



Staff Council General Meeting minutes for October 20, 2021

Zoom Meeting 10AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

Board: Caroline Smith, Tremaine Kwasikpui, Krysti Turnquest, Kedrienne Day, Edith Arredondo, Sandra Jacobson

Panelists: Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning; Kedrienne Day, Staff Council Treasurer, Associate Director, Advancement and University Relations; Sandra Jacobson, Staff Council Ambassador, Manger Annual Giving; Krysti Turnquest, Staff Council Communications Office, Director, Accelerated Transfer Academy; Trinity Delafance, Lieutenant, UHDPD; Chetiqua Matthews Herron, Director, Talent Acquisition & Management, Employee Relations Officer, ESO.

Call to Order: The Staff Council general meeting was called to order by Staff Council President, Caroline Smith at about 10:05 a.m.

Attachments: Meeting PPT

Reports

Ms. Smith starts by thanking the audience for attending the October Staff Council General Meeting. Ms. Smith continues to present the panel for the October meeting. The agenda for the meeting is reviewed.

APPROVAL OF MEETING MINUTES

Ms. Smith calls for a motion to approve the minutes from the September meeting. Ms. Turnquest moves to approve the minutes. Ms. Jacobson seconds the motion to approve the minutes. Ms. Smith declares the minutes from previous meeting approved

Ms. Smith recommends the audience that if they want their questions to be address to post them on the Q&A section.

STANDING COMMITTEE APPOINTMENTS (announced by Ms. Smith)

Homecoming Decorating Judging (Ad hoc committee)

- Fard Rollock, Program Coordinator, Minority Male Programs, Committee Chair
- Members; Kemonta Jackson, Program Coordinator, Call me MISTER
- John Indiatsi, Director, Academic Advising, University College
- Jason Holiday, Associate Director, Learning Success
- Brett Hobby, College of Business Career Development Center

Ms. Smith continues announces that 9 offices participated on the Homecoming Decorating contest. The judges had a hard job to choose the winners because all the participants did a great job.

1st place went to the hard to beat, Main Career Center that have a whole story going around their office.
2nd place went to Student Affairs with their 3D theme.
3rd place went to the library that have an awesome games theme all focus on Determination, Dedication and UH-Downtown. Ms. Smith thanks all the offices and winners for participating and doing, “such an awesome job.”

Membership & Elections Committee

- Cleopatra Frazier, Program Manager, Sciences & Technology
- Lisa Gonzales-Hatfield, Career Counselor II, Career Development Center
- Patty Barnes, Assistant Director, Assessment, M. Davies College of Business
- Jemma Sylvester-Caesar, Director, Gator Success Center, University College
- Steven Villano, Director, Center for Public Services and Community Research
- Princess Ephraim, Executive Assistant, Enrollment Management

Communications Committee

- Dianca Chase, Sr. Coordinator, Graduate Services, M. Davies College of Business
- Charis Vieira, Supervisor, Interlibrary Loan, Library
- Raven Ambers, Interim Manager of Student Communications
- Jeancarlo (JC) Guzman, Administrative Assistant III, Advancement & University Relations

Staff Affairs Committee

- Blake Tritico, Assistant Director, Institutional Assessment, Institutional Effectiveness
- Fard Rollock, Program Coordinator, Minority Male Programs. Ms. Smith recognizes that this is the second committee he has agreed to serve.
- Merriann Bidgood, Discovery Services Coordinator Librarian, Library
- Emily Johnson, Assistant Director, Assessment, Humanities & Social Sciences

Events Committee

- Nicholas Martinez, Support and Training Specialist I, Technology Learning Services
- Brittanie Waldon, Project Coordinator, Institutional Effectiveness
- Teresa Sterling, Accountant I, Financial Aid
- Cecealia Booty, Coordinator, Customer Services, Sports and Fitness.

Ms. Smith comments that there are new faces on the standing committees and “tips [her] imaginary hat off to the members for jumping in getting and [their] feet wet by helping us out here on Staff Council. Many hands do make light work and we have a lot to do this year, so thank you again.”

STAFF GOOD NEWS

Ms. Smith moves forward by reminding staff that there is a link for everyone to submit good news. Anything staff wants to celebrate and share can be submitted through the link.

Ms. Smith announces that Krysti Turnquest, Director, Accelerated Transfer Academy, has officially passed her comprehensive exams for her doctoral program and is officially on her way to graduating with her PhD Measurement, Quantitative Methods and Learning Sciences from UH next year!

Ms. Smith continues by reminding staff that the home baseball team The Astros, won the game the previous night and that there will be another game at 4:00 pm. **Go Stros!**

Ms. Smith “We have to win tonight. We are going to take this one. Yeah! Positive energy and thanks to our beloved Astros.”

Brovember – No Shave November

*It’s a movement focused on growing beards, having fun, and seeking to raise cancer awareness while raising funds for local cancer initiatives for men.

Ms. Smith calls out for male staff members to not shave for the month of November and show off their beards at next Staff Council General Meeting. Not only can this be fun, but it is important to raise awareness for cancers that affect men.

Ms. Smith, “Let’s see some beards grow to and take some pictures. I hope you take us up on that.”

UPCOMING EVENTS

Wednesday, October 27, 11 AM-1 PM: Youth and opportunity: What should we do for future generations to thrive:”

- In small group Zoom discussions, students, staff, faculty, community members, and elected leaders will consider together what we should do for future generations to thrive.
- Co-hosted by: UHD Center for Public Deliberation, Texas Rising, UHD Student Government Association
- Registration: http://uhd.zoom.us/meeting/register/tJOrcuyvqDkrGdbyFYsloFopVQu6TnD4_nBq

Ms. Smith: “I feel this is going to be a very interesting event and there will be raffle prizes for those who are active in the meeting. The registration link is there and it will also be shared in various email.”

American Red Cross CPR/First Aid Certification

If you are interested in getting certified for American Red Cross CPR and First Aid certification, there are a couple of opportunities:

- Friday, October 22, 9 AM- 1 PM-OMB-N602
- Tuesday, November 11, 9 AM-1PM-OMB 602
 - \$25 fee for students, staff, and faculty
 - The certification is valid for two years

Saint Arnold’s Art Car IPA 5k

The Art Car IPA 5k is back in person and there are many opportunities to volunteer. Help is needed for packet pickup and to help with the event the day of the event. The event is on Wednesday, October 27 – Saturday, November 7.

- Registration: <https://runsignup.com/Race/Volunteer/TX/Houston/ArtCARIPA5K>

Boo Bash

ESO's annual Boo Bash is back in person this year. The event will be on Thursday, October 28, 10 AM to 2 PM at the special events center. Staff can visit with work/life vendors and enter for a chance to win "Spooktacular" door prizes.

Ms. Smith advises staff to register because there ESO is practicing some safety measures for the event.

UPDATES TO STAFF COUNCIL WEBSITE

Ms. Smith inadvertently passed over the updates to Staff Council Website and returned to that item on the agenda.

Ms. Turnquest has a couple of announcements. Staff Council wants to make sure that the website is a place that staff can use as a resource. After years of different Staff Council Executive Committees, the website had some conflicting information and Ms. Turnquest has been trying to clean up the website.

Ms. Turnquest asks staff that if they spot major errors on the website to reach out to her. She points out a few things – Staff Council tries to keep the website up to date. The homepage is the best place for staff to RSVP for the next general meeting, view minutes from the previous meetings, and agenda. She also signals to where staff can share comments, suggestions, good news, join standing committees, and add events to the calendar. Staff can share events that are not necessarily part of work, but also those that they have going on outside of UHD. If you want other staff to participate, please free to add those events to the calendar. Ms. Turnquest reminds staff that there is also the link to the monthly newsletter for the current academic year.

Ms. Turnquest finish her presentation.

Ms. Smith adds that the website is "looking good," and the links to sign up for the meeting and to share good news are available 24/7. Ms. Smith reminds staff they are always welcome to share good news.

GENERAL STAFF COUNCIL UPDATES

Chili Cook-Off & Staff Awards

- ESO has graciously assumed management of these events so that Staff Council can focus on more pressing matters like policy and benefits.

EDGE award

- FY20 proposal to increase award to \$500 –was not approved
 - Submitting proposal requesting base funds for this in the upcoming budget cycle. SCEC will work with VP Montalbano for this proposal.
 - One-time funds have been received for 12-\$200 awards for FY22 from AVP Baylor.

Ms. Smith mentions that the budget for this award was almost to zero. Ms. Smith calls out to staff to submit applications for the EDGE award.

ANNOUNCEMENT FROM STAFF COUNCIL TREASURER

Ms. Smith turns the floor to Ms. Kedrienne Day to share some news. Ms. Day thanks Ms. Smith and greets the audience. Ms. Day thanks all staff for the opportunity to serve briefly as the Staff Council

Treasurer. She recalls that last year she served as an ambassador for the University Relations division and was “compelled to step into the Staff Council executive board this year.”

Ms. Day announces that her “time at UHD has been invaluable and this Friday will be [her] last day at the University. [She] is excited to transition to the next phase in [her] career in fundraising consulting [and she is] really excited.” She is “excited to move forward, but...also going to miss all the relationships and the friends and family [she] was able to develop here at UHD.”

Ms. Day wishes Sandra Jacobson the best of luck since Ms. Jacobson will replace Ms. Day as Staff Council treasurer. Ms. Day wishes the council success. She mentions that she is not going too far, just down the road, in case anyone wants to go to lunch.

Ms. Smith welcomes Ms. Sandra Jacobson as the new treasurer for Staff Council. Ms. Jacobson thanks Ms. Smith for her confidence and hopes to do a “good job with the task.”

Ms. Smith tells Ms. Day that will miss her as a dear friend and colleague and that she (Ms. Smith) knows that Ms. Day will do a great job no matter where Ms. Day goes.

Ms. Smith tells Ms. Jacobson that the Staff Council is blessed and grateful that she accepted the position as treasurer.

UPDATES FROM UHDPD

Ms. Smith welcomes Lt. Delafance who is just joining the meeting.

Lt. Delafance talks about a boot camp workout he started on Tuesdays and Thursdays from 4:30 PM to 5:15 PM on the North Deck, “rain or shine.” He calls out to all hardcore people who like to work boot camp style.

Lt. Delafance mentions the surviving active shooter, hostile intruder training. They had two trainings with ESO the previous week.

Offices can request that Lt. Delafance to come and talk to them about what you should do if something like that happens down the hall of your office or someone comes in your office. They are trying for the training to include staff, faculty and students and they are trying to figure out how to do it. The next active shooter training will probably be in January and they will try to do at least five sessions. They will try to make the training a hands-on training where participants will get to tackle Lt. Delafance.

Lt. Delafance also announces their (UHDPD) Thanksgiving giveaways to families in need. The UHDPD toy drive has already started for anybody who wishes to donate. Last year UHDPD was able to donate 30 Thanksgiving dinners to 30 families and collected over 300 toys. This year President Blanchard wants to be included in the effort. UHDPD goes to elementary, middle, and high schools on the North side to distribute the gifts. The toys go to the elementary schools students and middle and high school students get gift cards for food. UHDPD partners with KCOH radio station.

Lt. Delafance ask staff that if they know anybody in the UHD community that are in need of food or clothes, to let them know because he considers that it is best to start at home. Lt. Delafance remembers that a couple of years ago they were able to help a student worker who lost everything on a fire and was greatly appreciative for the help. Staff call also help by helping wrapping toys. Lt. Delafance ask staff that if they know of any creative ideas to help the UHD and the surrounding communities to let him know.

Questions for Lt. Delafance

Key: Answer, Comment, Question

Q: Is there is a Zoom recording of the active shooter trainings from the previous week?

A: Lt. Delafance: "No, we did not do Zoom this time around but we are trying how to do that going forward..."

C: Ms. Smith remembers that when she worked at the MBA office, Lt. Delafance came to the office and did the active shooter training tailored to the particular office.

Q: Is a registration link to sign up for in office training?

A: Lt. Delafance: Right now there is not a link but they are working on it. There is a training page for the police office and when the training sergeant comes back they will try to have that link to sign up for the trainings. Meanwhile offices that want the training can reach out to Lt. Delafance with a time and date for the training. Lt. Delafance mentions that the library has already reach out to him for the active shooter training.

C: It might be helpful if Staff Council adds an interest form on the Staff Council website. Lt. Delafance agrees.

C: This is a great training and safety is an issue and due to that we are located downtown we have people coming in and out as they please. Some individuals at her current office suite are interested in doing the training and Staff Council can promote it.

Lt. Delafance adds that it is not a matter of if but when and he tells people that there was already a shooting at UHD before and it is "kind of disheartening to go into a training class and it's just maybe 10 people, maybe 15..." "Because, for some reason we're in denial and we think that it won't happen on our campus when it already did and a chief was shot and an officer was shot and a custodial worker was shot on the third floor."

The incident was over 30 years ago but it happened. It is important to get the right information out. Christmas is coming and it can help on how to deal if an incident happens at the store or parking lot or in your neighborhood. These things are talk about in the training as well as ideas on how to prepare yourself, your kids, and your family if a tragedy happens.

Q: Is a registration to volunteer or to submit names for someone in need of supplies?

A: Lt. Delafance: Media relations is in charge of getting out the information and the contact is always Lt. Delafance. The flyers will be around campus soon and the boxes to collect the toys as soon as it is approved. UHDPD rely on staff to spread the word because that is how it all started. There is no registration form. The professors that know about the toy collection bring their students to help to wrap the toys.

C: The best way to sign up to volunteer or to add names to the list for the Thanksgiving meal is to contact Lt. Delafance directly via email.

Reminder: The boot camp Tuesdays and Thursdays, 4:30 PM to 5:15 PM.

Lt. Delafance adds "it is a real boot camp; I yell and scream at people... I'm just kidding." "It is a great boot camp. You are going to grow physically and spiritually and all those things."

Q: What kind of fitness level people should be at if they are going to go to the boot camp?

A: Lt. Delafance: All levels are welcome. I have something for everybody. I try to make it fun, but it's a boot camp that's why it's call a boot camp is going to be hard."

Ms. Smith calls out for any questions for Lt. Delafance. There are no more questions for Lt. Delafance.

Ms. Smith recognizes that Lt. Delafance did a great job with National Night Out event with such short notice. Lt. Delafance is appreciate for the recognition.

Ms. Smith thanks Lt. Delafance for attending the meeting and hopes to get departments to register for the active shooter training and people to go to the boot camp as well to getting people involved with the Thanksgiving drive.

USSEC MEETING

UH-Victoria has agreed to host meeting. Tentative set for mid-November.

Ms. Smith: This is a meeting where all system wide Staff Council Executive Committees meet to talk about any pressing issues, any changes that need to be made good, bad and all in between. Any concerns that staff have, please submit them on the Staff Council website through the suggestions or concerns link.

GENERAL Q&A

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

Ms. Smith opens the floor for any questions from staff attending the meeting. No questions from the Q&A or the chat from staff.

Ms. Smith asks the panel if they have anything to share. Ms. Turnquest shares that this week is the National Transfer Student Week and they are excited to celebrate all transfer students. Ms. Turnquest calls out to staff if they are a transfer student or support transfer students, to stop by her office (Accelerated Transfer Academy) S417. They have stickers to for your doors or walls with phrases supporting transfer students. Let them know that UHD supports them and they are not alone on their journey. If you have, any questions on how to support transfer students feel free to reach out.

Ms. Smith read questions and answers questions from the Q&A.

Q: How does staff sign up for the CPR training?

A: They need to reach out to Sports and Fitness staff.

Q: Are there any updates on the permanent hybrid work schedule for staff?

A: The system is working on that. They are creating a policy that is completely unrelated to illness or COVID. When they do it, it is not going to be for just one university but system wide, which will take longer to do. To appease all things Presidents, provosts so they are working on that. Unfortunately, we do not have a definite ETA on when that policy will be release. Ms. Smith has a couple of upcoming meetings where we can press the issue and see if we can get any type of timeline.

Q: Who won Homecoming decorating contest?

A: If you missed the first part of the meeting, first place was Main Career Center, second place went to Student Affairs and third place went to the W.I. Dykes Library. Ms. Smith suggest attendees to stop by those offices and check out the decorations because they did a fantastic job.

C: Not sure if Staff Council has anything to do with it, but the restrooms are not being maintain efficiently since being back on campus. They are a disaster every time I go. It is concerning since COVID is around.

A: This is certainly something that can be brought up to have your concerns addressed.

Q: The elevators have been inoperable, is there any way Staff Council can make that known to the powers that be?

A: the powers that be are aware and they have been working on that. Many times the elevators are affected by power outages. That is something that will be added to the agenda to address directly with our advisors and Dr. Blanchard.

Ms. Smith calls out for any questions or anything more to share from anyone attending or the panel. There are no more questions or comments.

ADJOURN

Ms. Smith starts wrapping up the meeting. She asks for any questions to be submitted through the Staff Council website or directly to her email at smithca@uhd.edu or the Staff Council email. Ms. Smith reminds staff to feel free to reach out because Staff Council is here to help.

Ms. Smith thanks staff for coming back with a smile and a positive attitude.

Ms. Smith roots for the Astros to win another game tonight.

Meeting adjourned at 10:46 AM.

Staff Council General Meeting October 2021



University of Houston-Downtown.

Staff Council

Panel & Guests



Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning



Kedrienne Day, Staff Council Treasurer, Associate Director, Advancement and University Relations



Sandra Jacobson, Staff Council Ambassador, Manager, Annual Giving



Panel & Guests



Krysti Turnquest, Staff Council Communications Officer,
Director, Accelerated Transfer Academy



Trinity Delafance, Lieutenant, UHDPD



Chetiqua Matthews Herron, Director, Talent Acquisition &
Management, Employee Relations Officer, Employment
Services and Operations





Agenda

- 1) Approval of Meeting Minutes
- 2) Standing Committee Appointments
- 3) Treasurer Announcement
- 4) Updates to Staff Council Website
- 5) Staff Good News
- 6) Updates from UHDPD
- 7) Upcoming Events
- 8) General Staff Council Updates
- 9) General Q&A
- 10) Adjourn

Standing Committee Appointment

Homecoming Decorating Judging (Ad hoc)



Fard Rollock, Program
Coordinator, Minority
Male Programs



Jason Holiday,
Associate Director,
Learning Success



Kemonta Jackson,
Program Coordinator,
Call Me MISTER



Brett Hobby, College of
Business Career
Development Center



John Indiatsi, Director,
Academic Advising,
University College



D'HOME COMING 2021

Standing Committees Appointment

Membership & Elections



Cleopatra Frazier,
Program Manager,
Sciences & Technology



**Jemma Sylvester-
Caesar,** Director, Gator
Success Center,
University College



Lisa Gonzales-Hatfield,
Career Counselor II,
Career Development
Center



Steven Villano,
Director, Center for
Public Service and
Community Research



Patty Barnes, Assistant
Director, Assessment, M
Davies College of
Business



Princess Ephraim,
Executive Assistant,
Enrollment
Management

Standing Committees Appointment

Communications



Dianca Chase, Sr.
Coord, Graduate
Services, M Davies
College of Business



Charis Vieira,
Supervisor, Interlibrary
Loan, Library



Raven Ambers, Interim
Manager of Student
Communications



Jeancarlo (JC) Guzman,
Administrative Assistant
III, Advancement &
University Relations

Standing Committees Appointment

Staff Affairs



Blake Tritico, Assistant Director, Institutional Assessment, Institutional Effectiveness



Fard Rollock, Program Coordinator, Minority Male Programs



Merriann Bidgood, Discovery Services Coordinator Librarian, Library



Emily Johnson, Assistant Director, Assessment, Humanities & Social Sciences

Standing Committees Appointment

Events



Nicholas Martinez,
Support and Training
Specialist I, Technology
Learning Services



Brittanie Waldon,
Project Coordinator,
Institutional
Effectiveness



Teresa Sterling,
Accountant I, Financial
Aid

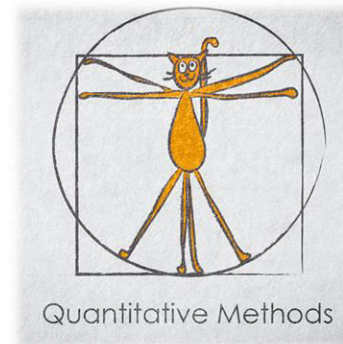


Cecealia Booty,
Coordinator, Customer
Services, Sports and
Fitness



Staff Good News

Krysti Turnquest, Director, Accelerated Transfer Academy, has officially passed her comprehensive exams for her doctoral program and is officially on her way to graduating with her PhD in Measurement, Quantitative Methods, and Learning Sciences from UH next year!



Staff Good News

**CONGRATULATIONS TO THE
HOUSTON ASTROS ON LAST
NIGHT'S WIN!!**

We're back at it today at 4:00 PM

Go Stros!



Staff Good News

Brovember – No Shave November

- Movement focused on growing beards, having fun, and seeking to raise cancer awareness while raising funds for local cancer initiatives for men locally.

brovember
Dedicated to guys doing "guy things"

Upcoming Events

Wednesday, October 27, 11 AM – 1 PM: Youth and opportunity: What should we do for future generations to thrive?”

- In small group Zoom discussions, students, staff, faculty, community members, and elected leaders will consider together what we should do for future generations to thrive.
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 - \$25 fee for students, staff, and faculty



Upcoming Events

Wednesday, October 27 – Saturday, November 7:
ART CAR IPA 5k (*numerous opportunities*)

- Registration:
<https://runsignup.com/Race/Volunteer/TX/Houston/ArtCarIPA5K>

Thursday, October 28, 10 AM – 2 PM: ESO's Annual Work/Life Boo Bash

- The Special Events Center will be set up for staff to enjoy carnival snacks, visit with work/life vendors and enter for a chance to win “Spooktacular” door prizes.

General Updates

Chili Cook-off & Staff Awards

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General Updates

USSEC Meeting

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Q&A

