



General Meeting Minutes

Wednesday, September 18, 2024

10:02 a.m. – 10:55 a.m.

Present Staff Council Executive Board Members:	Adrian Bermudez, Staff Council President ♦ Katalina Castillo, Staff Council Secretary ♦ Nick Martinez, Staff Council Communication Officer
Absent Staff Council Executive Board Members:	Jr Sears, Staff Council President-Elect ♦ Shiya Rawls, Staff Council Treasurer
Special Guest:	Dr. Daniel (Dan) Maxwell, Interim VP for 3SL ♦ Christian Purdy, Manager, Projects, Compliance & Communications
Location:	Zoom Webinar

1	Call to Order	10:02 am
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Presenter: Adrian Bermudez, Staff Council President

2	Meeting Agenda Review	10:02 am
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Presenter: Adrian Bermudez, Staff Council President

3	Special Guest	10:04 am
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Presenter: Dr. Daniel (Dan) Maxwell, Interim VP for 3SL

- Introduction
- Brief history of 3SL
- Listed the 16 departments that make up the 3SL Division
- Goals of the 3SL Division

4	Approval of June, July, and August Minutes	10:11 am
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Presenter: Adrian Bermudez, Staff Council President

5	Brief Introductions of FY25 Staff Council Executive Officers	10:13 am
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Presenters: Adrian Bermudez, Staff Council President ♦ Jr Sears, Staff Council President-Elect ♦ Katalina Castillo, Staff Council Secretary ♦ Shiya Rawls, Staff Council Treasurer ♦ Nick Martinez, Staff Council Communication Officer

This agenda is subject to change at the discretion of the Staff Council Executive Board.

6 New FY25 Staff Council Ambassadors Announcement 10:15 am

Presenter: Adrian Bermudez, Staff Council President

- SCEB goals are to support the Staff Council Ambassadors in being more active and help clarify the role of the ambassadors.

7 New Employee Announcement 10:17 am

Presenter: Katalina Castillo, Staff Council Secretary

8 [Edge Grant](#) Winner 10:18 am

Presenter: Katalina Castillo, Staff Council Secretary

- Albert Holden, Manager, Video Production & Digital Signage Services

9 August [Kudos](#) 10:19 am

Presenter: Katalina Castillo, Staff Council Secretary

10 Good News 10:20 am

Presenter: Adrian Bermudez, Staff Council President

- Lynnette Gulley was recently promoted to Academic Success Coordinator (Advisor) III in the Marilyn Davies College of Business Academic Advising Center

11 Special Guest 10:22 am

Presenter: Christian Purdy, Manager, Projects, Compliance & Communications

- PageUp will be replacing Taleo (UHS-wide change and decision)
 - o Taleo will go dark on November 9
 - o Recommended to get materials from Taleo by the end of October
- PeopleSoft will be replacing MyTalentSpace evaluation process
 - o Materials from MyTalentSpace will be extracted and preserved by HR
 - o Recommended to get your items from MyTalentSpace to avoid wait time of HR extracting and preserving materials
- Microsoft Forms will be replacing Kudos
- Launch of the Leadership Employment Advancement Program (LEAP)
 - o LEAP is a student employment orientation program
 - o Non-mandatory but encouraged
- Happiness at Work Week
 - o Mindful Gardening on September 24 and 25
 - o Grow Your Own Workspace on September 27
 - o Thank you notes at HR front desk

12 Staff Council Business: Things to share 10:31 am

Presenter: Adrian Bermudez, Staff Council President

This agenda is subject to change at the discretion of the Staff Council Executive Board.

- Staff Council Feedback Survey
 - o Accepting anonymous feedback until the end of this month
- Staff Council Suggestion Received
 - o 01.A.08 Travel Policy: Issue that was the Embargo Form requires 2 signatures from the Provost. Heather Davis from ORSP has spoken with the travel office and Dr. Bordelon. ORSP will be the contact and sign the form. Heather will be updating information on the Embargo Form and the web to coincide with the latest information. More updates will come as follow-ups are still being processed.
- Staff Council Committees [Information](#) and [Interest](#)
- Encourage staff to participate in Gator Blue Fridays using UHD Garments (shirts, hats, etc.) to show school spirit

13 Upcoming Events & Announcements

10:36 am

Presenter: Adrian Bermudez, Staff Council President

- September 18: [President's Lecture Series: Celebrating Hispanic Heritage Month](#)
- September 23: [UHD Library Movie Day](#)
- September 24: ["No Cost" Flu Shots](#)
- September 26: [State of the University Address](#)
- September 27: Gator LEAD: Creating Team Cohesion through Team Building Activities
- September 29: [JCPenny Suit Up](#)
- October 1: National Night Out
- October 2: College Night with the Houston Dynamo
- October 2: [President's Lecture Series: Butterfly in the Sky](#)
- October 9: [Gator Learning: Excel Formulas, Functions, and Features \(Part 2\)](#)
- October 12: [50th Anniversary Gala](#)
- October 16: Next Staff Council General Meeting
- October 31: [Boo Bash](#)
- November 1: [Chili Cook-Off](#)
- November 4: CST Celebration Night

14 Closing Comments

10:52 am

Presenter: Adrian Bermudez, Staff Council President

- uhdstaffcouncil@uhd.edu
- [Past meeting agendas and minutes](#)
- [Register](#) to attend the monthly general meetings
- [Comments/Suggestions](#)
- [Submit events to be recognized and promoted](#)
- [Share Your Good News](#)

This agenda is subject to change at the discretion of the Staff Council Executive Board.

Presenter: Adrian Bermudez, Staff Council President



DETERMINED.
DEDICATED.
DOWNTOWN.



AGENDA

- Dr. Daniel (Dan) Maxwell – Interim VP for 3SL
- Approval of June/July/August Meeting Minutes
- Introduction of FY25 Executive Officers and Ambassadors
- Introduction of New Employees
- Edge Grant Winner(s)
- Employee Recognition
- Christian Purdy – Human Resources
 - Sunset of MyTalentSpace
 - Sunset of Taleo
 - Launch for LEAP
- Staff Council Business – Things To Share
- Staff Engagement Opportunities
- Closing Comments

GUEST EXECUTIVE LEADER



Dr. Daniel (Dan) Maxwell
Interim Vice President, Student
Success & Student Life

An aerial photograph of a city skyline at dusk. The sky is a mix of light blue and orange from the setting sun. Numerous skyscrapers are visible, some with lights on. In the foreground, there are parking lots filled with cars and some lower-rise buildings. A large, semi-transparent white circle is overlaid on the right side of the image, containing the text.

APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

- Motion to accept minutes? Second?
- Minutes accepted



INTRODUCING YOUR FY25 EXECUTIVE OFFICERS!

WELCOME FY25 AMBASSADORS!



Academic Affairs

- Lynnette Gulley
- Yesenia Sanchez

Administration & Finance

- Gabriela Estrada
- Eric Zett

Enrollment Management

- Mandi Olivarez
- Elvira Rodriguez

Human Resources

- Cecealia Booty

President's Office & University Relations

- Tesha Koltys

Student Success & Student Life

- Elena Rodriguez
- Samantha Salazar

WELCOME NEW GATORS!



Name	Job Title	Department
Vandana Nandakumar	Director, Institutional Assessment and Accreditation	Institutional Effectiveness
Madeline Quintanilla	Financial Aid Counselor I	Financial Aid
Muhammad Syed	Student Loans Assistant	Financial Aid

September 2024
Recipient



Albert Holden

CONGRATS TO OUR AUGUST KUDOS!



- **Academic Advising**

- Taylor Smith

- **Academic Affairs**

- Veronica Trujillo

- **Admissions**

- Fernando Lanza

- **Advancement & University Relations**

- Noel Baldovino
- Gabriel Morales

- **Auxiliary Services**

- César Mogollón

- **College of Business**

- Jakobi Augillard
- Maxine Todd
- Evangeline Uresti

- **Computing, Telecom & Video Networking**

- Cory Okpaleke
- G. Anthony Samudio

- **Conference & Events Services**

- Samuel Bible
- Karina Fajardo
- Tesha Koltys
- Monica Valencia

- **Counseling Services**

- Naomi Berger-Perez
- Brittany Boudreaux
- Timothy Coulter
- Christina Henry
- Lizet Ivarra
- Jessica Peralta
- Tiffany Wilson

- **Center for Student Involvement and Leadership**

- Tremaine Kwasikpui

- **Enrollment Communications**

- Dillon Nash

CONGRATULATIONS GATORS!



- **Enrollment Management**

- Antréchelle Nova
- Courtney Schroeder

- **Enterprise Systems**

- Duong Tran

- **Facilities Management**

- Corey Austin
- Israel Chavez
- Stephen Kidd
- Jesse Martinez
- Derick Myers
- Timothy Rychlec

- **Financial Aid**

- Elvira Rodriguez

- **Gator Success Center**

- Heidi Flores



- **Human Resources**

- Cecealia Booty
- Jacqueline Batiste
- Ashley Carter
- Katalina Castillo
- Carole Clerie
- Jenifer Cortez
- April Frank
- Mike Guajardo
- Bernice Guillen
- Jackee Hester
- Paula Jannett
- Donald Kesterson
- Chetiqua Matthews Herron
- Brandi McInnis
- Erica Morales
- Gladis Moya
- Christian Purdy

CONGRATULATIONS GATORS!



• Humanities & Social Sciences

- Karlyli Juarez

• Information Technology

- Nancy Butler
- Rose Martinez

• Nursing

- Jacqueline Santiago

• Procurement & Contracts

- Jordan Napoleon

• Student Business Services

- Stephanie Porter

• Student Success & Student Life

- Janina Arrington
- Kira Gatewood
- Lissette Perez

• Technical Services

- Laura Montelongo
- Frank Reyna
- Julio Rodriguez



Kudos!

*Express
Your
Appreciation*

• Technology Learning Services

- Nikhil Bhatt
- Joel Calix
- Nereo Hoill
- Nicholas Martinez
- William Robinson
- Kavon Samie

• Undergraduate Admissions

- Mandi Olivarez
- La'Tandra Semiens

• Urban Education

- Vivian McKelvey

• User Support Services

- Adrian Bermudez
- Amanda Jones
- Syeda Sikandar

WAYS TO SEND KUDOS



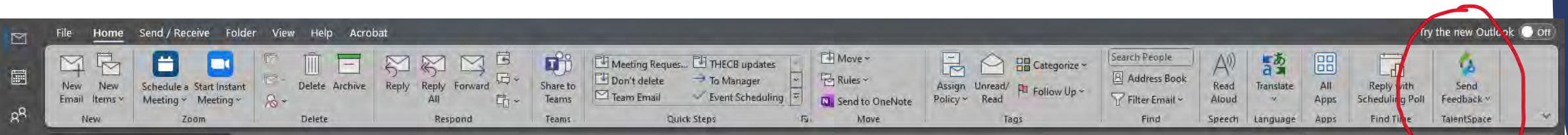
<https://global.hgncloud.com/uhd/ts/home>

1. Outlook

- Open Outlook
- Click on the Home Tab
- Click on the "Send Feedback" icon in the tool bar*
- Click on "Kudos and Recognition"
- Type the first and last name of the recipient
- Type your comments in the body of the email
- Click Send

2. My TalentSpace

- Login to [My TalentSpace](#)
- Click the menu icon (three stacked lines) at the top left corner of the page.
- Click on Performance
- Click on Kudos and Feedback
- Click the "New Feedback" button on the upper right side of the page
- Click Kudos and Recognition
- Type the first and last name of the recipient
- Type your comments in the body of the email
- Click OK



SHARE THE GOOD NEWS!



Congratulations to Lynnette Gulley on her recent promotion to Academic Success Coordinator (Advisor) III in the Marilyn Davies College of Business Academic Advising Center



HUMAN RESOURCES

- **Sunset of MyTalentSpace**
- **Sunset of Taleo**
- **Launch of The Leadership Employment Advancement Program (LEAP)**



Christian Purdy
Manager, Projects, Compliance & Communications

STAFF COUNCIL BUSINESS

- Staff Council Feedback Survey
- Staff Council Suggestions Received
- Staff Council Committees Interest
- Gator Blue Fridays UHD garments (shirts, hats, etc.)



STAFF COUNCIL BUSINESS

- Staff Council 2023-2024 Feedback Survey
 - Submit feedback by September 30, 2024



STAFF COUNCIL BUSINESS



■ Staff Council Suggestion Received

What type of suggestion would you like to make?

Policy Review Suggestion (policy-related concern you would like Staff Council to explore)

Policy number

01.A.08 - Travel Policy

Describe your concern or suggestion.

The concern is with the Embargo Form. I understand that the travel policy is being revamped to align with Concur now but one change that has been occurring that we were not doing originally is requiring the Provost Signature on the Embargo Form. Section 3.3.6 states that we need approval from the ORSP, if required. The form clearly states that if you answered "Yes" to one of more of questions (a) through (d) or if you answered "No" to question (e) then we are to contract ORSP to obtain approval. So why are we required to get the provost signature on every Embargo Form, which usually takes at least a week for it to be signed. Once we receive it back, then we submit the travel request in Concur to be approved by all including the provost (again) in Concur. It's a "double" approval for the same thing.

In your opinion, what is the best resolution to this issue?

I believe the best solution to this is to go back to the regular process, which follows policy and not obtain the provost's signature. Upload the document and the provost's approval in Concur will confirm that they are approving the documents attached also. Another option is to require someone else to sign the document, other than the provost. While this will still take more time, at least the provost is not "double" approving something.

■ Action Taken:

This feedback/suggestion was sent over to Heather Davis in ORSP and the response provided was that she spoke with the Travel Office and Dr. Bordelon and the policy on the Travel Embargo form will be followed – ORSP will be the contact and sign the form. Additionally, Heather will be updating the information on the Embargo form and the web.

STAFF ENGAGEMENT OPPORTUNITIES

- **September 18, 2024 (TODAY):** President's Lecture Series: Celebrating Hispanic Heritage Month (Tour Room; 3:30PM-5:00PM)
- **September 23, 2024:** UHD Library Movie Day; 11:30AM
- **September 24, 2024:** "No Cost" Flu Shots; 9AM-1PM; A300 Buffalo Bayou Room
- **September 26, 2024:** State of the University Address (10:30AM-1:30PM)
- **September 27, 2024:** Gator LEAD: Creating Team Cohesion through Team Building Activities
- **September 29, 2024:** JCPenney Suit-up Event at Memorial City Mall; 12PM-2PM
- **Save The Dates**
 - October 1, 2024: National Night Out
 - October 2, 2024: College Night with Houston Dynamo
 - October 2, 2024: PLS: Butterfly in the Sky
 - October 9, 2024: Gator Learning: Excel Formulas, Functions, and Features (Part 2)
 - October 12, 2024: 50th Anniversary Gala
 - October 31, 2024: Boo Bash
 - November 1, 2024: Chili Cook-Off
 - November 4, 2024: CST Celebration Night
- **October 16, 2024:** Next Staff Council General Meeting

UHD Fun Fact!

- In recognition of Hispanic Heritage Month, we highlight UHD as a Hispanic serving institution with over 50% of the student body being of Hispanic ethnicity (Fall 2023). We are also recognized as a Minority serving institution as well.



JOIN US FOR LIBRARY MOVIE DAY! JOIN US FOR LIBRARY MOVIE DAY!

Location:

**One Main Building,
N420**



Date: September 23



TIME: 11:30 AM



UHD University of Houston-Downtown
W.I. Dykes Library

NO COST FLU SHOTS



"No cost" flu shots are available to benefits-eligible HealthSelect participants

SEPTEMBER 24

9 A.M. - 1 P.M.

Buffalo Bayou Room
A-300

Scan the QR code to register!





PRESIDENT'S LECTURE SERIES

Butterfly in the Sky



Join us for a screening of the documentary film "Butterfly in the Sky," produced by UHD alum **Bradford Thomason ('04, English)**. It tells the story of the PBS children's series "Reading Rainbow," its host LeVar Burton, and the challenges its creators faced in cultivating a love of reading through television.

An award-winning documentary director, editor, and producer, Thomason has edited seven feature documentaries, three of which he co-directed.

Join us for all or part
of the following:

11:30 a.m. Start —
Documentary screening
(1h 27m)

1 - 2 p.m. — Q&A with
Bradford Thomason

WEDNESDAY, OCTOBER 2
A300, ACADEMIC BUILDING
201 GIRARD ST., HOUSTON, TX 77578

REGISTER

Please RSVP by Sept. 27
Lunch will be provided

RSVP by scanning the QR Code below:



SCAN ME

Sign up to volunteer by scanning the QR
Code below:



SCAN ME

GATOR LEAD: CREATING TEAM COHESION THROUGH TEAM BUILDING ACTIVITIES

Date/Time: Friday, September 27th, 10:00 a.m. – 11:30 a.m.

Location: OMB N600 (in-person only)

Abstract/Description: In this supervisory workshop, participants will elevate their ability to create meaningful team-building activities to enhance team trust, communication, and collaboration. Participants will also engage in teambuilding activities that they can use with their team.

Learning Outcomes:

- Discover the benefits and requirements of effective team building activities
- Explore how to create team building activities that make a targeted impact
- Participate in team building activities that you can use with your team



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JCPenney Portraits

by LifeVox
Get professional headshots starting at \$39.99.
Schedule your session at jcpportraits.com



Contact for more information:

UHD Career Center

uhdcareer@uhd.edu

713.221.8980



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In store | September 29, 2024 @ 12:00-2:00 pm

JCPenney at Memorial City
300 Memorial City Way, Houston, TX 77024

- Food & Refreshments
- Games, Music
- Vendors
- Safety Demonstrations

And **much more!**



POLICE • COMMUNITY PARTNERSHIPS

OMB South Deck
Houston, TX 77002

Tuesday
October 1
5-7 PM



UHD University of Houston
DOWNTOWN



Contact Lt. Trinity Delafance at the UHD Police Department for more information. 713-221-8065 delafancet@uhd.edu



HOUSTON DYNAMO COLLEGE NIGHT!



VS



Come Join Us At Shell Energy Stadium
On October 2nd!

*Rep Your College Gear and Cheer On
The Dynamo As We Take On The New
England Revolution!*



GATOR LEARNING: EXCEL FORMULAS, FUNCTIONS, AND FEATURES (PART 2)

Date/Time: Wednesday, October 9th, 10:00 a.m. – 11:00 a.m.

Location: ACAD 700 & Zoom (Hybrid)

Abstract/Description: In this workshop, intended for all UHD faculty, staff, and student employees, UHD's TTLC team will review the use of advanced Excel formulas, functions, and features.

Learning Outcomes:

- Learn how to create formulas
- Evaluate the proper use of Excel-provided functions
- Apply advanced tips for maximizing Excel features



Need to Contact Staff Council Representatives?

Email: 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>



**DETERMINED.
DEDICATED.
DOWNTOWN.**

Staff can register to attend the monthly general meetings here:
https://uhd.zoom.us/webinar/register/WN_2sHq1W6JTBqsg-kTiwQsdw

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.