



## December 2023 General Meeting Minutes

December 13, 2023

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

Minutes Recorded by Arrianna O'Quin, Staff Council Secretary

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

**Guests:** Chief Casey Davis from UHD Police Department, Dr. Blanchard, President of UHD

**Call to Order:** 10:03 am by Jr Sears, Staff Council President

**Approval of Meeting Minutes:** A motion to approve the November 2023 minutes was made. Adrian Bermudez approved, Tasia Parker 2<sup>nd</sup>.

**Welcome New Gators:** Adrian Bermudez, President-elect, welcomes new gators. See slide 4 below.

**Edge Grant Recipient:** Gladis, Treasurer, introduces the Edge Grant recipients for December. See slide 5 below  
Recipient: **Kory Kilgore**, Assistant Director, Graduate Studies, CPS

**Employee Recognition:** Jr Sears, Staff Council President congratulates the Kudos recipients for October. See slides 6 & 7 below. Jr also encourages all staff to participate by giving a kudos to someone that has gone above and beyond.

### Agenda Items:

#### UHD Safety – Chief Davis:

- Safety Overview
  - Lockdown Overview
    - On 11/16/2023 at 2:10pm, UHDPD received a report advising 5 individuals were underneath the South deck smoking marijuana. Officers were dispatched and arrived at the scene where 5 unidentified individuals were present. Officers began to detain and question the individuals when 2 of them ran away from the officers and 1 entered the building near Entry 2. At 2:25 pm, the OMB was placed on lockdown while UHDPD searched. It was unclear if the suspects were carrying weapons. All officers searched and cleared all floors of OMB, the ACAD bldg. And GSB before lifting the lockdown.
  - Notification/Communication plan
    - 1. incident starts, 2. details are confirmed, 3. notify Dr. Blanchard and crisis management team, 4. emergency notification sent, 5. UHDPD focuses on responding to emergency/stopping the threat, 6. incident resolved/all clear given, 7. within 1 hour of incident, all details will be confirmed by UHDPD dispatch center, 8. details will be relayed to UHD crisis management team, 9. within 4 hours from the start, UHD media relations will prepare and send out incident summary to the campus community.
    - Note: A message to the UHD community should be sent every 10-15 minutes advising that UHDPD is still working to resolve the incident. This keeps the campus community informed.
  - UHD Crisis Management Team
    - Ricardo Perea – Fire Safety Manager/Dept. of Emergency Management
    - Marie Jacinto – Executive Director of Communications
    - Kimana Alston – Emergency Management Specialist
    - Liza Alonso- Assistant CP, presidential Affairs & Constituent Relations

- Kimberly Lambert-Thomas – VP of Administration & Finance
- Carla Jackson – Assistant Chief of Police
- Casey Davis – Chief of Police
- Take Action Graphic
  - Hold! In your room or area. Clear the halls.
  - Secure! Get inside. Lock outside doors.
  - Lockdown! Locks, lights, out of sight.
  - Evacuate! (A location may be specified)
  - Shelter! Hazard and safety strategy.
- Supervisory Responsibilities
  - Run, Hide, Fight
- Safety Initiatives: Receptionist training, SafeZone App, Security Assessment, Securing the building/Electronic Card Access
- Visit the UHD Emergency Website at [uhd.edu/administration/emergency-management/index.aspx](http://uhd.edu/administration/emergency-management/index.aspx)

#### **University Updates - President Blanchard: (35:00-48:45)**

- Commencement is approaching. It will be held at the Berry Center with free parking
- Inaugural search for VP of HR
  - Inaugural because we are moving from just employment services, but to a broader HR.
  - They will not be on board by January, but Dr. Blanchard is looking forward to the feedback that the community will provide
- Excited about enrollment (student credit hours) Past and upcoming semesters have exceeded the goal set.
- Commitment to continue to increase salaries for staff. Grow to the most competitive market rate. Not in a position to give a 10-12% increase but would love to.

#### **Staff Council Business - Jr Sears, Staff Council President (Slides 11-13)**

- Website updates – Recordings, agendas, and minutes are now uploaded
- Ombudsman – Committee has been created and meetings have been conducted to create a rubric. Job description is being finalized with appropriate weights.
- Staff/Faculty Awards Signage: Need a vote of usage for all 5 signs for display of the 5<sup>th</sup> anniversary celebration.
- Staff Council Resolution SCR 23-01
  - The details of the response were read aloud and can be found below on slides 12 and 13.

#### **Upcoming events: Jr Sears, Staff Council President (Slide 14)**

- 75<sup>th</sup> commencement at the Berry Center on December 16<sup>th</sup>
- Staff Holiday Party December 13<sup>th</sup> at 3-4:30pm
- Staff Performance Reviews December 11 through January 7<sup>th</sup>
- Toy Drive – Lt. Delafance – Last Day: December 18<sup>th</sup>
- Holiday Decorating Contest – Registration closes December 15<sup>th</sup> and judging will be December 19<sup>th</sup>.

**Closing Comments:** Please reach out to staff council for any questions or concerns. Happy Holidays to everyone!

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

**Question:** Can you clarify the time in which we should be notified about a lockdown?

- Chief Casey Davis: there was a technical difficulty. There are things to consider and converse about before a lockdown can go into place.

**Question:** Can this presentation be shared with directors?

- Chief Casey Davis: Absolutely, it will be shared to JR, President of Staff Council, or you may reach out to Chief Casey Davis.

**Question:** How do we request the safety assessment?

- Response: Reach out to Chief Casey Davis.

**Question:** Are there changes in entry mechanisms (cellphone, etc.) to come?

- Response: No

**Question:** Would you recommend forward facing offices have glass shields?

- Casey Davis: that is a very expensive option, but the need may vary by office.

**Question:** Are we requiring all community members to wear lanyards for easy identification.

- There hasn't been any communication or plans to have that put into place.

**Question:** Shouldn't the electrical door lock by itself?

- Please email Chief Casey Davis to perform an assessment or request a ticket.

**Question:** Will the protocol be discussed during training for lockdowns?

- If a department schedules training, safety plans will be

**Question:** Are offices allowed to be locked during normal business hours?

- Controlled access is possible with an admin or student worker present at the front.

**Question:** Commencement details?

- Email staff council or Dr. Villanueva for those details.

**Adjourn:** The meeting was adjourned by Jr Sears at approximately 11:08

**Minutes prepared by** – Arrianna O'Quin, *Staff Council Secretary*, 60 minutes to prepare



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# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

- **Motion to accept minutes? Second?**
- **Minutes accepted**

# AGENDA

- Approval of November Meeting Minutes
- New Employee Announcements
- Edge Grant Winner
- Employee Recognition
- UHD Safety – Chief Davis
- President Blanchard
- Staff Council Business – Things To Share
- Upcoming Events
- Closing Comments

# WELCOME NEW GATORS!



Name	Job Title	Department
Stephon Boykin	Admissions Counselor	Undergraduate Admissions
Capri Buck	Admissions Counselor	Undergraduate Admissions
Sergei Gabrielov	Data Analytics Developer	Enterprise Systems
Melvon George	Assistant Director	Academic Support Center
Wency Ortiz Velazquez	Coordinator, Digital Customer Services	Financial Aid
Jasmine Patterson	Administrative Assistant II	Social Work
Leslie Smith	Specialist, Articulation & Matriculation	Registrar
Veronica Trujillo	Coordinator, Administrative Services	Academic Affairs
Kira Gatewood	Assistant Vice President, Student Life/Dean of Students	Student Affairs
Janina Arrington	Assistant Vice President, Student Success	Student Affairs



# December Recipient



## Kory Kilgore

# The EDGE

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



# CONGRATULATIONS GATORS!



## •Advancement & University Relations

- Debra McGaughey
- Laura Wagner

## •College of Business

- Jakobi Augillard
- Helen Figueroa
- Ikea Jernigan
- Maxine Todd
- Evangeline Uresti

## • Facilities Management

- Grace Curd

## • Information Technology

- Rose Martinez

## •W.I. Dykes Library

- Yesenia Sanchez

## •Office of the President

- Darius Harrison
- Sylvia Rodriguez

## • UHD Public Safety

- Joseph Correa
- Jaime Cortez
- Erick Hipolito
- Carla Jackson
- Briana Zweck

# DECEMBER KUDOS!

# CONGRATULATIONS GATORS!

- **Technology Learning Services**
  - Nicholas Martinez
- **User Support Services**
  - Thomas McBride
- **UHD Police Department**
  - Marcelino Torrio
  - Stephen Vega
  - Vincent Wilkins
- **Student Success and Student Life**
  - Alicia Allen-Whetstone
- **Student Business Services**
  - Stephanie Porter
- **Technical Services**
  - Berry Bryant



## Kudos!

*Express  
Your  
Appreciation*



# UHD SAFETY



**Chief Casey Davis**





# UHD SAFETY

## Safety On Campus

Campus safety and personal safety are things everyone should be aware of. When emergencies occur, it is always best to know what to do in each unique situation to ensure your safety is not compromised.

Visit these pages to read more about how to handle certain emergencies:

<https://www.uhd.edu/police-department/standard-response-protocol.aspx>

<https://www.uhd.edu/administration/emergency-management/what-to-do-in-an-emergency.aspx>



# UHD PRESIDENT BLANCHARD



**Dr. Loren J. Blanchard**

# STAFF COUNCIL BUSINESS

- Website Update
- Ombudsman
  - Committee has been created
    - Started meetings creating hiring rubrics
    - Finalizing job description and job percentage weights
- Staff/Faculty Awards Signage 3rd Floor
  - Center sign add to rotation 50th logo and other signs
  - add historical pictures to the name slide rotations
  - Shared space for the 2024 year celebrating the 50th milestone
- Staff Council Resolution To Chartwells





# RESPONSE TO STAFF COUNCIL RESOLUTION SCR 23-01

The University's dining services program is an integral component of a student's life on campus, providing convenient food options in support of their academic goals. We are committed to providing our students with the best dining services program within the University's fiscal capacity.

- The University's dining services program is classified as an auxiliary enterprise. The distinguishing characteristic of an auxiliary enterprise is that it is managed as a self-supporting activity, meaning revenues must cover costs
- From 2017 to 2022, UHD's dining services' Profit and Loss Statements reported over \$1.6 million in financial losses
- In the academic year 2022-23, Auxiliary Services embarked on a refresh of dining services with the following changes to boost revenues:
  - reopened the salad and soup bar and Mondo Subs;
  - added new menu items at Burger 713 Grill, fresh sushi, microwaves, and food vending machines;
  - opened the College of Sciences and Technology (CST) Café, and
  - implemented the GatorCash discount incentive program
- Implementing Chartwells "**first right of refusal**," which is consistent with practices in place at UH-Clear Lake and UH-Victoria since 2018, was one of several measures implemented to reverse the loss of revenue given the existing UH System contract with Chartwells.
- It is important to note that our departments' discretionary budgets for catering events are funded with revenue generated from auxiliary services and interest income, in which those budgets have not increased in the past 5 years
- Dining changes have resulted in a small profit in September 2023 and a breakeven budget for October 2023



# STAFF COUNCIL RESOLUTION SCR 23-01

## Continued...

### Clarity:

- Student organizations are exempt from the “first right of refusal” catering guidelines. Also, the University’s catering guidelines provide a “first right of refusal” exception. Waiver requests not listed as a guideline exception are required to be reviewed by the Director of Auxiliary Services
- Auxiliary Services will continue to examine the state of the current dining services program offerings to address the request for better food selection, competitive prices, expanded food service locations, and hours of operation.
- We engaged the assistance of an external consultant to further assess and recommend solutions designed to enhance our dining services program, and we are looking forward to sharing the report with all UHD stakeholders





# UPCOMING EVENTS

- 75th Fall Commencement Ceremony – December 16, 2023 at the Berry Center
- Staff Holiday Party – Today 3-4:30pm | Welcome Center | Wear Your Ugly Sweater
- Staff Annual Performance Evaluations – December 11 – January
- Toy Drive – Trinity – Last Day December 18
- January 18, 2024 – UHD's 50th Anniversary Kickoff Party – A300 @ Noon
- Holiday Decorating Contest – Registration Closes December 15 and Judging Will Be December 19

## Did you know!

- December 13, 1818 – Mary Ann Todd Lincoln was born in Lexington, Kentucky. She became the wife of Abraham Lincoln, the 16th President of the United States.
- December 15, 1791 – The Bill of rights (first 10 amendments of the U.S. Constitution) became effective following ratification by Virginia.

# UHD POLICE DEPARTMENT HOLIDAY TOY DRIVE

## UHD P.D. Holiday Toy Drive

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

A festive poster for the UHD P.D. Holiday Toy Drive. The background is a vibrant red with scattered white snowflakes and hearts. In the center, a brown reindeer with white spots and a red Santa hat with a white pom-pom is running towards the left. To its left, a small, round, yellow character with a red hat and a brown sweater with white snowflake patterns is running towards the right. The text is in a clean, white, sans-serif font.

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

UHD Police will be collecting :

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

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



**Need to Contact Staff Council Representatives?**

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

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



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

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



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



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



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



# CLOSING COMMENTS

## Mission

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