



**Staff Council General Meeting minutes for November 30, 2022**  
**Zoom Meeting 10:00 AM – 11:00 AM**

Minutes Recorded by Maria Estrada, Staff Council Secretary

**Board:** Tremaine Kwasikpui, Staff Council President; JR Sears, Staff Council President-Elect; Maria Estrada, Staff Council Secretary; Gerrelyn Davidson, Staff Council Treasurer; Rachael Hudspeth, Staff Council Communications Officer

**Guests:** Andy Osborn, Assistant Director of Graduate Studies, College of Humanities and Social Sciences

**Call to Order:** The Staff Council general meeting was called to order by Staff Council President, Tremaine Kwasikpui around 10:05 am.

**Reports:** Mr. Kwasikpui greets and welcomes attendees to the Staff Council General Meeting for November 2022. Attendees are asked to participate in the anonymous poll, and the meeting agenda is reviewed.

**Approval of Meeting Minutes:** A motion to approve the October 19, 2022, minutes was made and seconded. The minutes were approved.

**Welcome New Gators**

Mr. Sears introduces the new UHD gators/employees.

- D'Ante Richardson-Jones, Academic Success Coach
- Heidi Flores, Academic Success Coach
- Laura Wagner, Manager, Communications
- John Garcia Chavez, Academic Success Coach
- Miguel Monreal, Carpenter, Renovations
- Ricky Rodriguez, Esports Coordinator
- Nereo Hoill, Technology Trainer I

**Staff Ambassadors**

Mrs. Hudspeth introduces the Staff Ambassadors

- Academic Affairs (2 positions) – Caroline Smith
- Student Success & Student Life (positions)- Tiffany Howell
- Enrollment Management (2 positions)- Sydney Zenon & Lauren Jackson
- Administration & Finance (2 positions)- Eddie Arias & Trinity Delefance
- President's Office & Advancement (1 position)- Sandra Jacobson
- Employment Services & Operations (1 position)- Gladis Moya

Ambassadors are still needed for areas that require two positions.

## **Edge Grant Recipient**

Ms. Davidson introduces the Edge Grant recipients for the month of November.

- November Recipient: Anne Zwicky

## **College of Humanities and Social Sciences Graduate Program Presentation**

**Andy Osborn, Associate Director of Graduated Studies, presented to Staff Council on CHSS graduate programs.**

Mr. Osborn introduces himself and begins his presentation.

- UHD offers a College Release Program and Staff Education Reimbursement for employees pursuing a degree. The College Release Program provides eligible staff up to three hours per week of work release time during work hours to attend their course. The Staff Education Reimbursement benefit provides eligible employees who meet qualifications up to \$1357 for graduate-level courses. Further information on both can be found on the Staff Council website under Professional Development.
- CHSS offers the following graduate programs:
  - Technical Communication with Plain Language or Medical and applied Health Communication certification options.
  - Non-Profit Management with Leadership and Strategic Planning certification option
  - Rhetoric and Composition with Communication Studies certificate option
  - Strategic Communication-
- The M.A. in Non-Profit Management is offered 100% online and consists of 36 credit hours. Houston-area non-profit experts and UHD faculty created the program. It was designed for everyone and helps develop skills in entrepreneurship, program management, human resources, leadership, strategic planning, grant writing, law and ethics, marketing and social media, and fundraising.
- The M.A. in Non-Profit Management requirements consists of 36 hours, including 18 hours of core courses, 12 hours of elective courses, and six hours of internship with capstone projects. The internship can be completed at UHD but would have to be something outside an employee's daily role.
- The Graduate Certificate in Leadership and Strategic Planning consists of 18 hours, including nine required courses and nine elective courses.
- The M.A. in Strategic Communication is offered 100% online and consists of 30 credit hours. There are two foundational courses and several elective courses to help students develop skills in crisis communication, cross-cultural teams, health messaging, conflict communication, public deliberation, public speaking, strategic leadership, and public relations. There is also an option to complete a thesis or capstone.
- Skills and outcomes related to the M.A. in Strategic Communication include strategic public engagement, stakeholder management, conflict resolution, and crisis communication. Training and development, managers, communication directors, specialists, and emergency management directors are some of the possible careers people can obtain with this degree.
- The M.A. in Strategic Communication requirements consists of 30 hours, including six hours of required courses, 18 hours of S.C. electives, and six hours of additional electives.
- Admission eligibility and requirements include the following:
  - Experience and interest in the field, proven academic ability, and skills

- Completion of a baccalaureate degree from an accredited university
- A GPA of 3.0 in undergraduate studies (applicants not meeting the GPA requirement may be given conditional admission to the program)
- How to apply
  - Complete Apply Texas Application
  - Send official transcripts
  - Submit a personal essay/statement (500 words)
  - Two letters of recommendation
  - TOEFL/IELTS scores (applicants who did not graduate from a university in which English is the native language)
- The deadline to apply for Spring 2023 is January 1, and for Summer 2023, it is May 15. More information can be found on the CHSS graduate website.

Question: Do you know of any financial support people can use to pay for the program?

Answer: Yes, CHSS does offer college-level scholarships to new students. There are also some continuing student scholarships. Students can also complete the FASFA to determine if they qualify for federal loans or some state or university grants.

### **Upcoming Events**

- UHD Reading Days- December 6 & 7
  - An email with a list of events will be sent.
- UHD Graduation- December 10
- UHD Holiday Party- December 13 at the South Deck from 3:00 to 4:30 pm
- Winter Holiday- December 26-30
- Gator Service Day- January 14, at Houston SPCA
- Week of Welcome- January 17-20
- Staff Council Meeting- January 25
- Holiday Office Decorating Contest- send an email to the UHD Staff Council email if you participate. An email with further information will be sent.

### **President's Report**

- Staff Council is working on an Ombudsman Policy. The purpose of the policy is to have a neutral third-party liaison between staff and ESO. The first and second drafts have been written and reviewed by Staff Council. The policy will be sent for a third review and then hopefully after to President's Cabinet.

### **Other Items**

- Thank you to ESO for hosting the Staff Awards.
- The UHD Police Department is asking for donations for a Toy Drive for middle school children. Donations will be accepted until December 15. Examples of donations include gift cards and books. A flyer will be sent out.
- Thank you to Stephanie and Charis from the UHD Library for the staff bulletin board on the 3<sup>rd</sup> floor between the Academic Welcome Center and the One Main Building.
- Thank you to the Staff Council Awards and Edge Grant Committees for your hard work.

- The Provost has door hours. JR and Tremaine stopped by to introduce themselves and discuss the paid consulting policy. In the Spring of last year, there were 17 staff members that were teaching courses, and in the Fall there were 15. It is for staff to continue teaching courses and review them on a case-by-case basis.
- There are still Whole Foods \$10 coupons and Staff Council t-shirts available.
- There will be a Staff Council and Ambassador meeting held with the President on December 2.
- If there are any items you'd like Staff Council to look into, please email us.

Question: Does the number of adjuncts include staff that teaches at UHD, or do they also include those who teach at HCC, Lonestar, etc.?

Answer: The numbers include staff teaching at UHD and elsewhere.

### **General Q&A**

Question: Is there an update on the membership charges for the new UHD gym? Will there be an opportunity to tour the facility?

Answer: The current Student Life Center will be sunset on December 5. I believe there will be a during tour the first week of classes. More information about the new gym will be coming out, and we will make sure to share information.

Question: When will the elevators be fixed?

Answer: We currently do not have information. We can look into it and provide an update at our next Staff Council meeting.

Question: I would like to know why campus water fountains were not blocked off during the boil notice?

Answer: To our knowledge, they were shut off.

Question: What will UHD do with the previous Student Life Center?

Answer: UHD leadership is considering various factors into determination to make a decision. Once a decision is made, we will share with everyone.

Question: Do you have notes on what was covered today?

Answer: Yes, the minutes will be shared on our website, and if you miss them, please let us know.

The meeting was adjourned by Mr. Kwasikpui at 10:48 am.