



Staff Council General Meeting minutes for August 17, 2022

Zoom Meeting 10AM-11:10AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

Board: Caroline Smith, Tremaine Kwasikpui, Edith Arredondo, Sandra Jacobson

Panelist: Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning; Tremaine Kwasikpui, Staff Council President-Elect, Director of Student Activities; Erica Morales, Director, Benefits & Compensation, ESO; Ms. Cynthia Vargas, Director, Emergency Management & Fire Safety

Call to Order: The Staff Council general meeting was call to order by Staff Council President, Caroline Smith at about 10:12 a.m.

Attachments: Meeting PPT with presentations incorporated

Reports:

Ms. Smith greets and welcomes attendees to the Staff Council General Meeting for the month of August and reviews the agenda for the meeting.

APPROVAL OF MEETING MINUTES:

Ms. Smith asks if anybody request any revision to the minutes from previous meeting. There are no revisions and Ms. Smith ask for a motion to accept the minutes. Mr. Kwasikpui makes the first motion to approve the minutes and Ms. Arredondo seconds the motion. Ms. Smith approves the minutes from Staff Council general July 2022 meeting.

WELCOME NEWS GATORS

Ms. Smith moves forward by welcoming to the university the new UHD Gators/employees.

- Trenton Hernandez, Assistant Coordinator, Purchasing, Procurement & Contracts (*UH Alum*)
- Warren Malvo, Security Office, UHDPD (*UHD Alum*)
- Kaitlyn Butler, Administrative Assistant II, College of Business (*UHD Alum*)
- Ardinia Jones, Security Officer, UHDPD
- Ian Willtrout, Assistant Coordinator, Purchasing, Procurement & Contracts
- Tanya Pringle, Administrative Assistant III, Humanities & Social Sciences
- Emilee Ornelas, Financial Aid Counselor I, Financial Aid (*UHD Alum*)
- Richard Ruiz, Security Officer, UHDPD
- Moses Mong, Program Assistant, Career Development Center (*UHD Alum*)
- Joanna Rosario, Administrative Assistant III, College of Business (*UHD Alum*)
- Jordan Napoleon, Coordinator, P-Card/Procurement, Procurement & Contracts
- Hellen Kailiti, Assistant Director, Supplemental Instruction, Academic Support Center
- Efstathia Yerende, Professional Counselor, Student Health Services
- Shannon Teasley-McNichols, Assistant Director, Research Compliance & Grant

Administration, Research & Sponsored Programs

- Caroline Young, Assistant Director, Institutional Assessment, Institutional Effectiveness
- Savasia Mangual, Program Coordinator, Diversity, Equity & Inclusion

STAFF GOOD NEWS

***Christian Purdy**, Talent Development Specialist, Employment Services & Operations

“I went to see Lady Gaga in London last weekend and managed to snag a spot in the front section. It was fabulous!”

***Wendy A. Burns-Ardolino**, Dean, Humanities & Social Sciences

“Both of our sons are leaving for further education. One is leaving to pursue an Airframe and Powerplant License to become an Aviation Maintenance Technician, and the other son graduated from Bellaire High School and will be attending Grand Valley State University this fall.”

***Belinda Hernandez**, College Web Technical Support Specialist, MDCOB

“Let’s go out and ride! Cycling has many health benefits. Its low impact improves mental well-being, build muscle, and strengthens the immune system. We invite you to join the cycling community on **Wednesday, August 17**, at **6:30 PM** on Girard Street by the bike trails for a 10-mile ride.”

***Deborah Evans**, Manager, Shipping & Receiving, Auxiliary Services

Staff Eyeglass Drive

Timeline

The drive began on July 5. Donation boxes were located in various locations on campus:

▪ *Parking Office, OMB in front of Bookstore, Café, Welcome Center, Student Life Center, Library, COPS, MDCOB, STEM, Student Activities, SGA Office*

Marketing was disbursed via several student organizations, Staff Council, and

UHD Official social media. The first collection was **August 12** (yielded 121 pairs); next collection will be **September 2**.

Collection boxes are now showcased at the main entrance of the OMB on the 3rd floor on in front of the SGA office on the 2nd floor. Glasses will be sent to the Lions Recycling for Sight Center in Conroe, TX

Staff/Student Participation – UHD Going Green – Recycled boxes to Recycle Eyewear

The UHD mailroom recycled used boxes to make donation boxes from scratch. Each box was cut and spray painted green to symbolize the mission of going green. The flyer was designed by UHD student, Mahalia. The QR code will link you to the Lions Clubs International website where you can learn more about the organization and all the ways to get involved in different volunteer work.

A shout out goes to Deep Park Vision Center and staff member, JR Sears, who collected eyewear from Optometrist Dr. Jerrad Mills. There is a Lions Clubs International Houston branch known as the Houston Lady Lions Club. For more information and to get involved, visit the link below:

https://www.eclubhouseorg/sites/houston_lady/index.php

FY23 STAFF CLIMATE SURVEY (See attached PowerPoint slides for more information and percentages.)

Ms. Smith reviews the Staff Climate survey

Methodology and Response Rate

- 39-question survey administered via Qualtrics
- Sent to eligible members of Staff Council
- Made available on July 1 with submission deadline of July 15; extended to July 18
- Reminder emails sent July 1, 5, 8, and 15
- 120 of the approximate 600 staff members partially completed the survey for a 20% response rate

The majority of survey respondents were female and have worked at UHD 1 – 10 years.

When asked to provide thoughts about the effectiveness of Staff Council, the data indicated that Staff Council did a well at hosting town halls and open forums this year, but they can do better. Staff overwhelmingly seemed to understand the role of Staff Council and how to contact them.

Responses about where UHD is headed as a University indicated that staff overwhelmingly do not feel as though they understand or contribute to the UHD mission. Overall, it seems staff feel the professional standard is lower for staff than that of students, faculty, or administration. By most measures, this was a trying year for staff.

The top 3 most highly rated administrators were: Dr. Liza Alonzo, Dr. Hossein Shahrokhi, and Dr. Michelle Moosally. Dean Schwartz and Dean Burns-Ardolino were perceived by staff as having performed superior work this school year. Although staff seem to value DEI, this is not always reflected in UHD's hiring practices or between colleagues. Responses point toward employee retention as a serious problem at UHD.

Staff seem to have a clear understanding of their positions and expectations; however, they do not feel empowered to make decisions regarding their duties. Support from supervisors seems to be adequate; however, the institution is not supporting individual advancement sufficiently.

Ms. Smith finishes reviewing the survey report and reminds staff that a full report will be posted on the SC website.

WEEK OF WELCOME

Ms. Smith introduces Mr. Tremaine Kwasikpui, Director of Student Activities to talk about Week of Welcome.

Mr. Kwasikpui appreciates the opportunity to come and talk about the Week of Welcome to our staff. Week of welcome is taking place August 22 through August 26. There will be different events and Mr. Kwasikpui thanks all the volunteers that have signed out for the Gator pit stops because incoming students will have a lot of questions. Volunteers will have to answer questions like, location and about their classes and is always nice to find a warm smiley face to greet them and help them.

Mr. Kwasikpui also wants to remind staff about an email sent about three weeks ago asking staff to bring grocery bags. The response was overwhelming, and he thanks everyone who brought bags. Students that come to the food market might forget their reusable bags, so the food market needs plastic bags. Mr. Kwasikpui asks for staff to continue bringing those extra grocery bags.

Mr. Kwasikpui reminds staff that if they volunteered for the Gator pits for Week of Welcome, they will be receiving an email with instructions. All the events will be posted and there will be calendars on the tables and well ask snacks for the students.

Ms. Smith expresses enthusiasm for the first week of classes and looks forward to seeing those faces sometimes confused and looking around and encourages staff to stop and ask if they need help.

Q: Can we donate non-perishables to the food market?

A: Currently, we are unable to take donations of non-perishables because everything must come from the Houston Food Bank. If you have non-perishables that you would like to donate, I recommend that you take it to the Houston Food Bank or let us know and we take shipments sometimes.

STAFF MERIT RAISES

Ms. Smith introduces Ms. Erica Morales, Director of Benefits & Compensation, ESO to talk about staff merit raises. Ms. Morales introduces herself and continues to go over the staff salary increases.

Ms. Morales talks about 1.5% merit pool was authorized by President Blanchard, second half of salary compression adjustments, the dates when staff can expect to see the salary increases. Ms. Morales also talks about the merit increase distribution guidelines. Ms. Smith reads with questions from attendees. Complete information can be found on the presentation attached.

Q: For employees getting compression increases, is compression added to salary first then merit or merit first and then compression?

A: Merit and then compression.

Q: Will get notified if we are getting a merit increase and how much it is or we just wait until we get our paychecks?

A: You will be receiving a letter. We are working on drafting letters. You will get notified if you receive compression, compression and merit, if you are not eligible for merit you will still get your compression. Also, salaries will be on your PASS. On September 1st, you will be able to see if you got one adjustment or two adjustment it will be reflected on your compensation history. Letters will be sent out next week or by the last week of August.

Q: Is it proper to label employees who are in their probation period as the bottom 10? Will that wording be revised in the future?

A: Sure, sure, and we normally do not include them, they are a separate cohort. In order to make more people eligible for increases, we went ahead and added the probationary people under the 10%. For example, in previous years if you got a 3.1 and you happen to be the lowest in your cohort you would have been included in that bottom 10% thus making you ineligible for a raise. That is why we now added the probationary folks to give more people a chance to get the adjustment, if that makes sense. Yes, we can reword it or maybe separate them from that but still include them in that 10% formula.

Q: How does below 3.0 apply to staff rated on a 0 to 3 scale as opposed to a 0 to 5 scale.

A: By percentages. We break down, if it is 4 out of 5 or 2 out of 3 we get the percent and calculate the order of the percentage, if that makes sense? We did take that into account because there are two ratings systems, for administrators it is a 3-point system and for regular staff is a 5-point system.

Q: Will staff taking courses on a payment plan or deferment will be regarded as having an outstanding financial obligation.

A: No, if you are on a payment plan and you are making payments, you are fine. It is only those that may have been in collections or there is a hold on their account based on the information that we received from student business financials. If you are on a payment plan and you are making those payments, you should not be on the list. Staff that are on the list have been notified so that they can make arrangements to allow them to be eligible for this increase, so we did reach out to them. If you did not get an email from me, then you are not on the list.

Q: With changes from academic advisor to academic success coordinators in title on salaries, is the merit increase based on the former or new salary which came into effect in August?

A: The new salary.

Q: Will this information be posted on the ESO website?

A: This entire presentation will be posted on the SC website with the meeting minutes.

A: Sure, we can be posted on the ESO website so it will be posted in two places.

Q: Has there been consideration to increase the percentage to more than 1.5%?

A: I am not sure. The percentage was given to us by the CFO and the President. I do not know if that is what we had in the budget. I am not too sure. I am not comfortable answering that question.

Q: How was merit determined if you were working under two departments?

A: If is usually the associates, and VP that have a split assignments where a percentage is staff and the other faculty. I am not aware of any regular staff member that has dual roles like that or that their staff assignment is split. Feel free to email me and I can address those questions. Now, I am not sure.

C: It would be nice if the library was its own cohort. It is quite different from the rest of Academic Affairs.

A: I can make a note of that and bring it up to leadership.

Ms. Smith reminds staff that Ms. Morales is available for questions. Ms. Morales agrees and lets staff know that if they have questions that are not comfortable asking during the meeting or have a more individualized question that they can email her at compensation@uhd.edu and your questions will be answer and soon as possible. Ms. Smith ask if there are more questions from the audience and there are none, so she moves forward with the next item on the agenda.

THE EDGE AWARD

There were two recipients for the EDGE award for the month of August. The first recipient is Vanessa Rojas, Academic Advisor II, Humanities and Social Sciences.

Ms. Rojas will be brushing up on the EAB Navigate skills so she can proactively steer students to their academic career by attending the connected conference in November.

The next recipient is Charis Vieira, Supervisor, Interlibrary Loan. Ms. Vieira will attend the Southeastern resource sharing conference in October to obtain knowledge in the library's procedures and expectation in resource sharing.

Ms. Smith congratulates both recipients and reminds staff that the application for the EDGE grant can be found on the SC website and it was increased to \$500 and continues with the next item on the agenda.

UPCOMING EVENTS

- **TeX Conference Postponed**
Tuesday October 18th, 2022, during the National Transfer Student Week, 9:00 AM – 1:00 PM
RSVP <https://tinyurl.com/uhdtex2022>
- **Staff Eyeglass Drive Closes**
Friday, September 2 | Drop your used glasses in the donation boxes located on the 2nd and 3rd floors.
- **Week of Welcome (WOW)**
August 22 – 24
- **GatorServe at 9/11 Day of Remembrance** 🙌
Saturday, September 10 | 8 AM – 2 PM
A couple of elementary schools and a park have been adopted in the Northline district.
- **Labor Day**
Monday, September 5 | University closed in observance
- **Homecoming**
October 10 – 15
- **Public Service Loan Forgiveness Program (PSLF) application deadline**
October 31
Ms. Morales adds that in the application there is a form that requires employer verification. Applicants can send those at esorecords@uhd.edu and the forms will be signed.
Ms. Smith adds that you will get the signed form quickly.

Q: Has a firm date been set for the Staff Awards?

A: ESO will be hosting the Staff Awards moving forward. I know that it has been postponed. I do not know if a final date has been set. Erica or Chetiqua, do you have anything to share on that?

A: Ms. Morales - We had tentatively scheduled it for September but because of everything that is going on we have not had the chance to work on it so it is likely that it will be pushed back another month. I hope that is the last delay.

Q: Ms. Smith- does anyone knows what is going to be in the advisory professional development agenda.
A: Ms. Smith- I do not know what that is. Does anybody have anything on that? You might need to talk to whomever is organizing it.

Q: Ms. Smith- if we have a PSLF form to have signed by the university, who can I talk to? Erica, can you say that again?

A: Ms. Morales- email the form to esorecords@uhd.edu. April Frank is in charge of that process. If you have any questions, reach out to Ms. Frank.

STAFF COUNCIL TEES

There are shirts available! If you have not received your FY22 Staff Council tee yet, let us know. Email uhdstaffcouncil@uhd.edu and it will be prepared for pick up.

GENERAL UPDATES / RESPONSES TO ONLINE FORMS

Question: I think that Staff Council should discuss and address the university/system's policy against cost of living adjustments (COLA) for staff. It has been repeatedly expressed that leadership "does not believe" in COLAs and instead favors merit increases, which while on the face of it may seem fair but honestly just goes to show how out of touch and indifferent leadership is towards employees' ability to afford basic necessities.

Response: Texas state agencies (UH System universities are state agencies) are not authorized by the Texas Government Code to issue cost of living salary adjustments.

Question: Team morale has declined significantly in the Information Technology department. It's become a hostile work environment and Information Technology Leadership does not take this seriously or make it a priority to take steps to address the matter.

Is there another process available to employees instead of going through the channels of department leadership and yet it is not getting addressed? Maybe a process or procedure that can be utilized for these types of scenarios and maybe isn't well known to all employees that another option is available?

Response: Complaints of hostile work environment may be directed to Lauri Ruiz, Title IX/Equal Opportunity Officer.

Concern: What is the purpose of escorting individuals off campus (when they are being let go at no fault of their own) due to a Reduction in Force (RIF)?

Response: Employees subject to a reduction in force are accompanied to the elevator. This is a standard protocol applied consistently and equally to employees who do not voluntarily leave the University. This is allowed by University of Houston System Administrative Memorandum (SAM) 02.A.06, Reduction in Force of Regular Staff Employees, which states as follows: "An employee who has been notified of reduction in force may be removed from the worksite, with pay, immediately upon receipt of the notice of reduction in force, with the approval of human resources."

Question/Concern: The save the date for the Staff Retreat makes no mention of a remote option, will there be remote option available? Please provide more information and agenda so that staff and supervisors can plan accordingly.

Response: University Relations should be sending additional information in the next invitation. The full agenda will be shared next week. The event will be held in-person and there will not be a hybrid or online option.

UPDATED COVID-19 PROTOCOLS

Ms. Smith introduces Ms. Cynthia Vargas, Director, Emergency Management & Fire Safety to talk about COVID-19 protocols. Ms. Vargas is here to share with staff the new changes that the CDC has implemented, specifically related to isolation and to quarantine.

This previous Thursday the CDC announced the big change which deals on how to handle exposures if exposed to somebody with COVID. The new change is that now exposure to COVID does not mean that quarantine is necessary. Regardless of vaccination status or test positivity, if symptoms are not present, quarantine is not required, even after exposure. If symptoms are not present after 4 – 5 days post exposure, a test is recommended as a precaution. If the test is positive, one should stay home for 5 days; however, if a tests is positive, one should stay home for 5 days.

If at any point COVID-like symptoms develop other thana runny nose, like body aches, fatigue, fever, heavy coughing, that is when a test should be taken. Best judgement should be exercised as to whether one should come to work or stay home sick. If a positive test is received, one should isolate immediately and stay home for the full five days.

As a result of this changes, UHD is not sending people home just for exposure. The other change is that UHD is phasing out the contact tracing program. There is no one to contact trace since the quarantines are going away and calls to people about possible exposed are no longer necessary. The website will update on Friday with all the latest procedures. Beginning Friday, employees do not have to report quarantines, illness, or your diagnosis to Emergency Management anymore. UHD is not going to be handling those cases anymore. UHD is also not updating the cases on the campus website.

Beginning Friday, any COVID-related illnesses or suspicions of COVID should be treated just like a case of flu or pneumonia. Basically, call your supervisor and tell them that you are sick. Work from home or out of the office arrangements should be made with direct supervisors. It is one's individual discretion to notify colleagues of a personal positive test for COVID.

All questions or concerns should be directed to Ms. Vargas who will continue to keep up with how COVID is evolving and, if there is another ramp up, all the programs will be started again.

Ms. Vargas announces that there will be fire drills on August 30 and 31. Schedules will be sent out via UHD News. They are usually in the morning between 9 and 11 and there will be signs as you enter your building to remind you of the fire drill and the times.

Ms. Smith thanks Ms. Vargas for coming to the meeting and updating us.

GENERAL Q&A

Q: I previously asked about a Staff Retreat and or suggestions about a Staff Retreat. What changed?

A: SAVE THE DATE - FALL STAFF RETREAT, Friday, September 16, 2022, 9 a.m. — 3 p.m.

Wilhelmina Cullen Robertson Auditorium & A300, Special Events Area. Light breakfast and lunch provided.

Staff Council has asked University Relations to send some additional information in the next invitation. Staff Council will be ready to share the full agenda next week when Ivonne is back in the office. The event will be held in-person and we will not have a hybrid or online option.

Q: If the retreat is on your work from home day and there is no remote option, then are you excused from attending?

A: No. You will be expected to attend even if it is a work from home day per the AWA policy.

Q: Does the Staff Retreat have a mandatory attendance?

A: Yes, to our knowledge. Attendance at the Staff Retreat is mandatory.

Q: Please get more info on staff retreat; mandatory but no info on if offices can close is problematic.

A: There will be more details shared on the staff retreat next week. We just do not have them right now.

Q: Can upper management in Information Technology be held accountable or an option for their staff to provide all their feedback without fear/hesitation that upper management will treat them different? There has been a high turnover in the department that has not be seen before.

A: All conversations with the Title IX officer is confidential, whenever you make a report to the Title IX officer is confidential.

Q: Are offices expected be all closed for the staff retreat?

A: I cannot confirm nor deny; again more information will come out about the staff retreat next week.

Q: Again someone ask about staff awards dates.

A: Staff awards have been pushed back, a date has not been decided yet, once a date is set it will be communicated to everyone.

IN CLOSING...

Ms. Smith reminds us that this is her last meeting as SC President and thanks her team this year:

Mr. Tremaine Kwasikpui, President Elect, who is going to be a fantastic president in the next year.

Ms. Edith Arredondo, Secretary, for having fantastic minutes posted in timely fashion.

Ms. Sandra Jacobson, Treasurer, the best treasurer and great supporter.

Ms. Krysti Turnquest, Communications Officer, who took the communication game to all new heights.

Ms. Smith also thanks to all the volunteers for the standing committees:

Events Committee

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

Cecealia Booty, Coordinator, Customer Services, Sports and Fitness

Teresa Sterling, Accountant I, Financial Aid

Brittanie Waldon, Project Coordinator, Accelerated Transfer Academy

Communications Committee

Charis Vieira, Chair, Supervisor, Interlibrary Loan, Library

Raven Ambers, Interim Manager, Student Communications, Advancement and University Relations

Dianca Chase, Senior Coordinator, Graduate Services, Marilyn Davies College of Business

JC Guzman, Administrative Assistant III, Advancement and University Relations

Membership/Elections Committee

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

Staff Affairs Committee

Blake Tritico, Chair, Assistant Director, Institutional Assessment, Office of Institutional Effectiveness
Merriann Bidgood, Discovery Services Coordinator Librarian, Library
Emily Johnson, Assistant Director, Assessment, College of Humanities & Social Sciences
Fard Rollock, Program Coordinator, Minority Male Programs

Homecoming Decorating Contest (Ad Hoc)

Fard Rollock, Chair, Program Coordinator, Minority Male Programs
Jason Holiday, Associate Director, Gator Success Center, University College
Brett Hobby, Director, Marilyn Davies College of Business Career Development Center
John Indiatsi, Director, Academic Advising Center, University College
Kemonta Jackson, Program Coordinator, Call Me MiSTER, College of Public Service

Ms. Smith closing by thanking everyone for their support. Although a difficult year, it was a very rewarding one.

Meeting adjourned at about 11:10am



DETERMINED.
DEDICATED.
DOWNTOWN.



University of Houston
DOWNTOWN



STAFF COUNCIL GENERAL MEETING AUGUST 2022

Presented by:



AGENDA

- 1) Approval of Meeting Minutes
- 2) Welcome New Staff Members
- 3) Staff Good News
- 4) Staff Climate Survey Report
- 5) Week of Welcome
- 6) Merit Raises
- 7) 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**

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- Shannon Teasley-McNichols, Assistant Director, Research Compliance & Grant Administration, Research & Sponsored Programs
- Caroline Young, Assistant Director, Institutional Assessment, Institutional Effectiveness
- Savasia Mangual, Program Coordinator, Diversity, Equity & Inclusion



STAFF GOOD NEWS

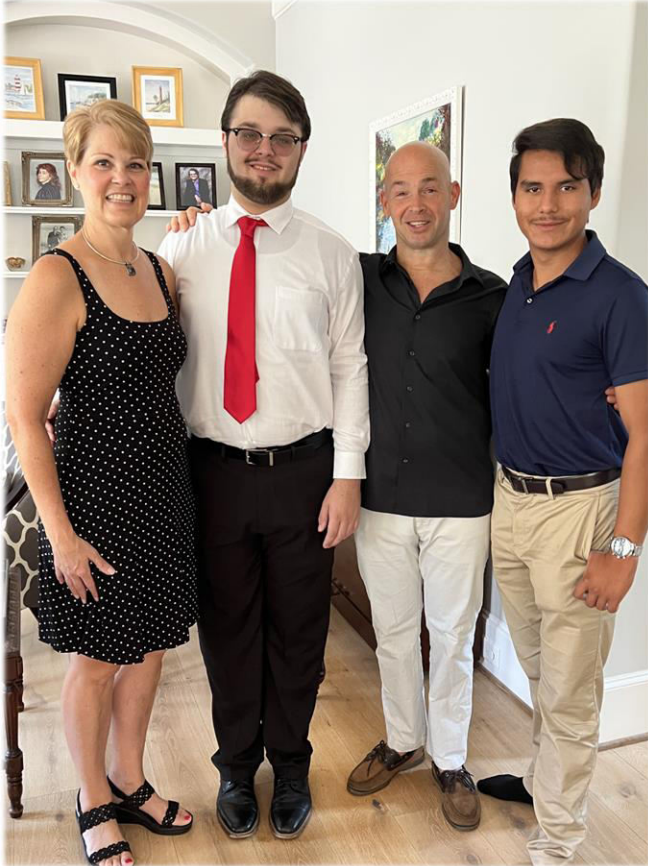
**Submitted by Christian Purdy,
*Talent Development Specialist,
Employment Services &
Operations***

“I went to see Lady Gaga in London last weekend and managed to snag a spot in the front section. It was fabulous!”

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Submitted by Wendy A. Burns-Ardolino, *Dean, Humanities & Social Sciences*

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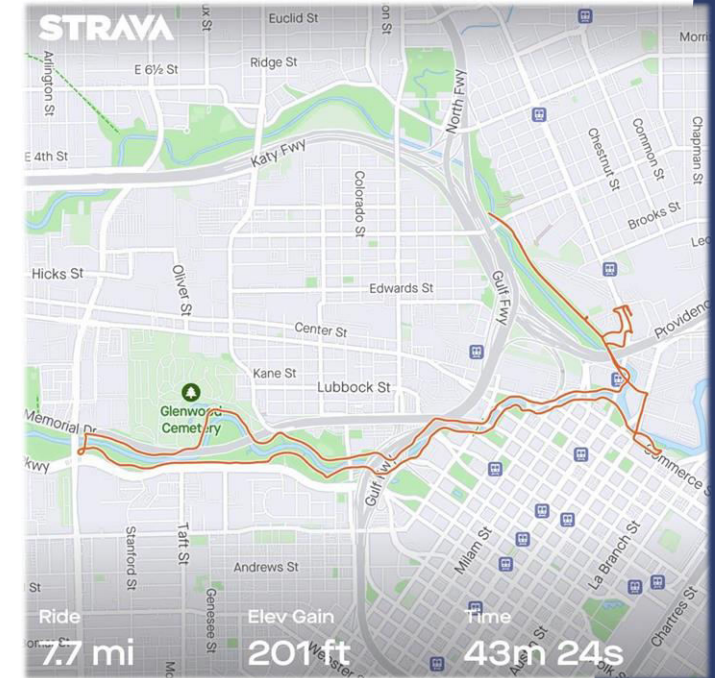


STAFF GOOD NEWS

Submitted by Belinda Hernandez, College Web Technical Support Specialist, MDCOB

“Let’s go out and ride! Cycling has many health benefits. Its low impact improves mental well-being, build muscle, and strengthens the immune system.”

We invite you to join the cycling community on **Wednesday, August 17, at 6:30 PM** on Girard Street by the bike trails for a 10-mile ride.”



STAFF GOOD NEWS

Submitted by Deborah Evans, *Manager, Shipping & Receiving, Auxiliary Services*

Staff Eyeglass Drive



Supporting Lions Club
<https://www.lionsclubs.org/en>

STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)

Timeline

- 1) The drive began on July 5.
- 2) Donation boxes were located in various locations on campus:
 - *Parking Office, OMB in front of Bookstore, Café, Welcome Center, Student Life Center, Library, COPS, MDCOB, STEM, Student Activities, SGA Office*
- 3) Marketing was disbursed via several student organizations, Staff Council, and UHD Official social media
- 4) First collection was **August 12** (yielded 121 pairs); next collection will be **September 2**.
- 5) Collection boxes are now showcased at the main entrance of the OMB on the 3rd floor on in front of the SGA office on the 2nd floor.
- 6) Glasses will be sent to the Lions Recycling for Sight Center in Conroe, TX



STAFF GOOD NEWS

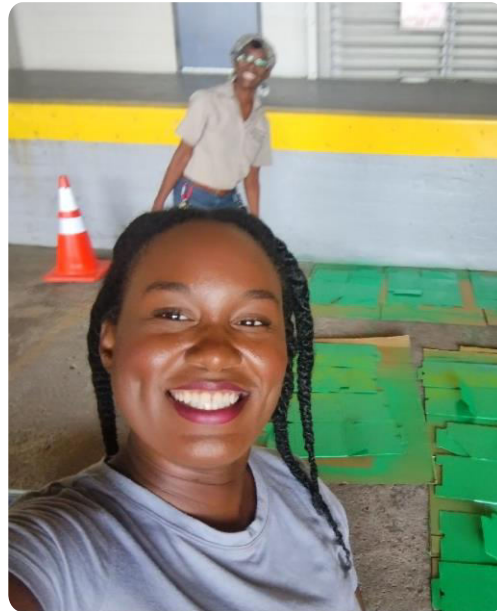
Staff Eyeglass Drive (cont.)

Staff/Student Participation

UHD Going Green.

Recycled boxes to Recycle Eyewear.

- The UHD mailroom recycled used boxes to make donation boxes from scratch.
- Each box was cut and spray painted green to symbolize the mission of going green.



STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)



Loren Jackson, *Coordinator,
Admissions Recruitment,
Undergraduate Admissions*



Rebecca Hamilton,
*Department Business
Administrator II,
MDCOB*



Cynthia Hartman,
*Advising Assistant,
College of Public
Service*

STAFF GOOD NEWS

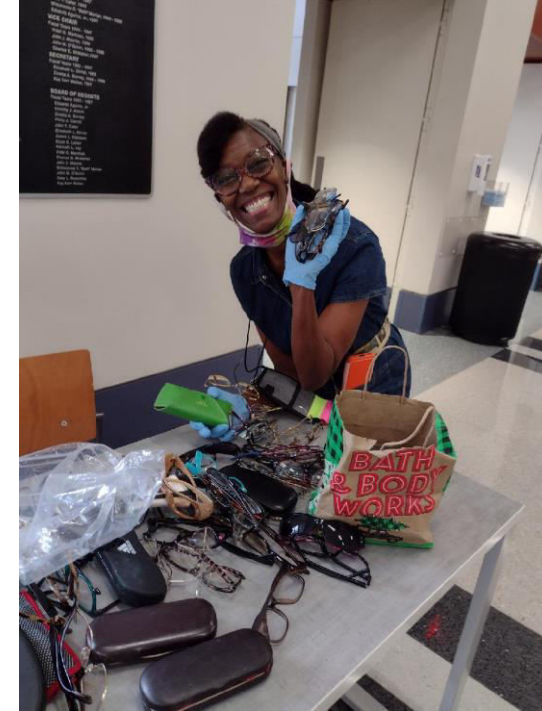
Staff Eyeglass Drive (cont.)



Jackie Sims, *Shipping & Receiving Mailroom Clerk, Auxiliary Services*



Vivian Smith, *Administrative Assistant, II, Social Work*



Debora Evans, *Manager, Shipping & Receiving, Auxiliary Services*

STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)



Mahalia Ogude,
Senior, Chemistry



Adriel Ayala, Senior,
Fine Arts

UHD STAFF EYEGLASS DONATION DRIVE

**DONATE USED GLASSES FROM
JULY 5TH-AUGUST 5TH**



**PLACE YOUR
PAIR OF USED
EYEWEAR IN
ONE OF THE
GREEN
COLLECTION
BOXES ON
CAMPUS**

SCAN ME



STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)

- The flyer was designed by UHD student, Mahalia.
- The QR code will link you to the Lions Clubs International website where you can learn more about the organization and all the ways to get involved in different volunteer work.

STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)

- **Deer Park Vision Center**

A shout out goes to Deep Park Vision Center and staff member, JR Sears who collected eyewear from Optometrist Dr. Jerrad Mills.



STAFF GOOD NEWS

Staff Eyeglass Drive (cont.)

There is a Lions Clubs International Houston branch known as the Houston Lady Lions Club.

For more information and to get involved, visit the link below:

https://www.e-clubhouse.org/sites/houston_lady/index.php



The screenshot shows the website for the Houston Lady Lions Club. At the top left is the Lions Clubs International logo. To its right, the text reads "Houston Lady Lions Club" and "Texas - United States". Below this is a navigation menu with the following items: Home, Calendar, Club Projects, Photo Gallery, Contact Us, and 2015-16 Officers. Under the "Meetings" section, the following information is provided: "When: 3rd Thursday - 11:30 a.m. - 1 p.m." and "Where: Grace Community, 1021 Campbell Road, Houston 77055". To the right of the website screenshot is a group photograph of ten women, the staff of the club, smiling and posing together.

FY23 STAFF CLIMATE SURVEY

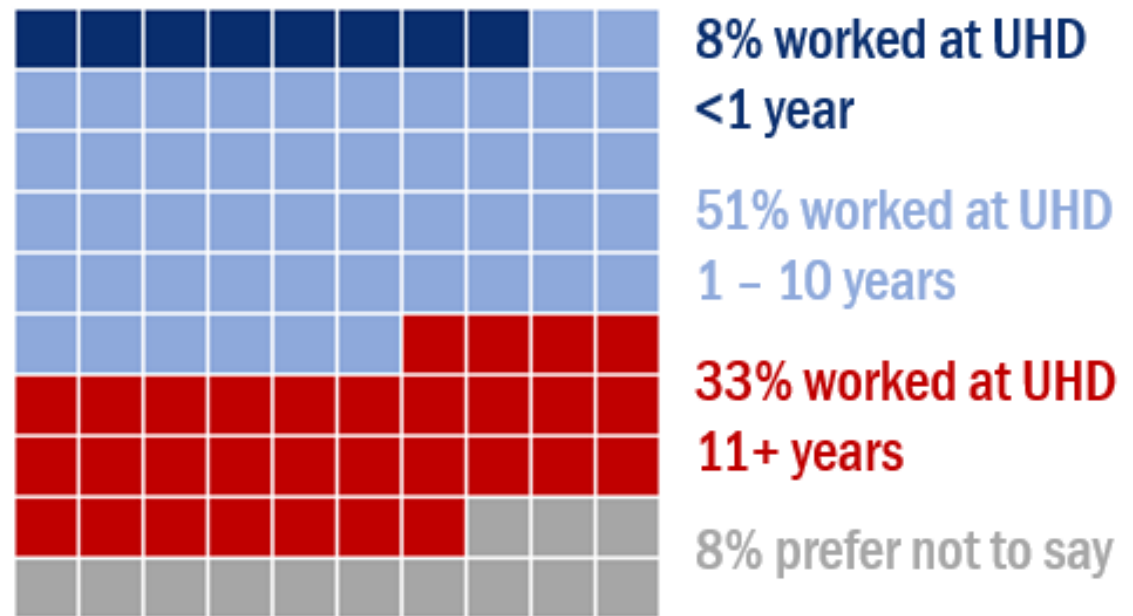
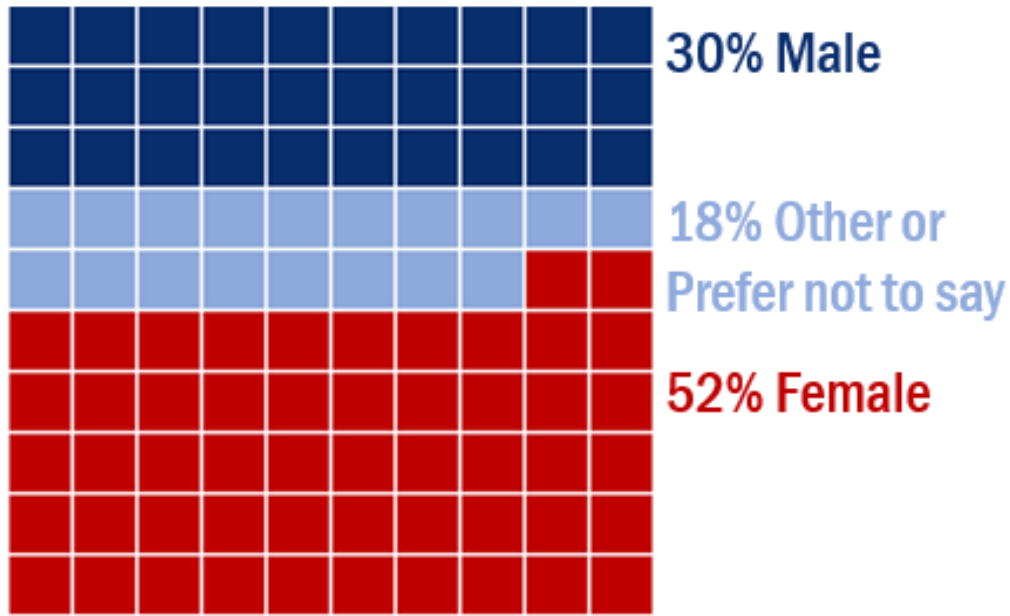
Methodology and Response Rate

- 39-question survey administered via Qualtrics
- Sent to eligible members of Staff Council
- Made available on July 1 with submission deadline of July 15; extended to July 18
- Reminder emails sent July 1, 5, 8, and 15
- 120 of the approximate 600 staff members partially completed the survey for a 20% response rate

FY23 STAFF CLIMATE SURVEY (CONT.)

Who participated in this survey?

The majority of survey respondents were **female** and have worked at UHD 1 – 10 years.

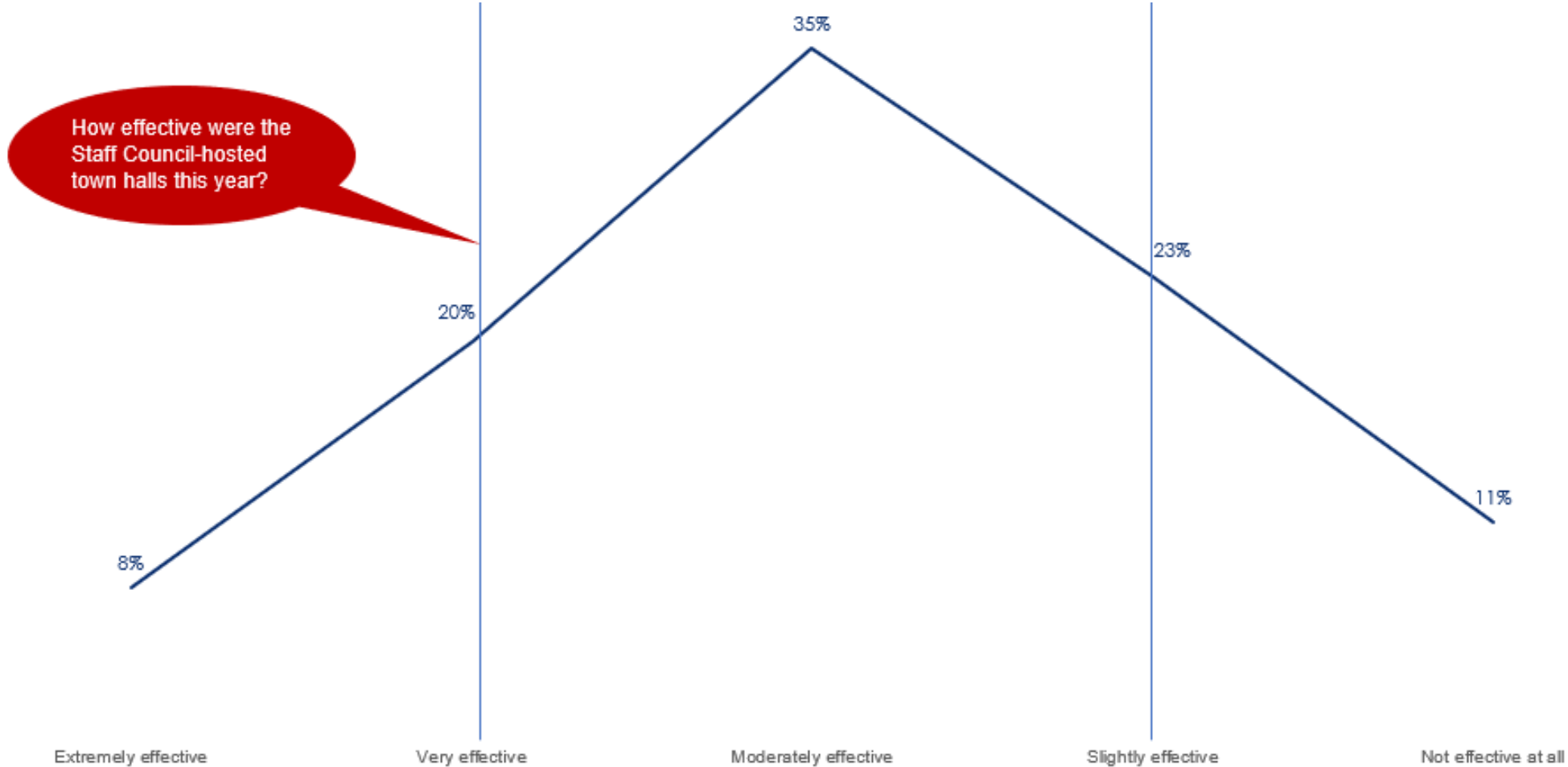


n = 120

FY23 STAFF CLIMATE SURVEY (CONT.)

Thoughts about the effectiveness of Staff Council

Staff Council did a well at hosting town halls and open forums this year. We can do better.



FY23 STAFF CLIMATE SURVEY (CONT.)

Staff overwhelmingly seem to understand the role of Staff Council and how to contact them.

■ Strongly agree ■ Somewhat agree ■ Neither agree nor disagree ■ Somewhat disagree ■ Strongly disagree

Staff Council effectively communicates with staff via email.



I believe Staff Council provides a unified voice when communicating on behalf of UHD staff.



I believe Staff Council effectively fosters communication between UHD staff and UHD administration.



I know how to contact my Staff Council representatives.



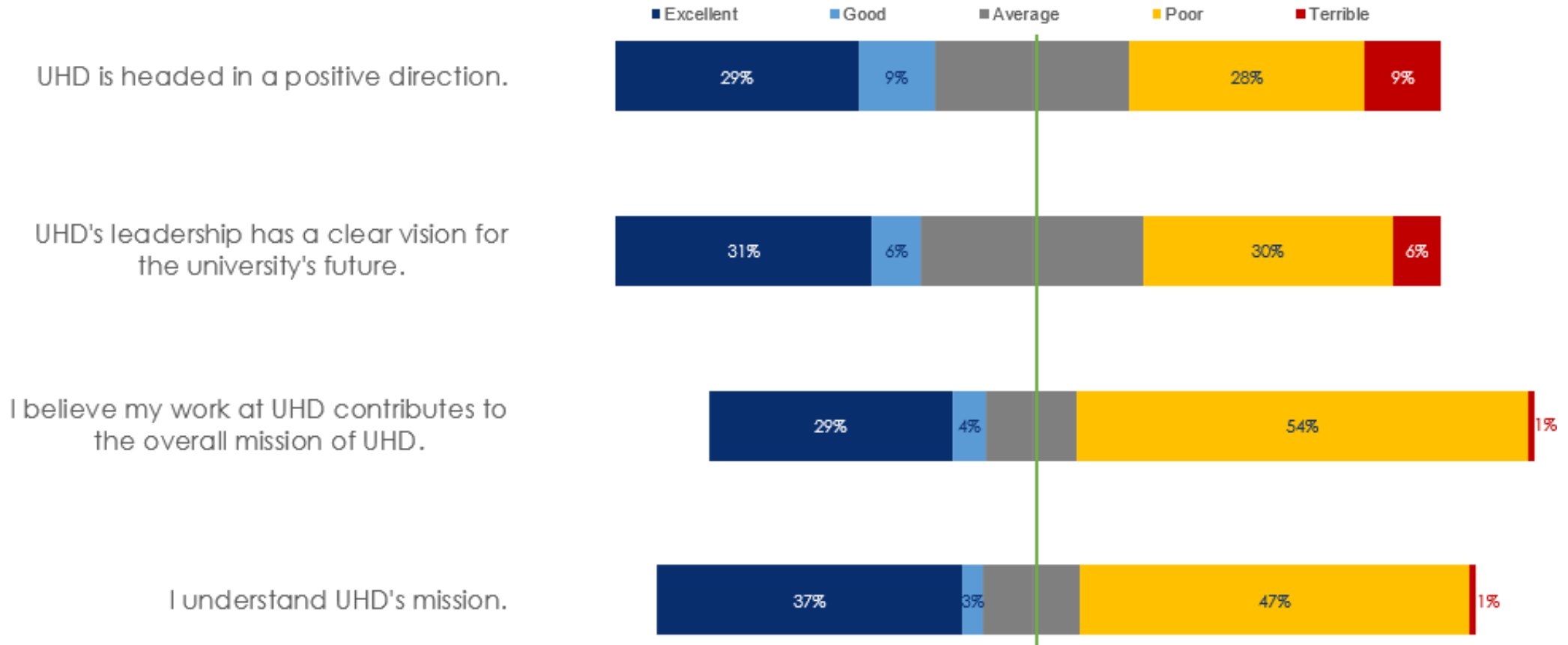
I understand the role of Staff Council at UHD.



FY23 STAFF CLIMATE SURVEY (CONT.)

Where are we headed as a University

Sentiment is about UHD's future; however, staff overwhelmingly do not feel as though they understand or contribute to the UHD mission.



FY23 STAFF CLIMATE SURVEY (CONT.)

Where are we headed as a University

Overall, it seems staff feel the professional standard is lower for staff than that of students, faculty, or administration.

UHD maintains high professional and leadership standards for its administrators (Deans and above).

■ Strongly agree ■ Somewhat agree ■ Neither agree nor disagree ■ Somewhat disagree ■ Strongly disagree



UHD maintains high professional standards for its faculty.



UHD maintains high professional standards for its staff.

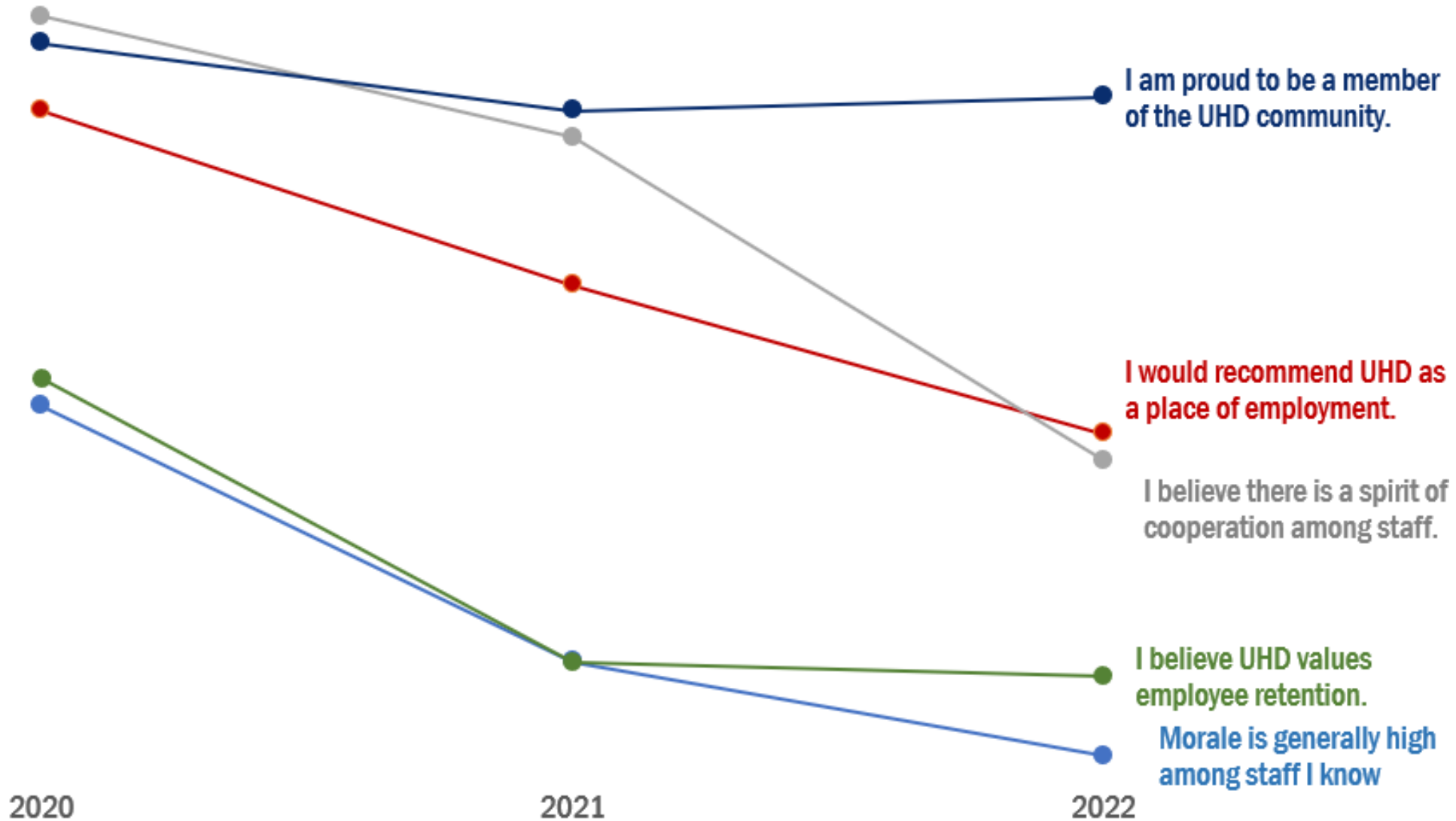


UHD maintains high academic standards for its students.



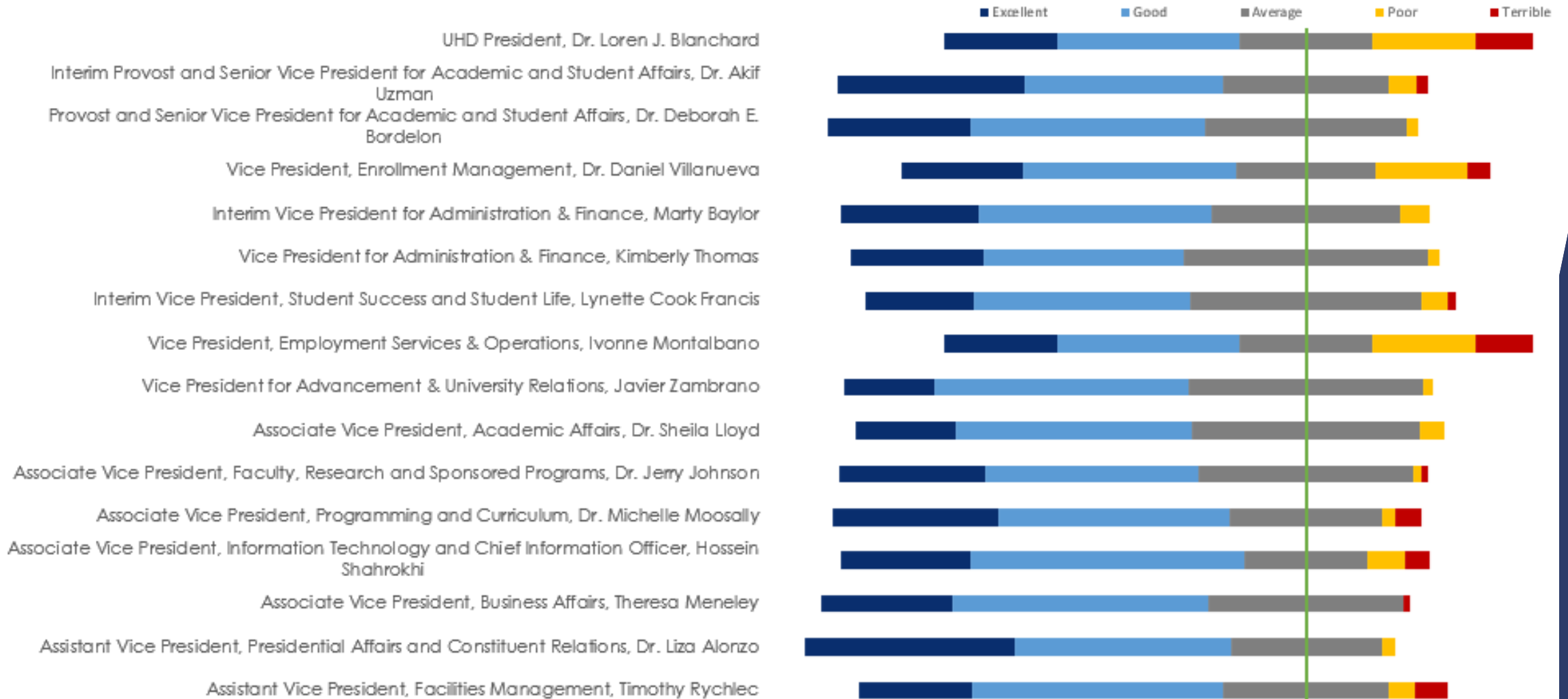
FY23 STAFF CLIMATE SURVEY (CONT.)

By most measures, this was a trying year for staff.



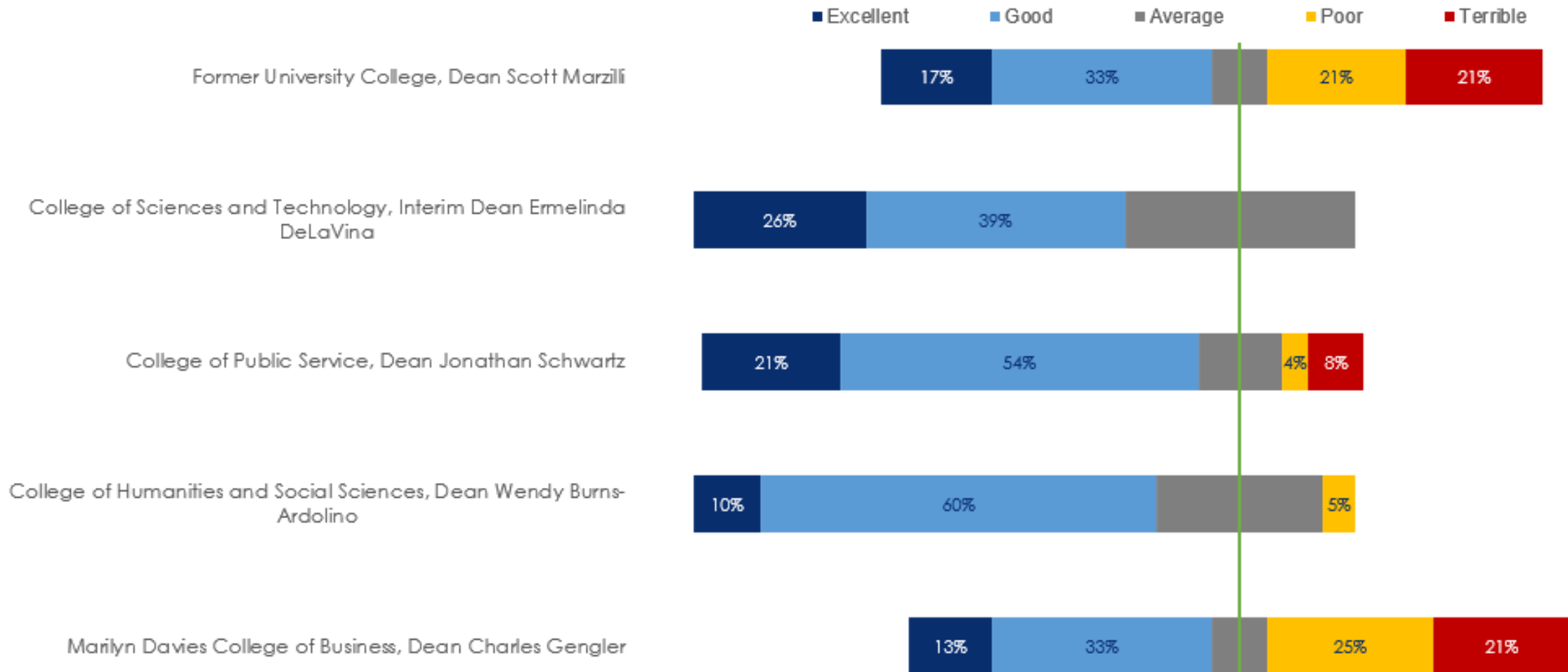
FY23 STAFF CLIMATE SURVEY (CONT.)

The top 3 most highly rated administrators were: Dr. Liza Alonzo, Dr. Hossein Shahrokhi, and Dr. Michelle Moosally.



FY23 STAFF CLIMATE SURVEY (CONT.)

Dean Schwartz and Dean Burns-Ardolino were perceived by staff as having performed superior work this school year.



FY23 STAFF CLIMATE SURVEY (CONT.)

Although staff seem to value DEI, this is not always reflected in UHD's hiring practices or between colleagues.

■ Strongly agree ■ Somewhat agree ■ Neither agree nor disagree ■ Somewhat disagree ■ Strongly disagree

I have not been treated differently on campus because of my race, gender identity, or other demographic characteristic.



UHD supports non-traditional staff members with appropriate programs that acknowledge challenges specific to their group (women, minority, LGBTQ+, etc.).



UHD does an adequate job of recruiting and hiring a diverse staff.



I feel comfortable discussing issues of equity, diversity and inclusion with my coworkers.

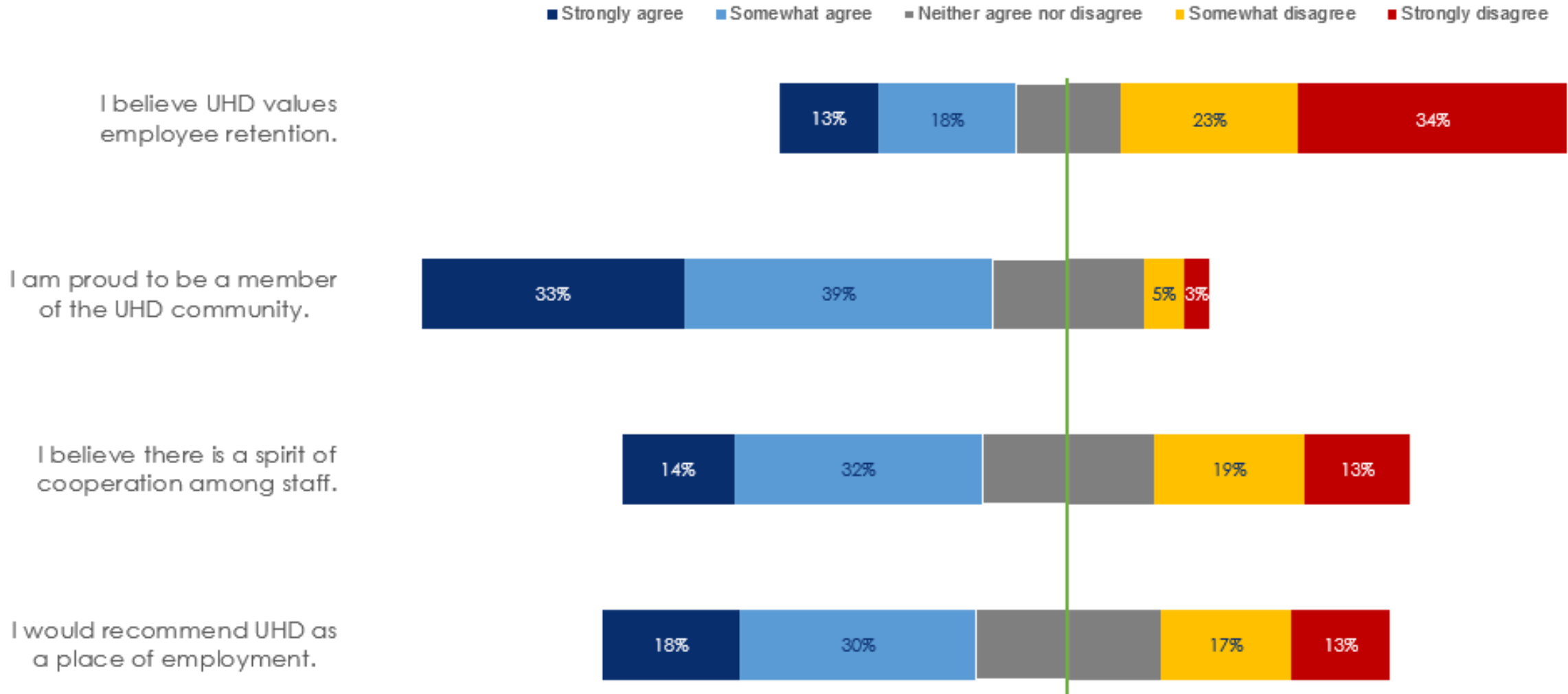


I understand why it is important for UHD to value diversity.



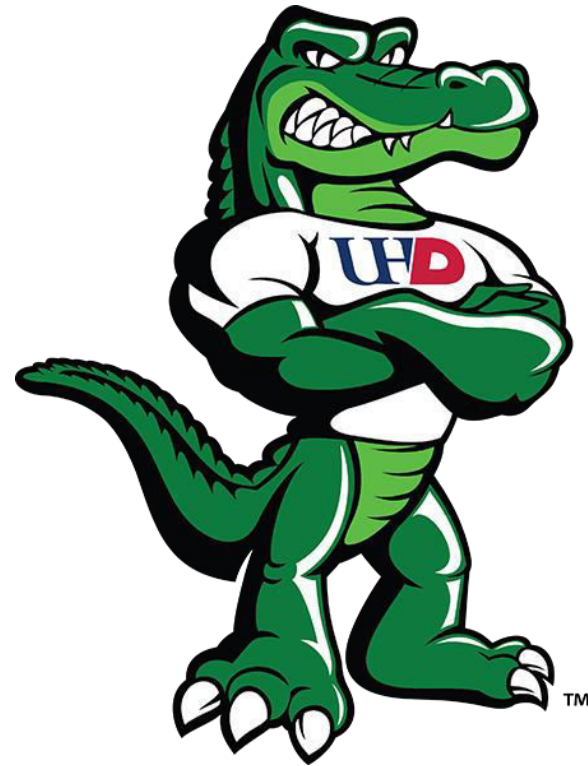
FY23 STAFF CLIMATE SURVEY (CONT.)

Employee retention is a serious problem at UHD.



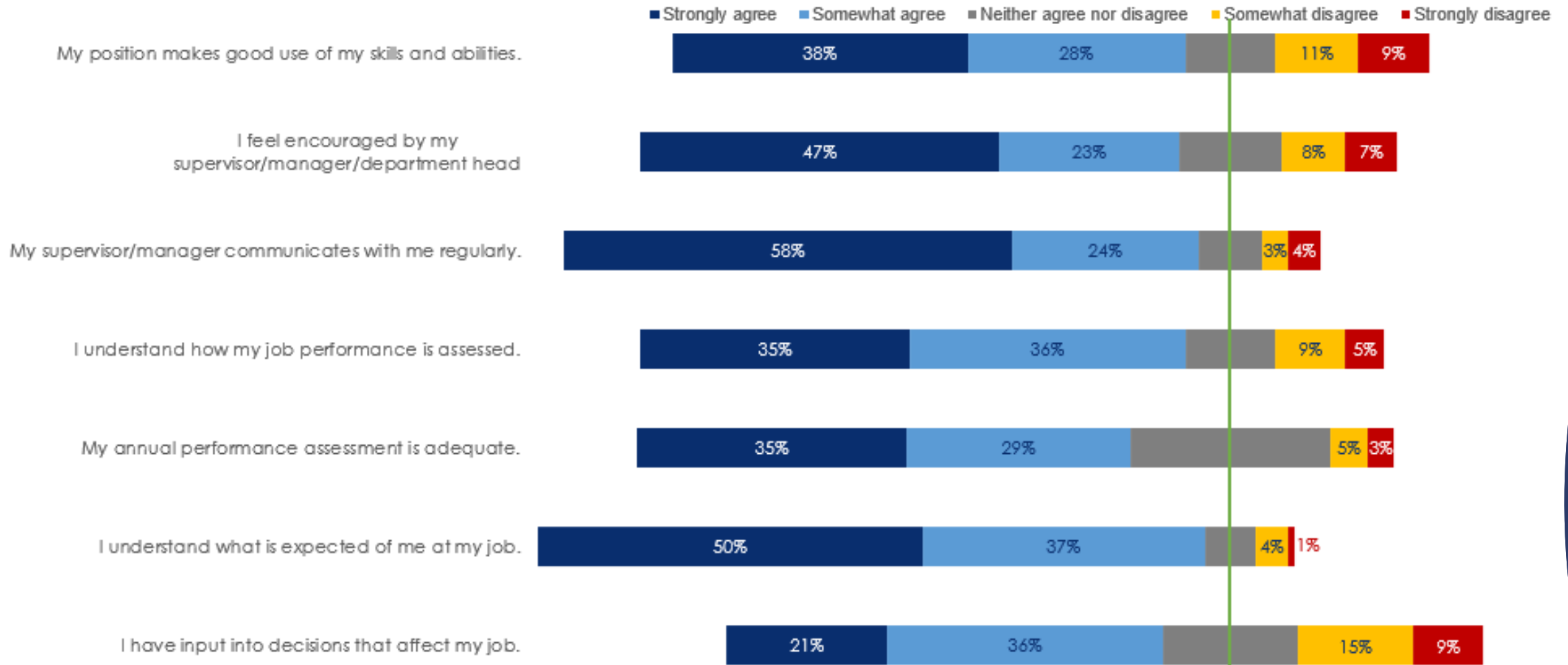
FY23 STAFF CLIMATE SURVEY (CONT.)

Where do I fit in?



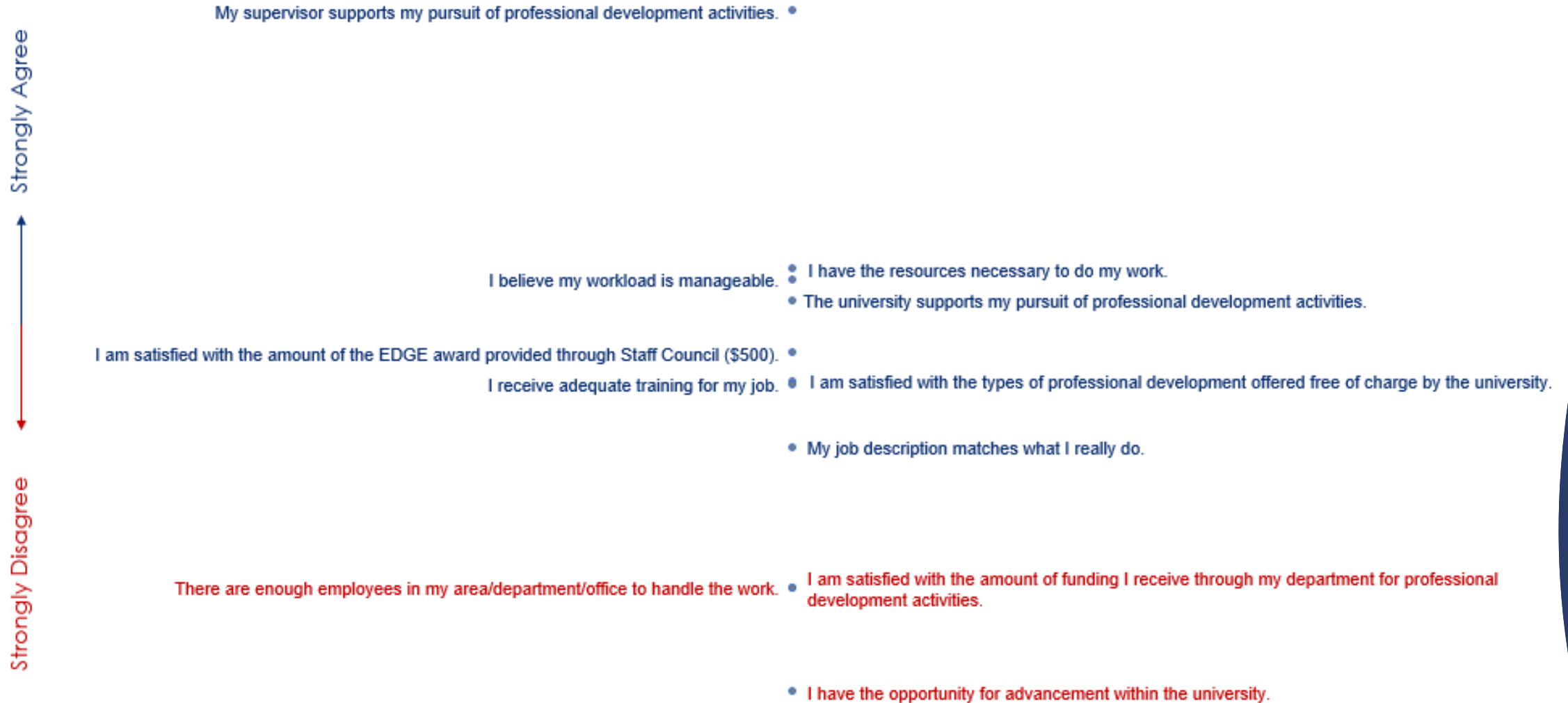
FY23 STAFF CLIMATE SURVEY (CONT.)

Staff seem to have a clear understanding of their positions and expectations; however, they do not feel empowered to make decisions regarding their duties.



FY23 STAFF CLIMATE SURVEY (CONT.)

Support from supervisors seems to be adequate; however, the institution is not supporting individual advancement sufficiently.



WOW



- **Tremaine Kwasikpui,**
*Director, Student
Activities*



WEEK OF WELCOME

Fall 2022 | August 22 - 26

Welcome to our **Gators!**

For a complete list of our events scan



or visit uhd.edu/welcomeweek

UHD University of Houston
DOWNTOWN.
DETERMINED. DEDICATED.

STAFF MERIT RAISES



- **Erica Morales,**
*Director, Benefits &
Compensation, ESO*

FY23 Staff Salary Increases



- 1.5% merit pool authorized by President Blanchard
- Second half of staff salary compression adjustments
 - Only half of the staff salary compression adjustments were funded for and distributed in FY22; the other half is being awarded in FY23.
- Staff salary increases are effective September 1, 2022
 - Payable 9/23/22 for hourly employees
 - Payable 10/1/22 for monthly employees

FY23 Staff Merit



- Staff merit distribution was based on the following cohorts:
 - Advancement and University Relations
 - Office of the President
 - Employment Services and Operations
 - Administration and Finance
 - Enrollment Management
 - Student Success & Student Life
 - Academic Affairs
 - Each college

FY23 Staff Merit Guidelines



Staff overall 2021/2022 performance evaluation scores were used. In addition, staff must have,

1. Completed their employment probationary period and have a fully executed probationary evaluation on file by June 30, 2022.
 - a. If Exempt - start date must be 6/30/2021 or before
 - b. If Non-exempt - start date must be 12/31/2021 or before
2. Been recognized for meritorious performance during the 2021/2022 performance evaluation period.

FY23 Staff Merit Guidelines



- Overall scores were used to establish three staff groups:
 - **High Merit** (approximately top 25% of their cohort)
 - 2% salary increase
 - **Regular Merit** (approximately middle 65% of their cohort)
 - 1.5% salary increase
 - **No Merit** (approximately 10% of their cohort)

FY23 Staff Merit Guidelines



- The 10% of the cohort includes staff:
 - Having an overall score of ‘Improvement Needed’ or ‘Unsatisfactory’ (Below 3.00)
 - Placed on suspension or PIP from January 1 to June 30, 2022
 - Having outstanding financial obligations to the System
 - On their initial employment probationary period
- The 10% of the cohort also includes supervisors who failed to meet the overall published deadline for the 2021/2022 evaluation process.

FY23 Staff Merit Guidelines



- Employees who held two different positions (faculty/administrative staff) in FY2022 and who are meritorious will receive merit in each category prorated by the number of months in which they served in each.

Questions?



The EDGE

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

August Recipients



Vanessa Rojas,
*Academic Advisor II,
Humanities & Social
Sciences*



Charis Vieira,
*Supervisor,
Interlibrary Loan*

UPCOMING EVENTS

- **TeX Conference**
Wednesday, August 17 (virtual)
Thursday, August 18, 2022
9:00 AM – 3:00 PM
*Register via CampusGroups
- **Conflict Resolution Workshop**
Thursday August 18, 2022
10:00 AM – 11:30 AM
- **Staff Eyeglass Drive Closes**
Friday, September 2
Drop your used glasses in the donation boxes located on the 2nd and 3rd floors.
- **Week of Welcome (WOW)**
August 22 – 24

UPCOMING EVENTS

- **Labor Day**
Monday, September 5
University closed in observance
- **Homecoming**
October 10 - 15
- **GatorServe at 9/11 Day of Remembrance** 🐊
Saturday, September 10
Save the date!
- **Public Service Loan Forgiveness Program (PSLF) application deadline**
October 31



STAFF COUNCIL TEES

- **There are shirts available!**
 - If you have not received your FY22 Staff Council tee yet, let us know.
 - Email uhdstaffcouncil@uhd.edu.
 - It will be prepared for pick up.





GENERAL UPDATES / RESPONSES TO ONLINE FORMS

RESPONSES TO ONLINE FORMS

Question: I think that Staff Council should discuss and address the university/system's policy against cost of living adjustments (COLA) for staff. It has been repeatedly expressed that leadership "does not believe" in COLAs and instead favors merit increases, which while on the face of it may seem fair but honestly just goes to show how out of touch and indifferent leadership is towards employees' ability to afford basic necessities.

Response: Texas state agencies (UH System universities are state agencies) are not authorized by the Texas Government Code to issue cost of living salary adjustments.

RESPONSES TO ONLINE FORMS

Question: Team morale has declined significantly in the Information Technology department. It's become a hostile work environment and Information Technology Leadership does not take this seriously or make it a priority to take steps to address the matter.

Is there another process available to employees instead of going through the channels of department leadership and yet it is not getting addressed? Maybe a process or procedure that can be utilized for these types of scenarios and maybe isn't well known to all employees that another option is available?

Response: Complaints of hostile work environment may be directed to Lauri Ruiz, Title IX/Equal Opportunity Officer.

RESPONSES TO ONLINE FORMS

Concern: What is the purpose of escorting individuals off campus (when they are being let go at no fault of their own) due to a Reduction in Force (RIF)?

Response: Employees subject to a reduction in force are accompanied to the elevator. This is a standard protocol applied consistently and equally to employees who do not voluntarily leave the University. This is allowed by University of Houston System Administrative Memorandum (SAM) 02.A.06, Reduction in Force of Regular Staff Employees, which states as follows: “An employee who has been notified of reduction in force may be removed from the worksite, with pay, immediately upon receipt of the notice of reduction in force, with the approval of human resources.”

RESPONSES TO ONLINE FORMS

Question/Concern: The save the date for the Staff Retreat makes no mention of a remote option, will there be remote option available? Please provide more information and agenda so that staff and supervisors can plan accordingly.

Response: University Relations should be sending additional information in the next invitation. The full agenda will be shared next week. The event will be held in-person and there will not be a hybrid or online option.

UPDATED COVID-19 PROTOCOLS



- **Cynthia Vargas,**
*Director, Emergency
Management & Fire
Safety*

GENERAL Q&A



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