Sandra Jacobson at  
**713-221-8184** or **jacobsons@uhd.edu**

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

Thank you for your past support!



# The EDGE

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

- **Staff Council was able to award three grants this month!**



**Liz Wolfley,**  
*Talent Acquisition  
Specialist,  
Employment Services &  
Operations*



**Erica Skinner,**  
*Technician, Web  
Support/Publications,  
Accelerated Transfer  
Academy*



**Andrew Osborn,**  
*Assistant Director,  
Graduate Services,  
Humanities & Social  
Sciences*



# UPCOMING EVENTS – WOMEN’S HISTORY MONTH

Presented by: *UHD Center for Diversity & Inclusion*

- **Detoxing Masculinity: A Discussion of *The Mask You Live In***  
Thursday, March 24, 2022  
12:00 PM – 2:00 PM | Virtual
- **Gator Achievers/Women Achieving: A Discussion with UHD Alumnae & Others**  
Tuesday, March 29, 2022  
12:00 PM – 2:00 PM | Virtual



## UPCOMING EVENTS

- **H-E-B Vaccination Event**

Tuesday, March 22, 2022  
11 AM – 1 PM | Welcome Center Lobby

- **Fuel Your Savings**

Wednesday, March 23, 2022  
11:00 AM – 2:00 PM | A300

- **Blood Drive**

Wednesday, March 23, 2022  
11:00 AM – 3:30 PM  
[https://uhd.campusgroups.com/StudentActivities/rsvp\\_boot?id=1555949](https://uhd.campusgroups.com/StudentActivities/rsvp_boot?id=1555949)

- **Time Management & Productivity**

Wednesday, March 23, 2022  
10:00 AM - 11:00 AM | Zoom

- **Bayou Bash**

Thursday, March 24, 2022  
5:30 PM -8:00 PM | South Deck  
<https://www.eventbrite.com/e/bayou-bash-tickets-291002475237>

- **Destination DT Resource Fair**

Saturday, March 26  
10:00 AM – 12:00 PM | Mural Area  
<https://app.smartsheet.com/b/form/f948efe0ee7747bda5c9b7dc0e282368>

## UPCOMING EVENTS



### **Saint Arnolds Art Car 5k**

Sunday, April 3, 2022 (March 30, April 2)

[artcar5k.com](http://artcar5k.com)

15% discount code **UHDALUMNI**

- **Alumni Night at Discovery Green**

Thursday, April 7, 2022

7:00 PM – 9:30 PM

<https://www.discoverygreen.com/thursday-concerts>

- **Domestic Abuse Awareness**

Wednesday, April 13, 2022

11:30 AM – 1:00 PM | TBA

[https://uhd.campusgroups.com/StudentActivities/rsvp\\_boot?id=1555945](https://uhd.campusgroups.com/StudentActivities/rsvp_boot?id=1555945)

- **One Main Event Student Gala**

Friday, April 15, 2022

*\*More details to come*

- **Spring 2022 Commencement**

Sunday, May 15, 2022, at NRG Stadium

First ceremony, 12:30 PM (CHSS,

CST,CPS) Second ceremony, 4:00 PM

(MDCOB, UC)

- **Presidential Investiture**

Tuesday, May 24, 2022

[https://uhdforms.formstack.com/forms/investiture\\_ceremony](https://uhdforms.formstack.com/forms/investiture_ceremony)

# UPCOMING EVENTS - UHD'S VITA PROGRAM

## Volunteer Income Tax Assistance (VITA) Program

- Free virtual tax preparation services to UHD community through April 16
- Thursday, 10 AM – 4 pm
- Fridays & Saturdays, 10 AM – 2 PM
- Must request Zoom appointment:
  - [freetaxhelp@uhd.edu](mailto:freetaxhelp@uhd.edu)
  - 713-221-5015
  - <https://www.uhd.edu/academics/business/acci/vita/Pages/Vita-Calendar.aspx>
- Assists individuals who generally make \$73,000 or less, persons with disabilities, senior citizens, college students, and limited English-speaking taxpayers who need help preparing their own tax returns



# CRAWFISH RESTAURANTS IN HOUSTON

Submitted by: *Arrianna O'Quinn*

- **Boil House**  
606 E. 11<sup>th</sup> Street 77008
- **Fat Crab**  
5901 Westheimer, Suite N 77057
- **LA Crawfish Shack (2 locations)**  
5858 Gessner Road, #130 77036  
2020 S. Texas 6 77077
- **BB's Tex-Orleans**  
Multiple locations



An aerial photograph of a city skyline at dusk. The sky is a mix of light blue and orange, indicating sunset. Numerous skyscrapers are visible, some with their lights on. In the foreground, there are parking lots with cars and some lower-rise buildings. A large, white, semi-transparent circular graphic is positioned on the right side of the image, partially overlapping the skyline.

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

# STAFF COUNCIL SUGGESTIONS

**Policy Review Suggestion:** SAM 01D.08

**Concern:** Worked in one position for over 5 years and less than 10 years. However when I filled out a Supervisor Employee Evaluation and it was not good for my boss. She immediately moved me out of that department into another one. Something like this or a RIF should go to HR first and get approval through them before it is done. PLAIN AND SIMPLE THIS WAS RETALIATION!!!

**With whom have you already addressed the issue?** ESO, Other

**Proposed solution:** The boss should be reprimanded

# STAFF COUNCIL SUGGESTIONS

## General Suggestion:

Are there any daycare in the area that offer a discount to UHD employees? If not, how can we go about reaching out to area daycares and setting this up?

## Employee Assistance Program

Childcare referral services and information on center care, family day care, back-up day care, in-home care, preschool, after school programs and summer camps are available through UHD's EAP.

<https://www.uhd.edu/administration/employment-services-operations/work-life/Pages/work-life-dependent-care.aspx>



# STAFF COUNCIL SUGGESTIONS

## Policy Review Suggestion: PS 02B.13

**Concern:** Not allowing two consecutive 30-minute sessions when policy does not impose such restrictions. Texas Government Code, Chapter 664 simply states, "allow each employee 30 minutes during normal working hours for exercise three times each week [Sec. 664.061, (1)]." Furthermore, Code states "including providing flexibility in employee scheduling to allow for physical activity and participation in the wellness program [Sec. 664.053, (5)]."

## With whom have you already addressed the issue? ESO

**Proposed solution:** According to policy and a cursory review of other Texas institutions' application of policy, UHD can approve consecutive sessions AND comply with policy. It is also critical to clearly state in writing (as other universities do so), any university-imposed restrictions on policy so that all employees are treated equally during the approval process. Currently, the Director of Benefits and Compensation has only cited intent. The Director also stated that this is the first time this concern was raised.

# STAFF COUNCIL SUGGESTIONS

**Policy Review Suggestion:** Reduction in Force (RIF)

**Concern:** Why is it that after over 20 years with the UH System would someone be RIF?  
No warning, no severance pay.

**With whom have you already addressed the issue?** N/a

**Proposed solution:** Pay the higher up less money and keep your hard-working little people.

Texas is a Right to Work at Will state.

# GENERAL Q&A



University of Houston  
DOWNTOWN



DETERMINED. DEDICATED. DOWNTOWN.