



## November 2023 General Meeting Minutes

November 15, 2023

Zoom Meeting | 10:00 AM - 11:00 AM

Minutes Recorded by Arrianna O'Quin, Staff Council Secretary

**Board:** Jr Sears, Staff Council President; Adrian Bermudez, Staff Council President-Elect; Arrianna O'Quin, Staff Council Secretary; Gladis Moya, Staff Council Treasurer; Tasia Parker, Staff Council Communications Officer

**Guests:** Lt. Trinity Delefance from UHD Police Department

**Call to Order:** 10:02 am by Jr Sears, Staff Council President

**Approval of Meeting Minutes:** A motion to approve the October 2023 minutes was made. Adrian Bermudez approved, Arrianna O'Quin 2<sup>nd</sup>.

**Welcome New Gators:** No New Gators. See slide 4 below.

**Edge Grant Recipient:** JR introduces the Edge Grant recipients for November. See slide 5 below  
Recipient: **Adrienne Shanklin-Miles**, Equal Opportunity Specialist

**Employee Recognition:** Arrianna congratulates the recipients of Kudos for the month of October. See slides 6 & 7 below. Arrianna also encourages all staff to participate by giving a kudos to someone that has gone above and beyond. Instructions to do so are on slide 8.

### Department Events:

**Boo Bash Winners:** JR announces the winners from the Office of HR's Boo Bash event on October 31<sup>st</sup>. See slide 8

- First Place Winner: Tesha Kilts
- Second Place Winner: Samatha Salazar
- Third Place Winner: Aaron Montesnieto

**Basic Needs:** Hunger & Homelessness Awareness week. There will be events happening each day Monday-Thursday. See slide 9 below or visit [www.uhd.edu/sssl/students-basic-needs/](http://www.uhd.edu/sssl/students-basic-needs/)

**Speakers:** Lt. Trinity Delefance (Slide 10 & 11)

- Annual Holiday Toy Drive
  - o Now accepting unwrapped toys for elementary age children and gift cards to restaurants for older children.
- Drop off at UHD PD office located on the first floor of the One Main Building between now and December 18<sup>th</sup> (drop boxes will not be located throughout the campus)
- Gift wrappers are needed, volunteers should email Lt. Delefance Directly at: [delefancet@uhd.edu](mailto:delefancet@uhd.edu)

**UHD E-Sports:** On November 20<sup>th</sup> 12-2pm, stop by to play games and celebrate their 5<sup>th</sup> year in operations in N272. Reach out to Ricky at [rodriguezrich@uhd.edu](mailto:rodriguezrich@uhd.edu) for questions. Also, On Nov. 20<sup>th</sup>, at 2pm they will be a Super Smash Bros. Tournament. See slide 12 below.

**UHD Career Center:** Wear a tie like a boss day, Nov. 16<sup>th</sup> all day. Professional clothing drive all month long, drop of new or gently used items to OMB S-402 at the UHD career center or call 713-221-880 for any questions.

**UHD Office of HR:** Gladis presents several events that are happening for staff as part of the HR Fall Wellness Week. See slide 14 below for additional details

**Staff Council Business:** JR presents multiple updates from Staff Council. See slide 15 below for more details.

- **Website updates:** Staff will now see the general meeting recordings, transcript, and minutes if they missed the live webinar.
- **Ombudsman:** The process is underway, and staff should be on the lookout for communications about it.
- **Smoke-free Campus:** There will be upcoming changes that could possibly affect staff, communications are to come.
- **Staff Council Response to Chartwells:** A draft of a resolution to policy changes for Chartwells was presented, JR, President of Staff Council, elaborated on the points as a response to a question from viewers.

**Upcoming events:** JR, President of Staff Council, announces upcoming November and December events including the 75<sup>th</sup> Fall Commencement Ceremony on December 16, 2023, at the Berry Center. See slide 17 for additional events and details.

**Closing Comments:** JR, President of Staff Council, wraps up with some questions and answers and encourages staff to send an email regarding their issues to address formally. (Slide 18)

**MISC:** The following questions were asked throughout the duration of the meeting

**Question:** Update of the unanswered questions from Bob Browand offline

- JR, President of Staff Council, mentions we can get them posted on the staff council website; communication will be sent.

**Question:** How can we politely ask students to not crowd the elevators as I cannot use stairs due to physical limitations.

- JR, President of Staff Council, mentions you can ask politely or seek a security officer. He also encouraged the person to email the Staff council so that he may pursue this issue formally.

**Question:** Holiday mixer, holiday party?

- Response: University relations advertises the holiday party, December 13<sup>th</sup>. HR advises, not sponsors.

**Question:** Dip in morale, any words of encouragement to get through the last few weeks of the year?

- Response: Keep pushing, we are working on some positive initiatives for staff members to feel appreciated.

**Adjourn:** The meeting was adjourned by Jr Sears at approximately 10:49 a.m.

**Minutes prepared by** – Arrianna O'Quin, *Staff Council Secretary*, 90 minutes to prepare



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



University of Houston  
DOWNTOWN



# APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

- Motion to accept minutes? Second?
- Minutes accepted

# AGENDA

- Approval of October Meeting Minutes
- New Employee Announcements
- Edge Grant Winner
- Employee Recognition
- Boo Bash Pumpkin Carving Winners
- Basic Needs Event
- Toy Drive Donations – Trinity Delafance
- UHD E-Sports
- UHD Career Services
- UHD Office of Human Resource
- Staff Council Business – Things To Share
- Upcoming Events
- Closing Comments

# WELCOME NEW GATORS!



Name	Job Title	Department

November Recipient

**The EDGE**

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



**Adrienne Shanklin-Miles**

# CONGRATULATIONS GATORS!



## •Advancement & University Relations

- Toye Simmons
- Noel Baldovino
- Michael Manuel
- Gabriel Morales
- Shiya Rawls
- Meghan Sellers

## •Human Resources

- Mike Guajardo
- Jackee Hester
- Jenifer Cortez
- Jacqueline Batiste
- April Frank

## •Business Affairs

- Kim DeClouette

## •Conference & Events Services

- Monica Valencia
- Samuel Bible

## •Environmental Health & Safety

- Sadarion Cerf
- Adam Valdez
- Eric Zett

## •Facilities Management

- Thomas Ratliff

# OCTOBER KUDOS!



# CONGRATULATIONS GATORS!

- **Technology Learning Services**
  - Isaiah Hernandez
- **User Support Services**
  - Brittany Clark
- **Veterans' Affairs**
  - Shames Glass
- **Office of the President**
  - Brian Drake
- **Student Business Services**
  - Stephanie Porter
- **Technical Services**
  - Franklin Phan



**Kudos!**

*Express  
Your  
Appreciation*

# 2ND ANNUAL BOO BASH PUMPKIN CARVING CONTEST WINNERS!



## First Place Winner

- Tesha Koltys

## Second Place Winner

- Samantha Salazar

## Third Place Winner

- Aaron Montesnieto



**Monday, November 13, 11AM - 1PM | TDECU Tour Room**

## Changing the Trajectory of Hunger & Homelessness through Basic Needs

Kick-off event showcasing the work the Basic Needs Center has done since last year's HHAW events. Experience a live panel discussion with our students. *Zoom Link will be provided*



**Tuesday, November 14, 10AM - 1PM | A300**  
**Hunger and Homeless Awareness Resource Fair**

Community partners focused in hunger & homeless resources. *Donate canned food items*



**Wednesday, November 15, 9AM - 1PM | A300**  
**UHD Health Fair**

Over 40 health and wellness vendors, STD screening and Blood Drive available. Free bags of groceries from the Houston Food Bank. Snack packs and free swag. Everyone is welcome! *Spearheaded by Sports & Fitness.*

**Thursday, November 16, 1PM - 2:15PM | TDECU Tour Room**  
**Womens Health Lecture Series**

In partnership with The Women's Fund for Health Education and Resiliency, UHD will host the semiannual Women's Health Lecture Series. The focus for this event is quality of life and will be led by Communication Studies faculty from the College of Humanities and Social Sciences. All UHD community members are invited to join.



Learn more

# HOLIDAY TOY DRIVE DONATIONS



**Lieutenant Trinity Delafance**

# UHD POLICE DEPARTMENT HOLIDAY TOY DRIVE

## UHD P.D. Holiday Toy Drive

- **Unwrapped toys for elementary – age children**
- **Gift cards to restaurants**
- **Donations to dropped off at UHD P.D. between now and December 18, 2023**

A festive red poster for the UHD P.D. Holiday Toy Drive. At the top, the title "UHD P.D. Holiday Toy Drive" is written in a gold, serif font. Below the title, the text "UHD Police will be collecting:" is followed by a bulleted list of items: "Unwrapped toys for elementary – age children", "Gift cards for restaurants that can be used for lunch by middle/high school students", and "Donations should be dropped off at the UHD P.D. between now and December 18". The background is a vibrant red with white snowflakes and hearts scattered throughout. In the center, there is a cartoon illustration of a brown reindeer wearing a red and white Santa hat, and a small elf wearing a red hat and a brown sweater with a white snowflake pattern. At the bottom of the poster, the text "Contact Lt. Delafancee at 713-221-8065 with questions" is written in a small, white font.

**UHD P.D. Holiday Toy Drive**

UHD Police will be collecting :

- Unwrapped toys for elementary – age children
- Gift cards for restaurants that can be used for lunch by middle/high school students
- Donations should be dropped off at the UHD P.D. between now and December 18

Contact Lt. Delafancee at 713-221-8065 with questions

# UHD E-SPORTS

**YOU'RE INVITED!**  
**TO A BIRTHDAY CELEBRATION**

**NOVEMBER 20**

**UHD ESPORTS 5 YEARS OLD!**

**IT'S TIME TO CELEBRATE!**

**ROOM: S-204 OMB**  
**TIME: 12PM - 2PM**

**COME GET CAKE!**

**UHD ESPORTS**

**UHD Student Leadership & Involvement**

**LET'S PLAY!**

**SMASH BROS**  
**MARIO KART**  
**FIFA**  
**MADDEN**  
**NBA2K**  
**LIVE DEMOS**  
**KARAOKE**  
**AND MORE!**

**SUPER SMASH BROS.**

**UHD ESPORTS**

**ESPORTS**

**UHD ESPORTS BIRTHDAY TOURNAMENT**

**Monday November. 20th**  
**64 man Bracket.**  
**2pm-Start**  
**Room number- OMB.S204D**

Contact Info:  
If you have any questions.  
Stop by, OMB N272  
Or  
Phone: (713)-221-8281  
Or Email:  
rodriguezrich@uhd.edu

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

Scan me  
to  
Register.



# UHD CAREER SERVICES



## WEAR A TIE... "LIKE A BOSS"!

Join the UHD Career Center & the entire UHD Community and wear your favorite tie for the day!

**Thurs., Nov. 16th**

**National Career Development Month**



### PROFESSIONAL CLOTHING DRIVE

Donate gently used or new professional clothing to UHD students in need of professional attire for interviews, job fairs, etc.

#### Drop-off location

1 Main St. OMB S-402,  
Houston Texas, 77002  
**Hours (8am-5pm)**

#### Questions?

Please contact us via email  
at [uhdcareer@uhd.edu](mailto:uhdcareer@uhd.edu) or  
call us at 713-221-8980



# HR Fall Wellness Week

*Invest in your physical, financial, and mental well-being with free services offered by UHD's trusted partners!*

Monday, Nov. 13



*On-site dental cleaning  
(Must register by Nov. 6)*



*On-site mammogram bus  
(Must register by Nov. 6)*

Tuesday, Nov. 14



*"Credit and Debt Management"  
12:00-1:00p.m.  
TDECU Tour Room  
Lunch will be provided*

Wednesday, Nov. 15



*"Ready to Retire?"  
2:00-3:30p.m.  
Virtual*

Thursday, Nov. 16



*"Gator Learning:  
Career Ladders & Promotions"  
2:00-3:30p.m.  
OMB N600 & Zoom*



Registration required for all events.

Scan to learn more!



# UHD OFFICE OF HUMAN RESOURCES

- Training – Staff Mandatory Training
  - *Not eligible for merit raises*
- Newsletter – HR Weekly Insight
  - *The primary source of communication from HR to alert employees about upcoming items that may affect them.*
- Ready To Retire – Today at 2 – 3:30pm
  - *This session will provide a general review of the TRS benefits.*



# STAFF COUNCIL BUSINESS

- Website Update
- Ombudsman
- Smoke Free Campus
- Staff Council Resolution To Chartwells

# UPCOMING EVENTS

- Veteran's Wall Display – All Month
- Hunger & Homelessness Awareness
- UHD E-Sports – November 20
- November 23, 2023 – H-E-B Thanksgiving Day Parade - 9am
- Toy Drive – Trinity
- UHD Career Services – Like a Boss – November 16, 2023
- December Meeting – President Blanchard
- 75th Fall Commencement Ceremony – December 16, 2023 at the Berry Center

## Did you know!

- November 15, 1777 – The Continental Congress approves the Articles of Confederation.
- November 19, 1863 – Abraham Lincoln delivers his famous speech “The Gettysburg Address”

**Need to Contact Staff  
Council Representatives?**

Email: [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu)

Staff can review the agendas and minutes of missed meetings here:  
<https://www.uhd.edu/faculty-staff/staff-council/membership/Pages/staffcouncil-minutes-archived.aspx>



**DETERMINED.  
DEDICATED.  
DOWNTOWN.**

Staff can register to attend the monthly general meetings here:  
[https://uhd.zoom.us/webinar/register/WN\\_2sHq1W6JTBqsg-kTiw0sdw](https://uhd.zoom.us/webinar/register/WN_2sHq1W6JTBqsg-kTiw0sdw)

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



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



Share your good news so we can all celebrate together! Use the link or QR code below:  
<https://cglink.me/2fR/s46776>



Note that you do not have to log in or create an account to provide a submission.

# CLOSING COMMENTS

## Mission

Recognizing that staff is integral to the functioning of the University of Houston-Downtown, the Staff Council will be an advisory body to the President of the University and promote positive and meaningful communication among UHD staff, the President, and the University community in order to achieve the Staff Council's goal of providing UHD with a collective voice in staff-related University matters.