



Staff Council Minutes for August 19, 2020 Zoom Meeting

Online via Zoom

https://uhd.zoom.us/rec/share/xpJ3C4_gxGNOc6PW-RicCu0KJoTvT6a8gXMcrPdZxEax81TEm7C1jbBwmjxGyUQ8?startTime=1597849314000

Passcode: Q60W+!N@

Minutes recorded by: Caroline Smith, Staff Council Secretary

Board: Brian Drake, Jacob Lipp, Shyra McMurray, Vanessa Rojas, Bobbi Shaw, Rhonda Scherer, Caroline Smith

Attendees: 198 registrants

Guests: Interim President Antonio Tillis, Provost/VPAA Eric Link, ESO VP Ivonne Montalbano, Facilities Management AVP Timothy Rychlec, Director of Events and Alumni Relations Liza Alonzo, Emergency Management Director Cynthia Vargas

Attachments: PowerPoint Presentation

Call to Order: The Staff Council general meeting was called to order by Staff Council President, Rhonda Scherer at about 1:00 p.m.

Reports:

Dr. Scherer opens the meeting and explains that this is the last Staff Council general meeting for the fiscal year 2020. Staff council representatives for FY20 were introduced and thanked.

The FY20 Staff Council initiatives were outlined:

- Monthly Staff Council meetings
- Staff climate survey
- Lunch & learn – Mortgage 101
- Edge Grant awards
- Improved communication with executive leaders
 - Biannual meetings with VP Montalbano
 - Monthly meetings with President
- Staff Council elections

Unfortunately, the Chili Cook Off, Staff Awards, and End of Year BBQ were cancelled/postponed due to the pandemic.

Dr. Scherer indicated that the Staff Council climate survey is going to help us as we move forward and we hope to do another survey in a year to a similar survey, if not the same survey to see if we're making improvements in those areas. We did see a tremendous need for communication. We saw a need for training. A variety of needs were realized and leadership was appreciative of the data.

Dr. Scherer continued by saying one of the major charges was to improve communication with our executive leaders to be heard and know that we're here. She said we're hoping that that kind of exposure and that kind of recognition of biannual meetings with VP Montalbano and monthly meetings with President will assist us as we move forward.

Dr. Scherer stated that in addition to being an informative council meeting today is a pass the baton – our formal way of passing the baton from our current Staff Council representatives to our new upcoming Staff Council.

Dr. Scherer expressed disappointment about the cancellation of the Chili Cook-off and End of Year BBQ and indicated that the Staff Awards Ceremony will be combined next year. She then highlighted some of the fun activities staff participated in over the year: homecoming decorating contest and holiday decorating contest.

Next, Dr. Scherer explained that Staff Council is a very service-oriented group who is asked to serve on a number of committees to work with others and let them know that what staff needs are.

- President's Report to the Community
- Commencement
- UHD Bridge Plan
 - Strategic Planning Committee
 - Steering Committee
- Planning and Budget Development Committee
- New employee orientation
- Policy Advisory Council
- Campus Safe Return to Work Group
- COVID-19 Task Force

Dr. Scherer then described other collaborations with small groups as a way getting involved, more specifically:

- GatorServe
- Thanksgiving project with UHDPD
- Veteran recognition
- National Night Out
- Homecoming Tailgating
- UHD Holiday Party
- MLK Day of Service

- UHD Give to Gators campaign
- Faculty Senate collaborations
 - Compensation resolution
 - Safe Return to Campus resolution

A special thanks was given to Dr. Beebe and Dr. Duncan for including us and making us apart and taking us under their wings. They've agreed to help us our next administration and we're very excited to continue to work with Faculty Senate.

Dr. Scherer introduced Bobbi Shaw so she could announce the Staff Council representatives for the 2020-2021 fiscal year.

Division Ambassadors

- Academic and Student Affairs
 - Maria Gonzalez, Program Assistant, Talent Search
 - Ali Maghoo, Associate Director, Office of Study Abroad
 - Krysti Turnquest, Project Director, Title V Accelerated Transfer Academy, Institutional Effectiveness
- Administration and Finance
 - Jacquelyn Simms, Sipping, receiving & Mailroom Clerk, University Business Services
 - Augustine Oladipo, SharePoint Administrator, Technical Services
- Employment Services and Operations
 - Ashley Carter, Talent Management and Development Specialist, Employment Services and Operations
 - Donald (Donnie) Kesterson, Coordinator, Talent Development, Employment Services and Operations
- President's Office and Advancement and University Relations
 - Sam Bible, Coordinator, Events, Conference and Event Services
 - Kedrienne Day, Associate Director, Corporate and Foundation Relations, Advancement and University Relations

Executive Council

- Communications Officer
 - Andrew Hannan, Technology Trainer II, Technology Learning Services
- Treasurer
 - Brian Drake, Director, Advancement Services and Business Operations, Advancement and University Relations
- Secretary
 - Yesenia Sanchez, Supervisor, Library
- President Elect
 - Caroline Smith, Assistant Director, Community Engagement and Service Learning, Quality Enhancement Plan

- President
 - Bobbi Shaw, Accounting Specialist, General Accounting

Dr. Scherer thanked Ms. Shaw and indicated Dr. Tillis is experiencing technical difficulties. This concluded the pass the baton portion of the meeting.

Dr. Scherer introduced Dr. Alonzo, chair of the COVID-19 Task Force.

Dr. Alonzo started by giving a shout out to Dr. Scherer and the rest of the Staff Council team for wrapping up a great year.

Dr. Alonzo stated that she didn't want to spend too much time on information that was presented in yesterday's town hall but wanted to remind who all was on the Task Force:

- Ron Beebe, Professor, Urban Education and Faculty Senate President-Elect
- Pamela Hurley, Associate Professor, Mgmt & Insurance Risk Mgmt and Faculty Senate Senator
- Jerry Johnson, Associate Vice President, Faculty, Research and Sponsored Programs
- Jimmy Jung, Vice President, Enrollment Management
- Alan Modrow, President, Student Government Association
- Ivonne Montalbano, Vice President, Employment Services and Operations
- Michelle Moosally, Associate Vice President, Programming and Curriculum
- Elisa Olsen, Executive Director, University Relations
- Rebecca Quander, Associate Professor & Assistant Chair, Math & Statistics
- Vanessa Rojas, CHSS Academic Advisor III & Staff Council Communications Officer
- Rhonda Scherer, Associate Director, Sports & Fitness and Staff Council President
- Meritza Tamez, Interim Dean of Students
- Cynthia Vargas, Director of Emergency Management
- Liza Alonzo, Director, Events & Alumni Relations, Taskforce Facilitator (ex-officio)
- Jennifer Bloom, Senior Assistant General Counsel (ex-officio)
- Pat Ensor, Executive Director, Library, Taskforce Secretary (ex-officio)

Dr. Alonzo pointed out that everyone should know someone on this team and can reach out to anyone of them with questions now and in the future. She then thanked the task force for their patience and service. A big shout out was given to Cynthia Vargas as an integral part of the team.

Dr. Alonzo provided a reminder of the taskforce charge, of what they were appointed to do back in June.

- 1) Conduct a thorough review of the initial Safe Return to Campus Plan
- 2) Develop a set of recommendations and a revised return to campus timetable
- 3) Provide ongoing recommendations to cabinet related to COVID-19

Dr. Alonzo pointed out that the task force is really aimed at providing ongoing recommendations to cabinet related to COVID-19 on a variety of things that continue to evolve.

A quick update on recent activities was then provided. The task force has deployed itself into several work groups that are cutting through a lot of the details that you've seen presented at the town hall yesterday.

Taskforce Work Groups

- Communication – Elisa Olsen
- Accommodations – Meritza Tamez and Michelle Moosally
- Continuity Planning – Rhonda Scherer
- PPE – Stefany Records
- Contact Tracing – Cynthia Vargas
- Access – Ron Beebe

Dr. Alonzo pointed out that although these are the leaders of the work groups, the groups involve multiple members of both the task force and also other colleagues that we've recruited in for their expertise on these related matters.

Dr. Alonzo explained how proud she is of the work being done. There were over 400 attendees at the town hall thanks to the leadership of UHD.

Dr. Alonzo then introduced Cynthia Vargas.

Ms. Vargas first discussed the flyer that describes the steps in the order that should be taken if anyone finds out that somebody in their workspace has COVID or COVID-like symptoms. Every single blue section is hyperlinked, so if you have a digital version, you can click on anything that's blue and it takes you to the appropriate form.

In the event that someone is reported, multiple offices will be notified. UHDPD will come in with signs and with tape and to make sure that that office or classroom is locked, everybody is out and is heading towards quarantine because they've just they've been exposed to COVID. The space will be secured until facilities management can bring in big cleaning machines and do a very deep clean of the space and keep it closed until such time that it's rendered or rendered safe to be occupied. It may be several hours or even a day depending on how quickly we can clean it before that room can be occupied again.

Ms. Vargas indicated this is a really important document; please keep it accessible. Those that you that receive it, please share it.

Ms. Vargas then highlighted one of the questions that came up repeatedly at the town hall: What do I do related to masks and how many cover 19 cases we have on campus?

Please see the [UHD COVID-19 website](#). When you go on that website there is a column on the left and grade. There is a tab that says you HD covered 19 cases which tells you exactly how many cases we have today, how many we've had total (that includes those who are remote workers and online), how many we've had on campus during the last 15 days, how many people have recovered.

As of right now, we have eight people that were monitoring (none have been on campus in the last 15 days, so these are all people that were remote in some capacity), and we've had a total of 67 positive cases since the beginning of the pandemic.

Ms. Vargas continued to explain that is the information being collected by the contact tracing group and the extent of the publishing that can be done because so much of the information is confidential medical information we're extremely serious about the protecting people's medical information and identities.

Ms. Vargas provided contact information for additional questions/concerns and turned it back over to Dr. Scherer.

Dr. Scherer thanked Ms. Vargas for her time and expertise.

Dr. Scherer explained that Dr. Tillis is still experiencing technical difficulties.

Dr. Scherer provided contact information for Staff Council in the event anyone would like to express any concerns or get involved: uhdstaffcouncil@uhd.edu.

Dr. Scherer then opened up the meeting for questions.

Staff Council representative, Jacob Lipp, provided a question for VP Montalbano: *How do we find out the individual person who determine the work schedule for each color level during COVID? This person says that their supervisor said he did not create the schedule and they want to know who they need to submit it to it so.*

Ms. Montalbano answered by saying the email initially was sent by me to all of the department heads who were supposed to be working with the supervisors and the supervisor with the staff in determining their work schedules. She suggested the employee go to the department head and speak to the department head about the work location and the work schedule that was submitted to me.

Dr. Scherer posed a question for Facilities Management AVP Timothy Rychlec: *A number of people have asked about the cleanliness of the facility. I know this was a big question yesterday and the cleanliness of the facility and what we can expect upon returning. Can you share some more about that?*

Mr. Rychlec responded by saying one of the things they did was we change the way our housekeeping staff actually is staffed and how they clean. In the past, they would clean from 7am until about 4pm, the staff would leave, and then evening crew came in at 10pm. Because of that, there was that time between 4pm and 10pm in which the restrooms got pigged out and stuff like that so the evening crew spent a lot of time catching up with that.

Mr. Rychlec continued by explaining that during this time while everyone was gone, they took the crews and combined them into one large crew who has been at UHD every morning, starting at 7am, taking care of a tremendous amount of stuff that was taking longer to get done. A disinfectant that was approved by both the CDC and the EPA to use specifically for COVID-19 was purchased and used on everything in the rest rooms, door handles, common areas, main entrance doors, and beyond. Housekeeping staff have now shifted their schedule where they are here from seven in the morning through 10 o'clock at night and continue on into the evening to finish sanitizing various spaces.

Moreover, offices are being cleaned them twice a week, keyboards are sanitized, your mouse your telephone your door entrance your light switch, and your trash container because we do throw a lot of stuff in there so that all gets cleaned twice a week. The stuff that being used to sanitize is available and there's an online forum associated where you can get your mask and cleaning items. We've also added sneeze shields, installed about 300 in and a lot of the high traffic areas (tried to make them look like they were originally built in there), put additional door poles at the base of every restroom door so if the door does not have a button to hit to open, you can use your foot to open the door and go into the restroom.

Mr. Rychlec said if any additional cleaning is needed, please send us an email and they will take care of it.

Further, all the classrooms that students are in are sanitized every night using the same disinfectant, as well as the professional equipment recommended by the CDC.

Dr. Scherer thanked Mr. Rychlec for his contribution and called for more questions.

Staff Council representative, Caroline Smith, provided a few questions for Cynthia Vargas: *The first is a staff member has COVID and then recovered and tested negative, but their spouse has tested positive with no symptoms. When can that staff member returned to campus?*

Ms. Vargas answered by saying this is something the contact tracing group would address and it depends as there are a lot of factors that we take into account and as we figure out whether someone needs to quarantine or isolate or free to come back to campus. The rule is viewed holistically; if the only information that we have is the information presented in this question, it depends on the amount of time that's elapsed.

Staff Council representative, Bobbi Shaw, provided another question for Ms. Vargas: *How are we going to know which entry points for the upcoming fall for faculty, staff, and students?*

Ms. Vargas responded by saying there is an interactive map on the UHD website and it's called interactive map, on the last tab when you look at the computer screen on the left column in that gray area. When clicked on, it will tell by building what the entrances are and it is being updated regularly.

Ms. Shaw clarified that we just need to explore the COVID-19 web page.

Ms. Vargas interjected while viewing the web page and said the map is incorrect but they will get that updated; it will say something like entrances and that way depending on the building that you're going to, especially if it's a building that you don't frequent very often, you can click on that and have that resource at your fingertips.

Ms. Montalbano added that communication will be sent tomorrow from University Relations that will include a link to the map and show the entry points to campus beginning Monday.

Dr. Scherer called for additional questions.

Staff Council representative, Caroline Smith, asked: *Are all the elevators up and working now? Can we confirm that?*

Mr. Rychlec responded by saying, yes and no. Some have been turned off in the absence of people; however, they are in the process of turning them all back on today. Elevators A and B, which face Girard Street and the police station have all been modernized-the equipment that drives them up and down have been completely replaced.

Staff Council representative, Jacob Lipp, provided two questions about meetings: *If a person who's granted a no mask accommodation wants to meet face to face and the person asking the question has an underlying condition that puts them at risk, does that person have the right to refuse that meeting? If we encounter a student who exhibits possible symptoms, what should staff do, particularly if we don't know that student's name or colleague asks?*

Ms. Montalbano responded to the first part by saying that the staff can refuse to meet face to face with an individual that has no mask accommodation. The staff member can inform the individual they will gladly meet with them but do so via Zoom.

Ms. Vargas began to respond to the second question with Dr. Tillis arrived.

Dr. Scherer introduced Dr. Tillis and apologized for the technical difficulties and thanked him for joining.

Dr. Tillis thanked Dr. Scherer and also Ms. Vargas for yielding the floor then continued by saying he was reminded of the three things we have to be during this pandemic as we prepare for the start of the semester and dealing with technology – understanding, flexible, and compassionate.

Dr. Tillis continued by expressing gratitude to his colleagues on the call and he is looking forward, as leadership is turned over from Rhonda to Bobbi Shaw, to working with Ms. Shaw throughout the academic year in order to understand and be kept abreast on things that are important to staff.

Dr. Tillis stated that we are all aware that this engine could not run without the Staff Council and the multiple functions they serve that support the overall mission and vision of UHD; upward administration appreciates everything Staff Council does and want to work with them throughout this year, especially in this unprecedented time to ensure clear direction as it relates to reporting to work and the different modalities and processes for special circumstances.

Dr. Tillis reminded everyone about the email sent by Ms. Montalbano that gave specific instruction and communicates the understanding, flexibility, and compassion supervisors are to have if one has a special situation that should be accommodated. Employees should work with their supervisors relative to performing their duties on campus or remotely to mediate any personal challenges.

Dr. Tillis continued by thanking Dr. Scherer for her leadership provided to the organization.

Dr. Tillis recalled from yesterday's town hall the emphasis on flexibility, compassion, and understanding as being the three words that are going to frame how we deal with each as colleagues and cohabitants of the UHD community.

Dr. Tillis closed by thanking Ms. Vargas, Dr. Scherer, and Ms. Shaw once again.

Dr. Scherer thanked Dr. Tillis, once again welcomed him to UHD, and expressed her excitement for working with him.

Dr. Scherer called to get back to the Q&A after informing the group that UHD leadership will also be conducting a town hall for the students this afternoon.

Ms. Vargas returned by asking for a reminder of the question she was answering. Mr. Lipp provided it: *If you see someone who has symptoms and who is exhibiting symptoms, particularly if you don't know their name, how should someone go about handling that situation.*

Ms. Vargas said the employee should contact her at 713-221-5848.

Ms. Vargas continued by saying the goal is to separate those that have known reasons for symptoms and some people do they have allergies and they know it, they're being treated for something else already by a doctor. Regardless, UHD is asking that if you have symptoms that you stay home, even if you know the reason because it does create a lot of confusion and a lot of anxiety on campus.

Staff Council representative, Jacob Lipp, provided a couple of questions regarding sensitivity to the disinfectant sprays: *Some schools have policies not to spray and closed office spaces because of those allergies. What is the response to those sort of sensitivities that some may have? Have we had someone deal with the fact that they may have sensitivity or allergies to the claiming solutions?*

Mr. Rychlec answered by saying those individuals should contact facilities management and they will stop spraying in their office. They will try to find a different disinfectant that can be used in that space; perhaps shift to plain alcohol and water for those areas. That is all that can be done right now but they have yet to receive any complaints and the current disinfectant has been heavily used since everyone has been gone and is pretty much everywhere.

Ms. Vargas added that a big part of coming back is reaching out if additional issues arise as staff returns to campus. Leadership is happy to tailor a solution specifically to anyone in need.

Staff Council representative, Caroline Smith, asked for confirmation that yesterday's town hall was recorded and where we may be able to find that link.

Dr. Alonzo confirmed it was recorded and is working with Ms. Montalbano and Ms. Olsen to find the best way to communicate that link which will be shared by the end of the week.

Staff Council representative, Jacob Lipp, provided a question that had come up a couple of times: *The signage says if you become aware that a person has COVID-19, but Ms. Vargas said if a person has COVID-19 symptoms. Can you clarify the procedures on the signage that should be followed?*

Ms. Vargas responded that the reason for the difference is that if someone becomes aware that somebody has COVID by admission, they should be reported every time. The gray area comes in where someone starts to get sick and has COVID-like symptoms after being around someone with COVID. In those situations, treat it as though it were a COVID situation. Having every single exception listed doesn't work on a flyer. Just because someone sneezes doesn't mean to pull the alarm; it means go ahead and get a more information. If in doubt, contact leadership.

Staff Council representative, Jacob Lipp, provided a couple of questions regarding PPE and supplies: *Will staff who work in direct contact with students be provided face shields or workspace dividers? If so, how should they request them? Where can the magical solution be requested for use? How will students be distanced in classrooms and laboratories?*

Mr. Rychlec first addressed the cleaning solution by saying it is purchased in large quantities from commercial vendors and is unsure if it can be bought individually. He will find out and convey that information to Dr. Scherer.

Mr. Rychlec continued to add that a website is being developed with a form where that can be completed for the face mask and hand sanitizer. While providing this information, Mr. Rychlec

received a message advising that the form will be shared with department DBAs who will be able to order the items for employees (face masks, face shields, disinfectant, and hand sanitizer).

Mr. Lipp recalled a question about distancing in lavatories.

Mr. Rychlec answered that the urinals in the men's restroom spacers that's been in place between urinals to keep six with separation at that the commodes have enclosures around them so that would actually serve as a separation. We did not separate the sinks because they're the ones that are we heavily used due to frequent hand washing.

Ms. Vargas added that this question was actually about the labs and recalled an assessment that was completed.

Mr. Rychlec added that all the labs and classrooms were space where the people would be in a chair, then a six inch tape measure was pulled to ensure that any seat in between these people would have a placard on it indicating the seat is offline due to social distancing. That was done to 87 classrooms, the one's the Registrar's Office has classes assigned to. Signage has been placed in addition to alcohol wipes and so students and faculty have the ability to wipe down their areas. So, it is all set up for social distancing and every night after classes, the spaces will be disinfected.

Staff Council representative, Jacob Lipp, provided a question regarding computer labs: *Are they going to be open in Orange or are they going to be open in Red? When are we actually expecting computer labs to be open?*

Mr. Rychlec responded by saying he is unsure; this is a question more suited for Provost.

Dr. Tillis stepped in to say that the first priority is keeping students safe. Many probably know and have read about what's been happening at institutions across the nation – at UNC where they had to immediately pivot their face to face; also at Notre Dame and Michigan State. All of this as a result of what they're considering a type of student cluster groups and the high potential reality for multiple exposure. Computer labs are one of those spaces. When students go in and there's not enough time to really wipe down the keyboards, to wipe down all of the space. We've decided that those facilities, the computer labs, will be offline. However, we are providing spaces for students who have a face to face course followed by an online course they will be able to take their own personal laptop and go to those spaces in order to log into class for any other type of service that's rendered virtually. For students who might not have a laptop.

Dr. Tillis continued to say we're going to, we're going to ask all of those students to get in touch with UHD IT immediately. We thought that it was in the best interest of our students to not open labs during this moment, relative to the pandemic. When we consult with Ms. Vargas and

the task force to see where we are as we transition to orange, if we feel that it is safe for our students, we will make a decision to open some of the computer labs.

Ms. Vargas indicated she saw a question related to what to do when waiting on COVID test results. She responded by saying we want you to be at home waiting for your results. We don't want you to come to campus if you've been tested for COVID and are waiting on results.

Staff Council representative, Caroline Smith, proposed another question: *I understand that no students have completed the mandatory COVID-19 training but will still be allowed on campus on Monday. Is this true?*

Dr. Link stepped in to respond by saying he doesn't have any data today about how many students have or have not completed the training but will follow up on that and find out where that training stands.

Dr. Scherer called for any other questions. Mr. Lipp indicated there were none and that we've passed time and thanked everyone for assisting.

Dr. Scherer conveyed her thanks and appreciation and confirmed the recording will be posted before passing it back to Dr. Tillis to close the meeting.

Dr. Tillis thanked the team again and indicated he is looking forward to welcoming some back to campus on September 8, that all continue to stay safe and do something that provides a sense of levity.

Dr. Scherer asked if anyone else would like to say anything.

Ms. Shaw thanked Rhonda for the past year of leadership and indicated we're only going to move up, move forward. We have the same mission, the same goal so it's not only going to move forward with myself as president, but also with Caroline Smith.

Dr. Scherer expressed her appreciation and closed the meeting at about 1:07pm.



Staff Council
General Meeting
August 2020

Welcome from
Dr. Tillis
UHD Interim President

FY20 Staff Council Representatives

Executive Committee



President:
Rhonda Scherer



President- Elect:
Bobbi Shaw



Secretary:
Caroline Smith



Treasurer:
Brian Drake



Communications Officer:
Vanessa Rojas

Ambassadors



**Lois
Green**



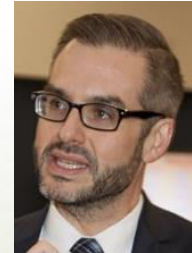
**Debra
Shouldice**



**Lisa
Raynor-Keck**



**Shyra
McMurray**



**Jacob
Lipp**



**Andrea
Sears**



**JR
Sears**



**Lorena
Sanchez**

Jeancarlo Guzman

FY20 Staff Council Initiatives

- Staff Climate Survey
- Lunch & Learn – Mortgage 101
- Edge Grant Awards
- Monthly Staff Council Meetings
- Improved Communication with Executive Leaders
 - Biannual meeting with VP Montalbano
 - Monthly meeting with President
- Staff Council Elections

Decorating Contests: Homecoming



Decorating Contest: Holidays



Staff Council Service

- President's Report to the Community
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 - Ali Maghoo, Assistant Director, Office of Study Abroad
 - Krysti Turnquest, Project Director, Title V Accelerated Transfer Academy, Institutional Effectiveness
- Administration and Finance
 - Jacquelyn Simms, Shipping, Receiving & Mailroom Clerk, University Business Services
 - Augustine Oladipo, SharePoint Administrator, Technical Services

Staff Council FY21 Council Representatives

Division Ambassadors (continued)

- Employment Services and Operations
 - Ashley Carter, Talent Management & Development Specialist, Employment Services & Operations
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Treasurer

- Brian Drake, Director, Advancement Services & Business Operations, Advancement & University Relations

Secretary

- Yesenia Sanchez, Supervisor, Library

President Elect

- Caroline Smith, Assistant Director, Community Engagement and Service Learning, Quality Enhancement Plan

President

- Bobbi Shaw, Accounting Specialist, General Accounting



Staff Council
General Meeting
uhdstaffcouncil@uhd.edu

Questions?