



## Staff Council General Meeting minutes for April 20, 2022

### Zoom Meeting 10AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

- Board:** Caroline Smith, Tremaine Kwasikpui, Krysti Turnquest, 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; Chris Kemp, Student Intern, Sustainability, Sciences, & Technology, Senior Majoring in Philosophy; Lindsey Kornegay, Financial Relationship Sr. Consultant Team Lead, Regions Bank, UHD Alum
- Call to Order:** The Staff Council general meeting was call to order by Staff Council President, Caroline Smith at about 10:02 a.m.
- Attachments:** Meeting PPT with Sustainability presentation incorporated, Preparing a Personal Saving & Spending Plan handout

### Reports:

Ms. Smith welcomes everyone to the meeting. Ms. Smith continues by going over the agenda for the meeting.

### APPROVAL OF MEETING MINUTES:

Ms. Smith calls for a motion to accept last month meeting minutes. Ms. Jacobson makes the first motion to accept the minutes. Ms. Smith ask for a second motion to accept minutes. Mr. Kwasikpui seconds. Ms. Smith thanks Ms. Jacobson and Mr. Kwasikpui and calls March meeting minutes approved.

### WELCOME NEWS GATORS

Ms. Smith proceeds with the first item on the agenda and welcomes all staff members who completed New Employee Orientation this past month.

- Katalina Castillo, ESO Records Specialist, Employment Services & Operations
- Edgar Diaz, Program Assistant, Sciences & Technology (*UHD Alum*)
- Francisco Campos, IT Project Manager & Business Analyst I, Information Technology
- Sylvia Rodriguez, Administrative Assistant I, Office of the President
- Jessica Harper, Shipping, Receiving, & Mailroom Clerk I, University Business Services
- Carlos Garcia Sanchez, Budget Analyst I, Budget Office
- Juan Del Real, Budget Analyst I, Budget Office (*UHD Alum*)
- Zoe Douglas, Professional Counselor, Student Health Services
- Shilly Riser, Assistant Director-Post Award/Accountant, Research & Sponsored Programs
- Amanda Trevizo, Coordinator, Graduate Services, College of Business
- Claudia Carmona, Program Advisor I, Talent Search
- Marisol McGoe, Program Advisor I, Talent Search (*UHD Alum*)

- Yesenia Sanchez, Evening Reference Librarian, Library (*UHD Alum*)
- Amanda Olivarez, Admissions Counselor, Undergraduate Admissions (*UHD Alum*)
- Joseph Ambroise, Police Officer I, Police

## STAFF GOOD NEWS

Ms. Smith continues to the next item on the agenda and expresses that this is her favorite part of the meeting.

**\*Lynnette Gulley**, Academic Advisor II, M. Davis College of Business

Recently installed as the National Secretary of The Order of the Granaderos y Damas de Gálvez

The organization was founded during the Bicentennial of the United States in 1976 to research and understand the pivotal, yet unpublicized role of Spain -- and the contributions of her King and her people -- to the colonists' victory in the American Revolution. This is accomplished primarily by publicizing the accomplishments of General Bernardo de Gálvez of Spain, a great hero of our country's war for independence.

**\*Marvelia Rocha**, Department Business Administrator II, Criminal Justice

Marvelia Rocha is a staff member for over 20+ years. Marvelia and husband are UHD Alumni. Their daughter will be graduating this Spring semester from UHD.

Ms. Smith congratulates Ms. Rocha and her family.

**\*Sandra Jacobson**, Manager, Annual Giving, Advancement & Relations, submitted picture of the beautiful flowers she recently grew.

Ms. Smith admires the collage of pictures send by Ms. Jacobson and mentions that our Staff Council Treasurer has quite the green thumb and that these pictures could be a great puzzle.

**\*Maria Perez**, Administrative Assistant II, Scholars Academy. Congratulations to Maria on her new role in the University!

**\*Shout out to an awesome coworker!**

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

*"I'm here to celebrate Donnie Kesterson in ESO! I recently started working in Talent Development with Donnie, and this has been the best transition into a new job I've ever had (by far). Donnie has not only been a supportive supervisor, but he has gone to great lengths to ensure that I have everything I need to succeed here at UHD. Thanks Donnie!"*

Ms. Smith agrees with Mr. Purdy that Mr. Kesterson is awesome! Ms. Smith reminds staff that they can submit any kudos or good news.

## CUAS ACTIVITIES AT UHD

Ms. Smith introduces Mr. Chris Kemp, Student Intern, Sustainability, Sciences, & Technology, Senior majoring in Philosophy, who is here to talk about CUAS activities. Mr. Kemp thank Ms. Smith for inviting him to talk about sustainability efforts at UHD.

According to Mr. Kemp, sustainability is a multi-disciplinary effort where many different parts are involved to make it happen. We all have different places and roles, and none is lesser than the other, but everybody is going required to unite in order to make sustainability work.

Mr. Kemp continues we are the Center for Urban Agriculture and Sustainability (CUAS). Urban agriculture may be self-explanatory – agriculture in an urban environment. UHD is in the middle of urban environment and sustainability takes that and goes a step beyond. The best definition Mr. Kemp considers that is the most approachable is: the development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It is also broken in three pieces People, Planet and Profit.

The people aspect of sustainability is the social justice aspect with equal representation for underrepresented groups to have a voice. The planet aspect of sustainability is environmental justice. We are talking about things that are going on with Fifth Ward and the rail lines, things that are going on in our community and we can educate people. Hopefully, we can get the conversation started about how we can remedy those things.

We know that money is what makes the world go around. Profit also must be part of any approach to sustainability. We cannot anything if we do not have a way to fund it and ways for people to support their families while pursuing change.

Mr. Kemp moves forward to explore the programming supported by CUAS.

Funding from the USDA has been received to support SUSTAIN Scholars, an in depth year-long program where students receive a \$2,000 stipend for a project or service learning project in the community. Scholars are currently working with Kim Wilson from the Food for Change Market on a composting project. The goal is to get more organizations involved in the composting efforts on campus and it is starting with the food market. The group attempts to get composting materials like eggshells and cardboard to turn them into dirt and fertilizer. It can be used to take care of a garden, and at the same time get rid of waste, and avoid it going to a land field and contribute to reduce pollution.

CUAS is working to create new curriculum. Dr. Murano, Director of CUAS, was an integral part to bring a Minor in Sustainability to fruition. It is open to all disciplines at UHD and any minor or major. It can help strengthen a resume as there will be plenty of hot topics to learn from in the coming years.

Experiential learning for UHD students is created through the Eco-Rep Program and the Kroger Green Initiative Grant. Mr. Kemp refers to participants as the campus hippies. They have hour-long meetings every week and go over different themes. Mr. Juan Martinez, the coordinator for the CUAS, oversees this program. If you want to learn more or know a student that would be a good fit for this program, get in contact with Mr. Martinez or Dr. Murano.

Mr. Kemp states that the purpose of the CUAS is to encourage students into the food, agricultural, natural, and human related careers. We hope to affect the Houston region and go beyond it to affect Texas and eventually have a national effect. It must start here at UHD and then extend into the community and beyond.

Collaboration with the Texas Master Naturalist Program in the Gulf Coast Area is a program that trains volunteers in the community become naturalists. UHD CUAS organizes space for training classes to connect environmental community with UHD

There are 25 spots available for anybody in the Houston area, but UHD has five spots reserved for students, faculty, or staff. Dr. Murano likes to see students first, but faculty and staff are also able to participate. If you are looking to learn more about natural agriculture and the ecology of our area, endangered animals and what we can do to help the environment, contact them and participate in the class. Information on how to contact them will be posted. The cost of the program is \$180 for staff and includes 1 semester of training and all course materials.

Mr. Kemp continues to the next topic of his presentation by mentioning that to extend our effort into the community we have to start here at UHD. One way to do it is by using the STARS tool. For the last semester and this semester, Mr. Kemp has been collecting information by contacting people, sending e-mails, and asking questions. He jokingly apologizes for causing any distress. This is to build an infrastructure for us to go ahead and be able to set goals and make sure that we have a way to address them.

The Sustainability Tracking, Assessment & Rating System (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance. STARS is intended to engage and recognize the full spectrum of higher education institutions, from community colleges to research universities. The framework encompasses long-term sustainability goals for already high-achieving institutions, as well as entry points of recognition for institutions that are taking first steps toward sustainability.

Mr. Kemp explains that this is the first year that UHD participates in the STARS program. The report is very thorough. It reviews student engagement, planning, administration, and operations. It also covers academics such as what kind of courses we offer at UHD to encourage our students towards sustainable goals and ideals.

The STARS program covers three years prior to submitting the report. Mr. Kemp indicates they are hoping to submit this semester the report for the years 2019-2021. He says they just finished collecting all the information and are going in front of upper administration to present the information and obtain approval for submission.

Mr. Kemp thanks Mr. DeVrone Suggs from the purchasing department for helping to complete the STARS report. A new code now is being used when recyclable paper is ordered. This is to show that we are trying to use recycled and recyclable products. When we talk about sustainability, we are working in a closed loop and we want to make sure that we work inside this closed loop where we reduce, reuse, and recycle any materials used on campus.

Mr. Kemp continues his presentation by thanking all the staff attending and recognizing that staff make and environment at UHD where students can thrive and succeed. He gives thanks for staff's support as well as the support from faculty. Mr. Kemp presents his last slide that features CUAS director Dr. Lisa Murano and explains that Dr. Murano is very passionate about sustainability as she demonstrates on her lectures. She is always trying to make sure that students know that the Sustainability Minor is not just something to put on your resume. You will be knowledgeable about sustainability. If you are looking to

be more involved with sustainability, please reach out to Mr. Martinez the office coordinator. Encourage and support our university to reduce, reuse and recycle. These programs cannot happen without students talking to staff about it and figuring out how we can coordinate and collaborate to reach out to more students. The only way to move forward with the sustainability attitude is to encourage each other, do it together, and hold each other accountable.

Mr. Kemp encourages attendees to visit the CUAS page to get more information about sustainability and the different programs available.

Mr. Kemp ends his presentation by inviting everyone to EARTH DAY. Earth Day will be at the Science and Technology Building. The Science and Technology building is LEED Gold certified which is a big deal when we are talking about environmental activism. There will be a sustainability panel discussion, a representative from Metro, and a soil ecology consultant. CUAS will also have video games, competitions and other stuff taking place in celebration. Earth Day is on April 22, but since UHD is a commuter school, CUAS felt that most of student traffic takes place Monday through Thursday and wanted to take advantage of this.

Ms. Smith ask Mr. Kemp at what time the panel with take place. Mr. Kemp answers that the panel session will be at 1pm to 2pm on April 21. There will also be a student panel on April 22 from 11am to 12pm.

Mr. Kemp thanks Ms. Smith once more for the opportunity to present and talk about sustainability. Mr. Kemp warns attendees that they will be seeing and receiving invitations to the event. He also points out that the event is not only for UHD student, faculty, and staff but also for the entire community. He says they want as many people as possible to come and get information about sustainability and environmental activism beyond Earth Day. They want the want the effort to go beyond Earth Day and carry the attitude for the whole year.

Ms. Caroline thanks Mr. Kemp for his presentation and their efforts on sustainability.

### **PREPARING A PERSONAL SAVING & SPENDING PLAN**

Ms. Smith introduces Ms. Linsey Kornegay, Financial Relationship Sr. Consultant Team Lead, Regions Bank, UHD Alum. Ms. Kornegay graduated from UHD on 2016 with a Bachelor of Science and Criminal Justice with a minor in Psychology and she has 10 years of experience in retail banking. The majority of her banking career has been focusing on spreading financial literacy and sharing resources set create a positive impact on our communities. She is here today to share about preparing a personal saving and spending plan.

Ms. Smith reminds the audience that an attachment with a flyer was sent with the reminder for the Staff Council meeting. She also places a link to the flyer in the group chat and hands the floor to Ms. Kornegay.

Ms. Kornegay thanks Ms. Smith for sending the flyer and for letting her come to do her presentation. April is Financial Awareness Month and Ms. Kornegay is appreciative that she was invited to come and share information.

She continues to say that one of the biggest items to tackle right now is a budget. With inflation, we are trying to find ways to trim our budget while still being able to set aside to save. The goal today is to discuss creating a spending and savings plan.

Ms. Kornegay calls attention to the flyer shared on the meeting reminder as well as the chat. She wants attendees to pay attention to the QR code on the flyer. They can scan the code and answer some questions to help them determine if they need to reach out to you to see where you are standing and to share some resources that are more tailored to fitting your banking needs individually.

Ms. Kornegay continues to say that it is very important to notice that there is a process for being able to create a personal spending plan. There are four main ways:

- 1) Keep track of our daily spending. There is a chart in the second section of the flyer that shows where does your money may go. This is an example of a chart that we have available free at [regions.com/insights](https://regions.com/insights). You can go in and just track those expenses. A lot of banks will offer the service where you can track your spending already so you can log in and you can see what you spent your money and make sure nothing stands out as odd.
- 2) Determine ways to determine what that monthly income is versus our expenses, which that tracking will help with. In that process, we want to find ways to decrease our spending while also increasing that income.
- 3) Find ways to decrease spending.
- 4) Find ways to increase income.

When tracking daily spending, Ms. Kornegay wants to challenge the audience to take tracking a step further and asks them to write down transactions as purchases are made. She says this helps her to make sure she is holding herself accountable for spending and lets her see if there are some things that she could have gone without to trim the budget. Ms. Kornegay gives a personal example, "Recently I was getting ready to go out to celebrate my 8 year anniversary with my husband and went shopping for a new dress. While shopping for the new dress I saw a pair of shoes, then a belt, and other things to go with my outfit. I took a minute to reflect on what I was expecting to spend and what I was going to spend. I started with \$300 on the cart and got it down to \$150, which it might still be too much. If I had just gone and swipe my card and made those purchases not holding my-self accountable, later it would have been, 'Oh man I cannot believe I spent \$300 on all that stuff that I am going to wear probably once or twice!' she jokes.

So, keeping track of spending can hold you accountable in that moment when you are making that decision and it will help you to see where your money is going. Ms. Kornegay ask how many in the audience can say that you really know where every single dollar that you make goes? She says the bulk of hers goes to food, but when you are thinking about yourself, is it going to your expenses or is some going into savings? This is going to help with figuring out that.

Ms. Kornegay continues her presentation. If you go down further on the handout there is a section for Personal Saving and Spending Plan and a little chart broke down to income versus expenses. What she recommends is look at that after taxes or income that you have available to spend aka tangible money. Things to consider include financial aid or temporary income, if any. Those funds would not be included in the budget as a full time income. Budgets should be realistic for what you are going through right now but also keeping in mind any changes that may come.

Ms. Kornegay moves forward to the right side of the handout, the expenses. The most important thing on that list is savings. Savings is a top priority. She says that at Regions, we believe that it is important for our clients to be able to pay themselves first. It is recommended to set aside 10% of income for savings. Although that may be difficult with inflation, part of the goal today is to talk about some ways to trim a budget down to create room for savings. Also, take advantage of the resources that are already available such as automatic savings transfers. One could set up direct deposit to be broken down in percentages and just have 10% go to your savings account. Ms. Kornegay stresses that one should find a way that works for keeping in mind it is not always going to fit perfectly. There is no right or wrong way to do it.

Ms. Kornegay moves forward to the back of the handout to talk about the savings side and some ways that one can save money. There is a worksheet at [regions.com](https://www.regions.com) that can be found online. You can see how much is being saved comparative to any goal and your timeline. The biggest way to increase savings is really to see small changes in your habits. She says that she is not a big coffee drinker but when she does drink it, it has to be full of sugar like a Frappuccino from Starbucks. She realizes that if she is getting a drink every single day, even if I get a small one, it is going to cost at least \$5 a day. That is \$25 a week being spent! So, maybe instead of having a coffee every day, maybe it can be trimmed down to once a week or twice a week. Overall, those changes make an impact on a budget and maybe even a waistline.

Ms. Kornegay continues by recalling from the previous speaker who talked about getting local organic produce at reasonable prices and suggests the audience take advantage of that and purchasing from small businesses where better deals can sometimes be found. Turning your AC up by two degrees when able can have an impact on an electricity bill. Everyone can find ways to trim those expenses, like cutting down streaming services, changing the thermostat in the house, or adding more energy efficient windows.

Finally, Ms. Kornegay questions what the audience will do with all the extra money. It is recommended to put it in savings. One must be realistic about creating a savings plan. Set a savings goal and go to [regions.com/insights](https://www.regions.com/insights) to use the online calculators and see what it is going to take to reach your goals. She ends her presentation by offering her contact information and letting everyone know they can reach out with any questions. She also states that she will be on campus throughout the semesters and will be glad to help with a personalized spending and savings plan.

Ms. Smith ask if anybody has questions for Ms. Kornegay. There were no questions for Ms. Kornegay. Ms. Smith thanks Ms. Kornegay for coming and presenting such valuable information and informs staff that if they want to get in touch with Ms. Kornegay, they can let Ms. Smith know. Ms. Kornegay thanks Ms. Smith for the opportunity to talk to staff.

## **THE EDGE AWARD**

Ms. Smith presents and congratulates April's recipient of The EDGE Award.

**Debora Evans**, the Manager of Shipping, Receiving and Mailroom, Auxiliary Services

Ms. Evans will be attending the National Postal Forum in Phoenix, Arizona. This conference will be the premier mailing and shipping conference that works directly with the United States postal services to provide the most comprehensive educational and networking platform available.

Ms. Smith reminds and encourages staff to apply for the EDGE Award and the application can be found in the Staff Council website.

## UPCOMING EVENTS

Ms. Smith continues with the next item on the agenda, upcoming events.

- **Student Research Conference (SRC)**  
Friday, April 22, 2022 | 8:00 AM – 3:00 PM | Zoom | <https://cglink.me/2fR/r1390585>  
Students will be presenting the work that they have been doing for over the last year. This will be a virtual conference-taking place in Zoom and Campus groups.
- **American Red Cross CPR/First Aid/AED Training & Certification**  
Friday, April 22, 2022 | 9:00 AM – 1:30 PM | N600  
<https://uhdforms.formstack.com/forms/spring2022workshopsignup>  
If you have not had a chance to take this training, you still have a chance. If you would like to register, you can reach out to Sports and Fitness or Staff Council.
- **The Russia-Ukraine Conflict: Implications for East Asian Security Dr. David C. Kang**  
Friday, April 22, 2022 | 1:00 PM - 2:45 PM | Zoom  
[https://uhd.zoom.us/webinar/register/WN\\_uEt0i7xOTR2LC-TnBfyq4g](https://uhd.zoom.us/webinar/register/WN_uEt0i7xOTR2LC-TnBfyq4g)
- **Chili Cook-Off**  
Friday, April 22, 2022 | 3:00 PM - 7:00 PM | South Deck  
<https://www.eventbrite.com/e/uhd-chili-cook-off-tickets-304228574857>  
Yay! The Chili Cook-Off is back after a two-year hiatus. There will be 16 different teams. Saint Arnold's will be there.
- **Environment & Health: Data, Passion & the Conversation Forward**  
Tuesday, April 26, 2022 | 3:00 PM – 4:00 PM | Zoom | Meeting ID: 669 193 7441 | Passcode: MEDHUM  
Dr. Murano from C.U.A.S. and professor of Biology and Microbiology, will be leading the conversation.
- **Public Art Tour at UHD**  
Friday, May 6, 2022 | 12:00 PM – 1:00 PM | Welcome Center Lobby  
<https://www.eventbrite.com/e/public-art-uhs-tour-tickets-244573986377>  
Join Professor Mark Cervenka, director of the gallery, on a tour highlighting students' art from the diverse UH System collection being featured at UHD.
- **Community Engagement Appreciation Ceremony**  
Thursday, May 5, 2022 | 1:00 PM - 2:30 PM | Hybrid | <https://cglink.me/2fR/r1586233>  
To celebrate all of many of the community partners relationships that we have built over the past year.
- **Presidential Investiture**  
Tuesday, May 24, 2022 | [https://uhdforms.formstack.com/forms/investiture\\_ceremony](https://uhdforms.formstack.com/forms/investiture_ceremony)  
There are several legs to that event, so make sure you sign up for, if you have not done so already.



- **Discovery Green Concert Series**  
Thursdays | 7 PM | Discovery Green | <https://www.discoverygreen.com/thursday-concerts>  
Concerts in the series will be held every Thursday evening and will showcase a range of talents, from rock, pop, rap, and Latin to Tejano music.

Ms. Smith reminds everyone that Staff Council is happy to promote any events of other departments. You can submit your event on the Staff Council website or by simply emailing [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu).

## GENERAL UPDATES/RESPONSES TO ONLINE FORMS

Ms. Smith introduces President-Elect, Tremaine Kwasikpui, to present responses to online forms. Mr. Kwasikpui informs staff that SC does not answer the questions submitted but SC makes sure that the questions are answered by the respective office.

**Question:** When are the FY22 and FY23 amounts for the compensation study going to be given?

**Response:** Following the Staff Compensation Study, UHD adopted a new salary structure for FY22, which resulted in new salary grades and ranges for every position. As a result, some positions were adjusted to the minimum of their new pay grade. **All impacted employees received that adjustment on their first paycheck in FY22.**

Also, compression issues were addressed. Compression pay adjustments, if applicable, represented the difference between a staff member's FY21 salary and their calculated ideal range placement in the new salary structure based on the staff member's time in his/her position. Compression adjustments were split between FY22 and FY23 and were limited to \$6,000 per year due to available funding. **FY22 salary adjustments were distributed on the first paycheck in FY22. F23 salary adjustments will be distributed on the first paycheck in FY23.**

**Question:** I recently discovered from HR that if I change positions to another UHD position of the same pay grade, I will lose any merit increased I've earned over my 5 years with the college. Can you clarify this policy?

**Response:** When staff change positions as a result of applying for a new internal position, they are treated as a new hire, whereby the hiring manager can offer anywhere from the position's minimum to midpoint based on the departmental budget and the applicant's qualifications. Merit from a previous position is not a factor in determining the new salary in a new job, as it is a brand-new position for the staff member. Merit is not necessarily lost because the new position will either be a lateral move (same salary) or, more likely, a higher-paid position.

However, when employees change positions by means of a career ladder, all merit increases received, which are part of the employee's salary, are factored in when determining the new salary.

**Concern:** On the ESO Website policies section I've noticed when you click on a policy, it now opens on the website and there is not a PDF download option. I would prefer a PDF file as a print version of the web is not as clean looking. Web print breaks up sections.

**Response:** ESO has converted all policies on the 'UHD Policies' website from PDFs to individual webpages so they are accessible to all members of the University community. (*Accessible is defined as a web page that can be used in a variety of ways and does not depend on a single sense or ability.*)

In compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990, UHD provides a work environment that affords equal access and opportunity

to otherwise qualified individuals with disabilities. In addition, Texas Administrative Code, Title 1, Part 10, 206 Subchapter (c) (206.70) states it is the policy of the State of Texas that, "All new or changed web pages and web content shall comply with the standards described in this subchapter" for accessibility.

**Concern:** UHD could really use a standard instant messaging policy where we can communicate in real-time with colleagues whether on-campus or remote. One uniform use of Zoom Chat, Microsoft Teams, Slack, etc. will improve efficiency, increase communication, and provide access to staff regardless of location.

**Response:** While UHD does have a policy addressing appropriate use of electronic messaging including IM and maintains a list of supported tools and applications on the IT website, units are left to determine the operational and business use of such technology for their specific needs.

To support a full range of communication and collaboration needs at UHD, the IT department currently provides access, training, and technical support for both Zoom and MS Teams for the entire campus community (including students).

**Question:** Can UHD leadership work to improve the timeliness of communication regarding inclement weather and safety?

**Response:** The decision to delay opening or close campus is critical and involves UHD leadership in several areas from the Provost's office, Emergency Management, Facilities, and ultimately the decision rests with the Office of the President. We consider weather around campus, as well as in greater Houston, events planned on campus for the day, and the impact on courses delivered as well as other factors. We make every effort to decide as early as the data allows. We always keep the health and safety of the UHD community at the forefront of every decision we make as it relates to delays and closures.

**Question:** With the p-card program suspended and registration fees being an allowable expense on a travel card with local funds, will departments be allowed to ask the Travel Office to pay for some registration fees if there are travelers who cannot afford the registration fees up front and if the conference won't invoice? Or does UHD not allow registration fees on the travel card like UH travel card policy does?

**Response:** Unlike UH, UHD does not have department travel cards; therefore, registration fees are placed on p-card and/or department voucher. An email will be sent soon regarding re-training and re-implementation of the p-card program.

**Concern:** Drug testing of Staff Leaders should be mandatory.

**Response:** According to UHD policy, *"The unlawful use, manufacture, sale, distribution, dispensation, or possession of any illicit drug, including alcohol, in the workplace, on campus, or as part of any campus activities is strictly prohibited."*

*"Any employee engaged in the unlawful possession, use, or distribution of illicit drugs or alcohol on campus or at campus-sponsored events held off-campus will be subject to disciplinary action up to and including termination, depending on the severity of the infraction as outlined in PS 02.B.03."*

ESO reserves the explicit right to drug test any employee at their discretion.

**CORRECTION:** ESO **cannot** randomly drug test employees nor require employees be drug tested even for cause.

**Question:** Can UHD allow more funding for the Travel Office to hire more employees to assist with making travel arrangements. This new process is costing the departments way too much money.

**Response:** The process has not changed; however, UHD is cross-training employees to assist when others are unavailable. In addition, UHD is working on implementing the Concur travel process. Once more information on Concur is obtained, training will be provided.

**Concern:** Is there any idea when staff be able to use p-cards again? This is adversely affecting the programming of many departments thereby negatively affecting students.

**Response:** UHD leadership is working on finalizing some of the details and should have the requested information soon.

**Concern:** Parking needs to be addressed. Can we convert the Washington St Lot into a parking garage and create a sky bridge to connect the garage to the GSB or OMB? Students & staff are playing frogger crossing over these busy highway-connected avenues that is spelling disaster.

**Response:** As UHD develops a new Campus Master Plan, this should be proposed as a discussion item. It was also proposed by a consulting group in 2018 when the university considered the Washington St. Lot as a potential site to build a parking garage, but the discussion was tabled when the Texas Department of Transportation's (TxDoT) highway realignment project (I45, I69, and I10) appeared to be becoming more of a reality and the resulting impact of the realignment through north of the campus.

It would be an absolute tragedy should a UHD student, faculty, or staff be injured while crossing Milam and Travis. Hopefully by using the designated, safe pedestrian crosswalks, and following the crosswalk signals at the corners of Milam and Commerce and Travis and Commerce the risk can be mitigated.

Mr. Kwasikpui finishes going over the questions, comments and concerns submitted through the SC website and opens the floor to general questions from the staff attending the meeting.

## **GENERAL Q&A**

Ms. Smith informs the audience that many people are asking about the Alternative Work Arrangements Policy and lets staff know that all feedback provided to Staff Council is shared with UHD leadership. That being said, Staff Council does not have any updates. The policy still out for review and it is still scheduled to be implemented no later than May 1<sup>st</sup>.

Ms. Smith reads questions or comments from Zoom Q&A.

C: You might have heard that UHD is switching from Blackboard to a new Learning Management System (LMS). There are a few options on the table and UHD wants to hear from you. Let your voice be heard. Today is the last day to submit your thoughts on UHD LMS Service Survey. We want as many of you to share your thoughts as we embark on this change for new technology.

C: Ms. Smith encourages staff to provide feedback and reminds them that surveys are important to collect data.

C: The travel policy needs to be reassessed. The travel office staff are doing dual duties and it is causing delays in processing travel requests and vouchers. These delays are costing the department money because airfares are being overlooked. Walking over travel requests also need to be looked at.

A: This concern will be shared with the Travel Office so a proper response can be provided.

Q: Will there be more discussions with staff about the market survey? It has negatively affected many people.

A: Staff Council does not have an answer but will by next meeting.

Q: Did I hear that the potential increases in our salary would have already be seeing in our pay?

A: Yes. The response that we receive back was that the adjustment was on the first paycheck of FY22. Others have asked the same question and are being advised to contact ESO with more direct questions.

Q: I just learned that President is mandating that all staff work commencement, does this include faculty?

A: I have not heard that all staff is mandated to work commencement but can confirm.

**Update: Only the staff in Student Affairs and Enrollment Management are told that commencement is mandatory for all. Drs. Tamez and Villanueva have informed their respective staff.**

Q: Is it possible to have a professional mental health day for staff?

A: This will be put on the list of questions to ask and report back.

Q: Can we close the campus for one day for staff?

A: I will be surprised if anybody will be willing to completely close this campus down for a day, but I will certainly ask.

Ms. Smith calls for any more questions. There are none.

Ms. Smith reminds staff to attend Earth Day and the Chili Cook-off on Friday and wishes everyone a wonderful day.

Meeting adjourned at about 11:02am.

## **Q&A**

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



**DETERMINED.**  
**DEDICATED.**  
**DOWNTOWN.**



University of Houston  
**DOWNTOWN**



# **STAFF COUNCIL GENERAL MEETING APRIL 2022**

*Presented by:*



# AGENDA

- 1) Approval of Meeting Minutes
- 2) Welcome New Staff Members
- 3) Staff Good News
- 4) CUAS Activities at UHD
- 5) Financial Literacy Month
- 6) EDGE Award
- 7) Upcoming Events
- 8) General Updates, Responses to Online Forms
- 9) General Q&A



# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

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



# WELCOME NEW GATORS!



- Katalina Castillo, ESO Records Specialist, Employment Services & Operations
- Edgar Diaz, Program Assistant, Sciences & Technology (*UHD Alum*)
- Francisco Campos, IT Project Manager & Business Analyst I, Information Technology
- Sylvia Rodriguez, Administrative Assistant I, Office of the President
- Jessica Harper, Shipping, Receiving, & Mailroom Clerk I, University Business Services
- Carlos Garcia Sanchez, Budget Analyst I, Budget Office
- Juan Del Real, Budget Analyst I, Budget Office (*UHD Alum*)
- Zoe Douglas, Professional Counselor, Student Health Services

# WELCOME NEW GATORS!



- Shilly Riser, Assistant Director-Post Award/Accountant, Research & Sponsored Programs
- Amanda Trevizo, Coordinator, Graduate Services, College of Business
- Claudia Carmona, Program Advisor I, Talent Search
- Marisol McGoey, Program Advisor I, Talent Search (*UHD Alum*)
- Yesenia Sanchez, Evening Reference Librarian, Library (*UHD Alum*)
- Amanda Olivarez, Admissions Counselor, Undergraduate Admissions (*UHD Alum*)
- Joseph Ambroise, Police Officer I, Police



## STAFF GOOD NEWS

***Lynnette Gulley, Academic Advisor II, M. Davis College of Business***

Recently installed as the National Secretary of The Order of the Granaderos y Damas de Gálvez

The organization was founded during the Bicentennial of the United States in 1976 to research and understand the pivotal, yet unpublicized role of Spain -- and the contributions of her King and her people -- to the colonists' victory in the American Revolution.

This is accomplished primarily by publicizing the accomplishments of General Bernardo de Gálvez of Spain, a great hero of our country's war for independence.



# STAFF GOOD NEWS

## ***Marvelia Rocha, Department Business Administrator II, Criminal Justice***

Marvelia Rocha is a staff member for over 20+ years. Marvelia and husband are UHD Alumni. Their daughter will be graduating this Spring semester from UHD.



# STAFF GOOD NEWS

Submitted by **Sandra Jacobson**, Manager, Annual Giving, Advancement & Relations

“I grew these!” 😊



# STAFF GOOD NEWS



***Maria Perez, Administrative Assistant II, Scholars Academy***

**Congratulations to Maria on her new role in the University!**

# STAFF GOOD NEWS

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

## Shout out to an awesome coworker!

“I'm here to celebrate Donnie Kesterson in ESO! I recently started working in Talent Development with Donnie, and this has been the best transition into a new job I've ever had (by far). Donnie has not only been a supportive supervisor, but he has gone to great lengths to ensure that I have everything I need to succeed here at UHD. Thanks Donnie!”



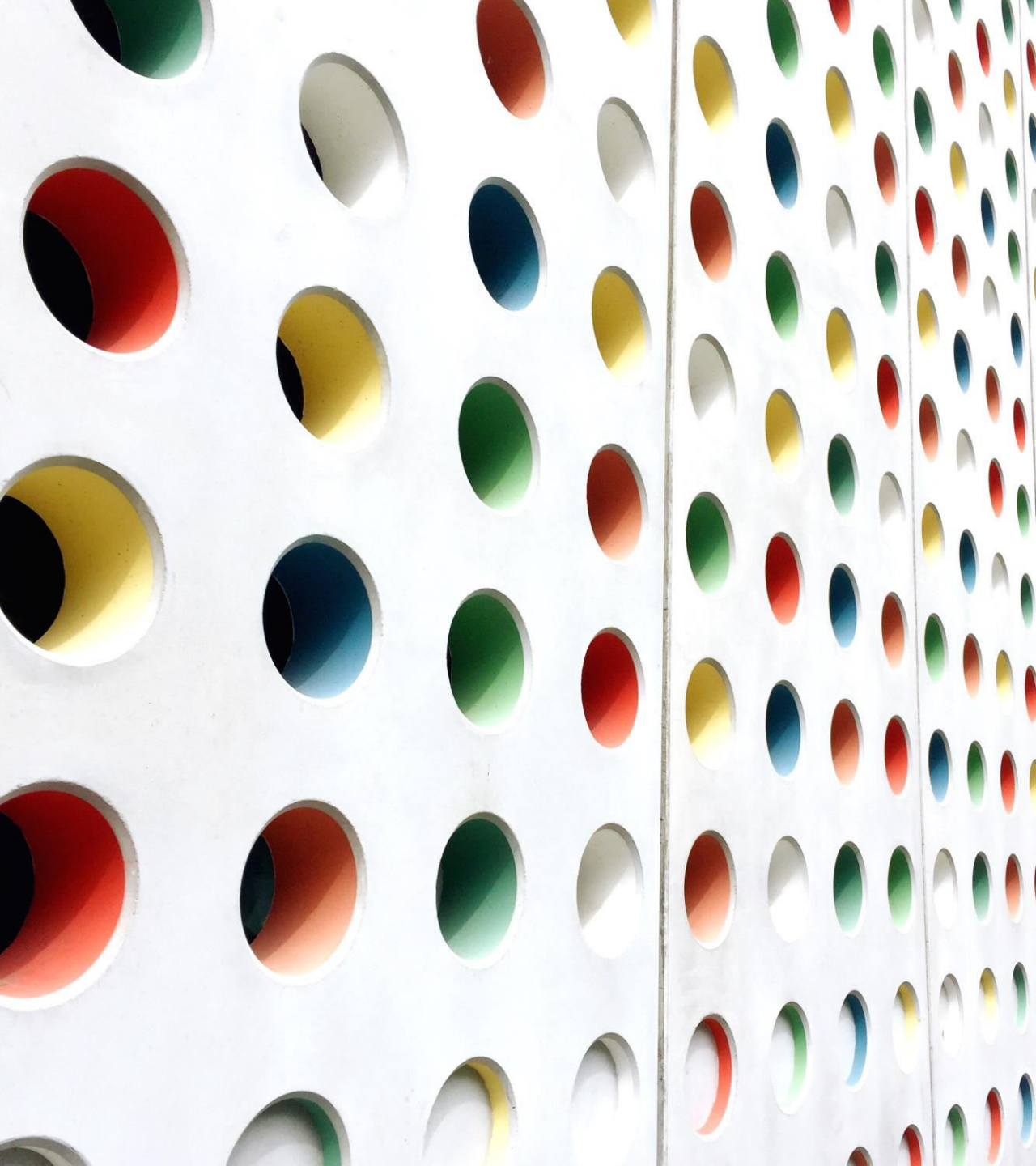
# Center for Urban Agriculture & Sustainability (CUAS) Activities



**Chris Kemp**, *Student Intern,  
Sustainability, Sciences, & Technology,  
Senior majoring in Philosophy*







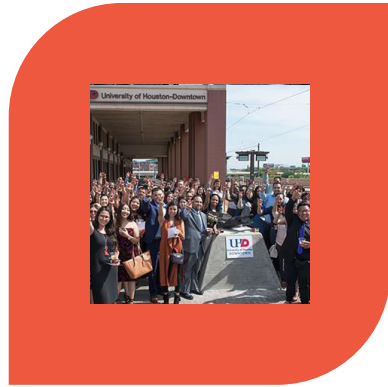
# CENTER FOR URBAN AGRICULTURE AND SUSTAINABILITY

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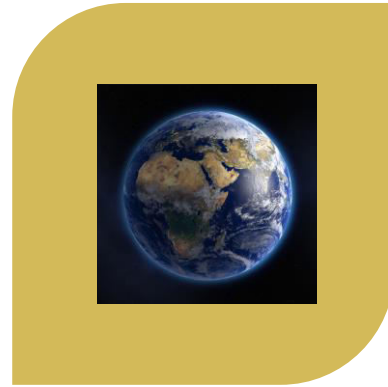
THANKS FOR YOUR TIME!

**Sustainability:** development that meets the needs of the present without compromising the ability of future generations to meet their own needs

---



**PEOPLE**



**PLANET**



**PROFIT**

# Center for Urban Agriculture and Sustainability (CUAS)

---

Funding from the USDA

- SUSTAIN Scholars

Create new curriculum:

- Sustainability Minor

Create experiential learning for UHD students

- Eco-Reps
- Kroger Green Initiative Grant

**Encourage students into food, agricultural, natural and human related careers**



# Collaboration with Texas Master Naturalist Program in the Gulf Coast Area

Program to train volunteers in the community to become naturalists

UHD CUAS organizes space for training classes

Connect environmental community with UHD

- UHD has 5 spots reserved
- \$180 for staff
  - Includes 1 semester of training & all course materials
  - 1 day a week



TEXAS A&M  
AGRILIFE  
EXTENSION



# The Sustainability Tracking, Assessment & Rating System

(STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance.

---



**STARS** is intended to engage and recognize the full spectrum of higher education institutions, from community colleges to research universities. The framework encompasses long-term sustainability goals for already high-achieving institutions, as well as entry points of recognition for institutions that are taking first steps toward sustainability.



**THANKS FOR ALL YOU DO!!!**

# Center for Urban Agriculture and Sustainability

Sustainability is about the intersection of economics, environment, and social stability. Addressing society's complex issues will require innovation and input from everyone. We'd love the opportunity to talk with you more about how your unique focus on this campus can help UHD be a more sustainable institution!

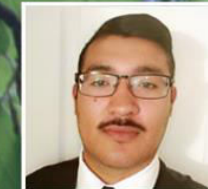


**Lisa Morano, Ph. D.**  
Professor and Director, CUAS  
MoranoL@uhd.edu  
713-221-2782  
College of Sciences and Technology - STB 109B



Looking for a few ways to get more involved with sustainability?

- Encourage and support our university to **reduce, reuse, and recycle**
- Project mentorship
- Visit and help to maintain the two campus gardens
- Scan our QR code for more info!



**Juan Martinez**  
Sustainability Coordinator, CUAS  
Martinezju@uhd.edu  
713-221-2712  
College of Sciences and Technology - STB 109A



**HAPPY**

**DAY!**

UHD invites you to come celebrate the earth with free food,  
raffles, and giveaways!

APRIL 21st-22nd 10am - 2pm

@ The Science and Technology Building  
Fondren Foundation Commons Room



# Preparing a Personal Saving & Spending Plan



- **Lindsey Kornegay**, *Financial Relationship Sr. Consultant Team Lead, Regions Bank, UHD Alum*



## April Recipient

# The EDGE

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



**Debora Evans,**  
*Manager of Shipping,  
Receiving and Mailroom,  
Auxiliary Services*

## UPCOMING EVENTS

- **Student Research Conference (SRC)**

Friday, April 22, 2022

8:00 AM – 3:00 PM | Zoom

<https://cglink.me/2fR/r1390585>

- **American Red Cross CPR/First Aid/AED Training & Certification**

Friday, April 22, 2022

9:00 AM – 1:30 PM | N600

<https://uhdforms.formstack.com/forms/spring2022workshopsignup>

- **The Russia-Ukraine Conflict: Implications for East Asian Security Dr. David C. Kang**

Friday, April 22, 2022

1:00 PM - 2:45 PM | Zoom

[https://uhd.zoom.us/webinar/register/WN\\_uEt0i7xOTR2LC-TnBfyq4g](https://uhd.zoom.us/webinar/register/WN_uEt0i7xOTR2LC-TnBfyq4g)

- **Chili Cook-Off**

Friday, April 22, 2022

3:00 PM - 7:00 PM | South Deck

<https://www.eventbrite.com/e/uhd-chili-cook-off-tickets-304228574857>

## UPCOMING EVENTS

- **Environment & Health: Data, Passion & the Conversation Forward**  
Tuesday, April 26, 2022  
3:00 PM – 4:00 PM | Zoom  
Meeting ID: 669 193 7441 | Passcode: MEDHUM
- **Community Engagement Appreciation Ceremony**  
Thursday, May 5, 2022  
1:00 PM - 2:30 PM | Hybrid  
<https://cglink.me/2fR/r1586233>
- **Public Art Tour at UHD**  
Friday, May 6, 2022  
12:00 PM – 1:00 PM | Welcome Center Lobby  
<https://www.eventbrite.com/e/public-art-uhs-tour-tickets-244573986377>
- **Presidential Investiture**  
Tuesday, May 24, 2022  
[https://uhdforms.formstack.com/forms/investiture\\_ceremony](https://uhdforms.formstack.com/forms/investiture_ceremony)

# UPCOMING EVENTS

- **Discovery Green Concert Series**

Thursdays | 7 PM | Discovery Green

Concerts in the series will be held every Thursday evening and will showcase a range of talents, from rock, pop, rap, and Latin to Tejano music.

<https://www.discoverygreen.com/thursday-concerts>

- **Submit your event!**

**[Submit an event to the calendar](#)**

Do you have an event or volunteer opportunity you would like to share with staff? The event may be on or off campus. Let us know.

An aerial photograph of a city skyline at dusk. The sky is a mix of light blue and orange. Numerous skyscrapers are visible, some with lights on. In the foreground, there are parking lots with cars and some lower-rise buildings. A large, white, semi-transparent circular graphic is positioned on the right side of the image, partially overlapping the city buildings.

# **GENERAL UPDATES / RESPONSES TO ONLINE FORMS**

# RESPONSES TO ONLINE FORMS

**Question:** When are the FY22 and FY23 amounts for the compensation study going to be given?

**Response:** Following the Staff Compensation Study, UHD adopted a new salary structure for FY22, which resulted in new salary grades and ranges for every position. As a result, some positions were adjusted to the minimum of their new pay grade. **All impacted employees received that adjustment on their first paycheck in FY22.**

Also, compression issues were addressed. Compression pay adjustments, if applicable, represented the difference between a staff member's FY21 salary and their calculated ideal range placement in the new salary structure based on the staff member's time in his/her position. Compression adjustments were split between FY22 and FY23 and were limited to \$6,000 per year due to available funding. **FY22 salary adjustments were distributed on the first paycheck in FY22. F23 salary adjustments will be distributed on the first paycheck in FY23.**

# RESPONSES TO ONLINE FORMS

**Question:** I recently discovered from HR that if I change positions to another UHD position of the same pay grade, I will lose any merit increased I've earned over my 5 years with the college. **Can you clarify this policy?**

**Response:** When staff change positions as a result of applying for a new internal position, they are treated as a new hire, whereby the hiring manager can offer anywhere from the position's minimum to midpoint based on the departmental budget and the applicant's qualifications. Merit from a previous position is not a factor in determining the new salary in a new job, as it is a brand-new position for the staff member. Merit is not necessarily lost because the new position will either be a lateral move (same salary) or, more likely, a higher-paid position.

However, when employees change positions by means of a career ladder, all merit increases received, which are part of the employee's salary, are factored in when determining the new salary.

# RESPONSES TO ONLINE FORMS

**Concern:** On the ESO Website policies section I've noticed when you click on a policy, it now opens on the website and there is not a PDF download option. I would prefer a PDF file as a print version of the web is not as clean looking. Web print breaks up sections.

**Response:** ESO has converted all policies on the 'UHD Policies' website from PDFs to individual webpages so they are accessible to all members of the University community. *(Accessible is defined as a web page that can be used in a variety of ways and does not depend on a single sense or ability.)*

In compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990, UHD provides a work environment that affords equal access and opportunity to otherwise qualified individuals with disabilities. In addition, Texas Administrative Code, Title 1, Part 10, 206 Subchapter (c) (206.70) states it is the policy of the State of Texas that, "All new or changed web pages and web content shall comply with the standards described in this subchapter" for accessibility.



# RESPONSES TO ONLINE FORMS

**Concern:** UHD could really use a standard instant messaging policy where we can communicate in real-time with colleagues whether on-campus or remote. One uniform use of Zoom Chat, Microsoft Teams, Slack, etc. will improve efficiency, increase communication, and provide access to staff regardless of location.

**Response:** While UHD does have a policy addressing appropriate use of electronic messaging including IM and maintains a list of supported tools and applications on the IT website, units are left to determine the operational and business use of such technology for their specific needs.

To support a full range of communication and collaboration needs at UHD, the IT department currently provides access, training, and technical support for both Zoom and MS Teams for the entire campus community (including students).

# RESPONSES TO ONLINE FORMS

**Concern:** While I understand some of these individuals on the Student Success Transition Team are critical to the transition and logistics of this initiative. However, this team has individuals who are not directly familiar with the college's operations of programs, personnel, and the strengths or challenges of the various other components of UC.

**Response:** Members were appointed to the Transition Team as an advisory board focused on the preservation of the people and positions affected by the change. Multiple subcommittees are also being formed to include those with direct expertise and familiarity of the area to create fair and just representation.

# RESPONSES TO ONLINE FORMS

**Question:** Can UHD leadership work to improve the timeliness of communication regarding inclement weather and safety?

**Response:** The decision to delay opening or close campus is critical and involves UHD leadership in several areas from the Provost's office, Emergency Management, Facilities, and ultimately the decision rests with the Office of the President. We consider weather around campus, as well as in greater Houston, events planned on campus for the day, and the impact on courses delivered as well as other factors. We make every effort to decide as early as the data allows. We always keep the health and safety of the UHD community at the forefront of every decision we make as it relates to delays and closures.

# RESPONSES TO ONLINE FORMS

**Question:** With the p-card program suspended and registration fees being an allowable expense on a travel card with local funds, will departments be allowed to ask the Travel Office to pay for some registration fees if there are travelers who cannot afford the registration fees up front and if the conference won't invoice? Or does UHD not allow registration fees on the travel card like UH travel card policy does?

**Response:** Unlike UH, UHD does not have department travel cards; therefore, registration fees are placed on p-card and/or department voucher. An email will be sent soon regarding re-training and re-implementation of the p-card program.

# RESPONSES TO ONLINE FORMS

**Concern:** Drug testing of Staff Leaders should be mandatory.

**Response:** According to UHD policy, *“The unlawful use, manufacture, sale, distribution, dispensation, or possession of any illicit drug, including alcohol, in the workplace, on campus, or as part of any campus activities is strictly prohibited.”*

*“Any employee engaged in the unlawful possession, use, or distribution of illicit drugs or alcohol on campus or at campus-sponsored events held off-campus will be subject to disciplinary action up to and including termination, depending on the severity of the infraction as outlined in PS 02.B.03.”*

ESO reserves the explicit right to drug test any employee at their discretion.

# RESPONSES TO ONLINE FORMS

**Question:** Can UHD allow more funding for the Travel Office to hire more employees to assist with making travel arrangements. This new process is costing the departments way too much money.

**Response:** The process has not changed; however, UHD is cross-training employees to assist when others are unavailable. In addition, UHD is working on implementing the Concur travel process. Once more information on Concur is obtained, training will be provided.

# RESPONSES TO ONLINE FORMS

**Concern:** Is there any idea when staff be able to use p-cards again? This is adversely affecting the programming of many departments thereby negatively affecting students.

**Response:** UHD leadership is working on finalizing some of the details and should have the requested information soon.

# RESPONSES TO ONLINE FORMS

**Concern:** Parking needs to be addressed. Can we convert the Washington St Lot into a parking garage and create a sky bridge to connect the garage to the GSB or OMB? Students & staff are playing frogger crossing over these busy highway-connected avenues that is spelling disaster.

**Response:** As UHD develops a new Campus Master Plan, this should be proposed as a discussion item. It was also proposed by a consulting group in 2018 when the university considered the Washington St. Lot as a potential site to build a parking garage, but the discussion was tabled when the Texas Department of Transportation's (TxDOT) highway realignment project (I45, I69, and I10) appeared to be becoming more of a reality and the resulting impact of the realignment through north of the campus.

It would be an absolute tragedy should a UHD student, faculty, or staff be injured while crossing Milam and Travis. Hopefully by using the designated, safe pedestrian crosswalks, and following the crosswalk signals at the corners of Milam and Commerce and Travis and Commerce the risk can be mitigated.



# GENERAL Q&A



University of Houston  
DOWNTOWN



DETERMINED. DEDICATED. DOWNTOWN.

# Planning for Income and Expenses

## CREATE A PERSONAL SPENDING PLAN

- Keep track of your daily spending
- Determine your monthly income and expenses
- Find ways to decrease spending
- Find ways to increase income

## WHERE DOES YOUR MONEY GO?

Knowing where all of your money comes from (income) and where it all goes (expenses) every month will help you take control of your financial situation.

Keep track of your daily spending using a spreadsheet like this one to record your daily expenses. Regions has a free downloadable worksheet on [regions.com/nextstep](https://regions.com/nextstep).

DAY	SAVINGS	HOUSING	INSURANCE	DEBTS	FOOD	GAS	?
1	\$100	\$1,600	\$250				
2							
3					\$75		
4							\$30
5							
6						\$50	
7				\$75			

## PERSONAL SAVING AND SPENDING PLAN

My Income		My Expenses		% of Income	Monthly Expense
Wages	\$ _____	Savings (emergency, retirement, other)		(10%)	\$ _____
Public assistance	\$ _____	Housing (rent/mortgage/property taxes/home insurance)		(35%)	\$ _____
Child support/alimony	\$ _____	Utilities (water, electricity, heat)		(5%)	\$ _____
Interest/dividends	\$ _____	Food (grocery & restaurants)		(15%)	\$ _____
Social Security	\$ _____	Transportation (all automotive expenses, taxi, bus, car loan, gas, auto insurance, etc.)		(15%)	\$ _____
Advanced earned income credit	\$ _____	Loan payments (credit cards, student loan, etc.)		(10%)	\$ _____
Other	\$ _____	Entertainment (cable TV, music and movies streaming, hobbies, vacations, clothes, shoes, etc.)		(5%)	\$ _____
		Family Expenses (after-school care, lessons, sports, etc.)		(5%)	\$ _____
<b>TOTAL INCOME</b> \$ _____		<b>TOTAL EXPENSES</b> \$ _____			

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# Jump-start Your Saving: By Reducing Your Spending

## NEXT STEP TOOLS & RESOURCES

regions.com/nextstep

Let Regions help you take positive strides forward with Next Step's online collection of financial tips and tools. Use the wide range of resources listed here to break your plans down into manageable and achievable steps:

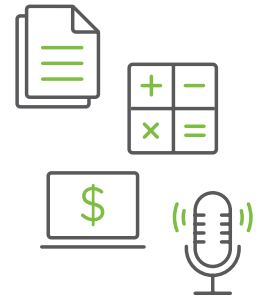
**Worksheets** – Download these planning worksheets to assess your spending habits and chart your course of action.

**Articles** – From creating a budget to buying a home to planning for retirement, we have you covered.

**Calculators** – Discover how small changes can add up in a big way to help you save more, pay off debt and meet your financial goals.

**Online Courses** – Grow your financial skills with self-paced, 10-minute long courses that can be viewed on your mobile device, tablet or desktop.

**Podcasts** – Listen to the Next Step series for tips to help reach your personal finance goals.



## CHANGE YOUR HABITS!

### Comparison shop

Use apps that allow you to **compare the price of an item through different retailers**. And because many retailers now offer price match guarantees, you might not even have to drive to the store advertising the lowest price.



### Brew your coffee at home



That \$5 cup of coffee may add up to more than **\$1,000 annually!** This change could boost your annual savings.

### Plant a garden



Take advantage of the local/organic produce trend for a fraction of the cost.

### “Staycation”

A vacation may cost easily several hundred to \$1,000 per day. Visiting a local hotel or destination is a popular way to take a break without breaking the bank.

### Use the public library

Checking books/movies/music out of the library is a great way to save money over buying books. Now, many libraries even offer digital downloads.



### Cut the cable cord

The average cable or satellite user spends an average of \$100 per month. Finding an alternate way to watch television could save up to **\$1,200 per year**. Be aware that alternatives like HD antennas, Smart TVs, Streaming devices, and Streaming services can add up to more than cable.

**Each month be sure to move your savings from sources like these over to your savings accounts.**

## LEARN MORE

- 1 Make an appointment with a Regions banker:**
  - Visit any Regions branch
  - Go to regions.com and click “Make an Appointment”
  - Call the Regions Green Line at 1-800-REGIONS

- 2 Visit the Next Step Financial Learning Center for free, online interactive videos: [Regions.com/Learn](https://regions.com/learn)**

- 3 Use our online resources including articles, podcasts, and calculators: [Regions.com/NextStep](https://regions.com/nextstep)**

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# NEXT STEP RESOURCES



## TOOLS AND RESOURCES



### Articles

Articles with tips and advice to help you take the next step toward your financial goals.

[Regions.com/Insights](https://Regions.com/Insights)



### Courses

A self-paced series of interactive videos covering financial wellness tips, accessible via mobile device, tablet, or desktop.

[Regions.com/Learn](https://Regions.com/Learn)



### Worksheets

Planning worksheets to help you break your goals down into manageable steps.

[Regions.com/NextStep](https://Regions.com/NextStep)



### Podcasts

Quick, educational podcasts with tips to help you achieve your personal and business goals.

[Regions.com/NextStepPodcasts](https://Regions.com/NextStepPodcasts)



### Webinars

Webinars on key financial wellness topics lead by Regions associates.

[Regions.com/NextStepWebinars](https://Regions.com/NextStepWebinars)



### Calculators

Interactive calculators that can help you budget and save for all of your goals.

[Regions.com/Insights/CalculatorLibrary](https://Regions.com/Insights/CalculatorLibrary)



### Learning for Kids

Fun, educational games and activities, focused on math and money, for Grades K-8.

[WeAreTeachers.com/Adventures-In-Math](https://WeAreTeachers.com/Adventures-In-Math)

## EXPLORE FOR MORE TIPS



### Family Budgeting & Saving

Family-friendly financial resources and advice to help families learn smart money habits.

[Regions.com/NextStepFamilyBudget](https://Regions.com/NextStepFamilyBudget)



### Navigating Homeownership

Guidance, tools, and resources to prepare for every step as a homeowner.

[Regions.com/NextStepHomeownership](https://Regions.com/NextStepHomeownership)



### Boost Your Money IQ with Financial Tips for Students

Insights and resources for students to make the most of their college experience without breaking their budget.

[Regions.com/NextStepForStudents](https://Regions.com/NextStepForStudents)



### Saving For Your Next Vacation

Budgeting hacks and money-saving strategies to help you grow your vacation fund.

[Regions.com/NextStepVacationBudget](https://Regions.com/NextStepVacationBudget)



### Holiday Hacks

Spending, saving and budgeting tips for holiday shopping, activities, travel and more.

[Regions.com/NextStepHoliday](https://Regions.com/NextStepHoliday)



### Financial Guidance During COVID-19

Guidance, tools and resources to help you safeguard your finances.

[Regions.com/NextStepCoronavirus](https://Regions.com/NextStepCoronavirus)



### Next Step for Business

Collection of resources for business owners to help to take their businesses to the next level.

[Regions.com/NextStepForBusiness](https://Regions.com/NextStepForBusiness)



## LEARN MORE

- 1 Make an appointment with a Regions banker:**
  - Call the Regions Green Line at 1-800-REGIONS
  - Go to Regions.com and click “Make an Appointment”
  - Visit any Regions branch
- 2 Visit the Next Step Financial Learning Center for free, online interactive videos: [Regions.com/Learn](https://Regions.com/Learn)**
- 3 Use our online resources including articles, podcasts, and calculators: [Regions.com/NextStep](https://Regions.com/NextStep)**



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(06/21)

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