



## 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; Gladis Moya, Staff Council Treasurer; Tasia Parker, Staff Council Communications Officer (Absent)

**Guests:** Donnie Kesterson, Manager of Talent Development; Elizabeth Villegas, Assistant VP of Enrollment; Debra McGaughey, Assistant VP of University Relations

**Call to Order:** 10:02 am by Jr Sears, Staff Council President

**Approval of Meeting Minutes:** A motion to approve the November 2023 minutes was made. Adrian Bermudez approved, Arrianna O'Quin 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: **Dr. Joep Pamplin**, Director, Accessibility Center

**Employee Recognition:** Arrianna O'Quin congratulates the Kudos recipients for January. See slides 6 & 7 below. Arrianna also encourages all staff to participate by giving a kudos to someone that has gone above and beyond. On any UHD webpage, search "kudos" and it should be the 1<sup>st</sup> result. There you will find instruction on how to submit one.

### Agenda Items:

#### HR-Talent Development: Donnie Kesterson

10:10 – 10:17

- Professional Development (PD) Opportunities
  - Gator Learning, gator Lead, Gator Connect (Slide 9 on the recording)
- CeCe is the new student employment coordinator
- Upcoming Opportunities (slide 10) QR available to see current calendar
  - Gator Learning: Jan 24<sup>th</sup> "Leading by Example..." and
  - February 2-part series
    - "From Swap to restoration: Cultivating a Growth Mindset..." & "From Swap to Restoration: Elevating Your Growth Mindset..."
  - Feb. 29<sup>th</sup>: deliberate Delegation & Accountability
  - March 6<sup>th</sup>: Executive Presence
  - April 4<sup>th</sup>: Supervising Student Employees for Continued Success
  - April 25<sup>th</sup>: Coaching Excellence
- Donnie encourages everyone to take advantage
- MISC Q&A:
  - Who is responsible for closing out training in HR? I have completed one and it still shows and not complete.
    - **Response:** Please email HR and it will be taken care of.

#### Admissions Criteria Committee (Optional Admissions- Pathway to the UHD Community) - Elizabeth Villegas

10:17 am – 10:20am

- Thursday, January 25 at 1:00-2:30 pm in the UHD TDECU Tour Room or

- Via Zoom <https://uhd.zoom.us/j/81241905439> and Passcode: gators
- Topic: Current impact and comparisons to other institutions.

#### **UHD 5<sup>th</sup> Year Anniversary – Debra McGaughey**

- 10:20am – 10:234am Thursday, January 25 at 12pm in the
- 6 weeks notice for high profile events that need external promotion.
- 2-3 week notice for internal events
- Podcast topic suggestions: email Deborah
- Visit [Uhd.edu/50years](http://Uhd.edu/50years) for additional details regarding the events in support of the celebration.
- MISC Q&A:
  - Is there an agenda for this event?
    - **Response:** Yes,
  - Will an announcement go out today about the rescheduling?
    - **Response:** Yes, they are planning to make that announcement

#### **50 years - Event Volunteers Needed:** See slide 15 for the upcoming events and slide 16 for the QR codes to sign up

- 1/30 for Evening of Jazz
- General Volunteer Interest
- More information is to come as the event date approaches

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

- Website updates – Please email staff council for suggestions on what should be included.
- USSEC – Feb. 9<sup>th</sup> at UH Victoria Campus
- ByLaw Updates 2024: swapping ESO for HR, etc. It will be sent to staff for a 10-day review window.
- Ombudsman – Things are being finalized. End of Feb, early march for selection updates.
- 5 Years 1974-2024 – Volunteer Requests
- Responses to Questions

#### **Response to Questions - Jr Sears, Staff Council President (Slides 18)**

- Please take a look at slide 18 to review the questions that Staff council has received offline and their respective responses.
- **Online Questions:** Will responses to questions about Auxiliary Services food court concerns be received? It's been a few months now.
  - Yes, Updates have been received and updates will be shared

#### **Upcoming events:** Jr Sears, Staff Council President (Slide 20)

- 50<sup>th</sup> Anniversary Kick-off has been postponed to Jan. 25<sup>th</sup>
- An evening of Jazz – Jan. 30<sup>th</sup> in the auditorium 6:30-8pm
- Staff Retreat – Feb. Th from 9am to 2pm.

**Closing Comments:** Please reach out to staff council for any questions or concerns. Happy Spring 2024 Semester! (Slide 21)

**Adjourn:** The meeting was adjourned by Jr Sears at approximately 10:48

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



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



University of Houston  
**DOWNTOWN**



# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

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

# AGENDA

- Approval of December Meeting Minutes
- New Employee Announcements
- Edge Grant Winner
- Employee Recognition
- Donnie Kesterson – Talent Development
- Elizabeth Villegas – Enrollment Services
- Debra McGaughey – University Relations
- Staff Council Business – Things To Share
- Upcoming Events
- Closing Comments



# WELCOME NEW GATORS!

Name	Job Title	Department
Myra Leiva	Department Business Admin I	Office of the President
Jennifer Nava	Admin Assistant II	Arts & Communication
Carolina Casella	Student Account Specialist I	Student Business Services
Ricky Whitehead	Assistant Director, Bilingual E-Library	Urban Education
Jessica Winters	Program Assistant	Distance Education
Brittney Davis	Contact Center Representative	Enrollment Management
Andrea Olvera	Department Business Admin II	History, Humanities, & Languages
Diana Martinez	Program Assistant	Talent Search
Danielle Djagni	Admissions Counselor	Undergraduate Admissions
Joy Oguchi	Academic Success Coordinator I	Academic Advising



## January Recipient

# The EDGE

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



## Dr. Hope Pamplin

# CONGRATULATIONS GATORS!



## JANUARY KUDOS!

### •Advancement & University Relations

- Jesse Lopez
- Gabriel Morales
- Jose Santos

### •College of Business

- Maxine Todd

### •Facilities Management

- Matthew Frausto

### •Information Technology

- Shamair Mitchell
- Cicely Taylor

### •Academic Advising

- Justin Burton

### •Administration & Finance

- Gerrelyn Davidson
- Stefany Records

### • Admissions

- Fernando Lanza

### •Enterprise Systems

- Duong Tran

### •Enrollment Management

- Chandra Slaughter

### •Human Resources

- Bernice Guillen
- Erica Morales

### • Auxiliary Services

- Cesar Mogollon

### • Gator Success Center

- Sumaiya Alvi
- Donna Dodson-Tibbs
- Heidi Flores
- John Garcia Chavez
- Latisha Harrison
- Jason Holiday
- Jennifer Malinsky
- D'Ante Richardson-Jones
- Thalina Sabido
- Erica Skinner
- Beatriz Torres



# CONGRATULATIONS GATORS!

- **Undergraduate Admissions**

- Amanda Olivarez

- **User Support Services**

- Adrian Bermudez

- **UHD Police Department**

- Amber Banda
- Aaron Lake-Garcia
- Tracy Lee
- Tasia Parker

- **Student Success and Student Life**

- Charlie Finch

- **Testing**

- Robert Alonzo

- **Technical Services**

- Franklin Phan

- **UHD Public Safety**

- Julia Gonzalez
- Jaime Cortez
- Imelda Rodriguez
- Carla Jackson
- Cheyonna Williams



**Kudos!**

*Express  
Your  
Appreciation*

# TALENT DEVELOPMENT TEAM



## Talent Development Team Programs

- Gator Learning
- Gator LEAD (supervisor program)
- Gator Connect Mentorship program)

## Donnie Kesterson

Manager, Organizational and Talent Development – Human Resources



# Office of Human Resources Talent Development



**Donnie Kesterson**  
Manager, Organizational & Talent Development  
Ext. 8470  
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**Brandi McInnis**  
Senior Talent Development Specialist  
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**Mike Guajardo**  
Talent Management & Development Specialist  
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# PROFESSIONAL DEVELOPMENT OPPORTUNITIES

## Gator Learning

- Learn and network with Gators across UHD
- Based on institutional competencies and operational needs
- Fun and interactive

## Gator Lead

Leadership, Engagement; Accountability; Development

- Available to current UHD Manager
- Based on best managerial practice at UHD
- Opportunity to connect and learn with fellow managers

## Gator Connect

- Opportunity to connect and support new employees
- Develop and practice leadership skills
- Expand your network at UHD





# UPCOMING OPPORTUNITIES

## Gator Learning

### January 24<sup>th</sup>:

- “Leading by Example: How to be the Ideal Team Player”

### February (2-part series):

- 2/7: “From Swamp to Restoration: **Cultivating** a Growth Mindset for Positive Impacts on Student Success and Organizational Excellence”
- 2/22: “From Swamp to Restoration: **Elevating** Your Growth Mindset for Positive Impacts on Student Success and Organizational Excellence”

## Gator Lead

### February 29<sup>th</sup>:

- Deliberate Delegation and Accountability

### March 6<sup>th</sup>

- Executive Presence

### April 4<sup>th</sup>

- Supervising Student Employees for Continued Success

### April 25<sup>th</sup>

- Coaching Excellence





# Office of Human Resources Talent Development



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# ENROLLMENT SERVICES



**Elizabeth Villegas**

Assistant Vice President – Enrollment Services

## Admissions Criteria Committee

- **Optional Admissions -  
Pathway to the UHD  
Community**

# 50TH YEAR ANNIVERSARY



## UHD 50th Year Anniversary

- Introduction
- Communication Partnerships
- Volunteer Request

**Debra McGaughey**

Assistant Vice President - University Relations



# 50 YEARS 1974 – 2024 - VOLUNTEERS



## BUILDING ON OUR PAST SHAPING OUR FUTURE

As we look back on the University of Houston-Downtown's 50 years of history and commemorate this important milestone, we need your help! Join us as a volunteer to propel our celebratory events forward. We have a range of events planned—from performances to festivities to presentations by high-powered speakers. So, pick your event (or events) and volunteer, showing your Gator pride in our culture of care.

- 01/30/2024** An Evening of Jazz Cocktail Reception and Concert
- 02/21/2024** President's Lecture Series (Celebrating Black History Month)
- 03/06/2024** Legacy Luncheon
- 04/03/2024** Donor Scholars Luncheon
- 05/01/2024** President's Lecture Series (Celebrating Asian American and Pacific Islander Heritage Month)
- 08/24/2024** Freshman Convocation & Common Reader
- 09/26/2024** State of the University Address
- 09/13/2024** New Faculty & Staff Reception
- 10/17/2024** President's Lecture Series (Celebrating Hispanic Heritage Month)
- 10/05/2024** Northside Festival
- 10/12/2024** 50th Anniversary Gala
- 11/15/2024** Dinner Theatre
- 11/00/2024** President's Lecture Series (Fireside Chat with Terence Blanchard)\*
- 11/00/2024** 50th Anniversary Concert with Terence Blanchard\*
- 12/11/2024** Evening with the Stars (Holiday Celebration for Employees)

The volunteer roles are grouped into the following four broad categories:

- Event Set Up
- Greeters/Registration Table
- Event Support
- Event Breakdown



# 50 YEARS 1974 – 2024 - VOLUNTEERS

Volunteer Sign Up 1/30 Evening of  
Jazz



General Volunteer Interest





# STAFF COUNCIL BUSINESS

- Website Update
- USSEC – February 9, 2024 – UH Victoria Campus
- ByLaw Updates - 2024
- Ombudsman
  - Finalizing everything
- 50 Years 1974 – 2024 - Volunteer Requests
- Responses to Questions





# RESPONSES TO QUESTIONS

- I would like to hear from other VP's in discussions ( enjoyed hearing from Chief). - **We are working on getting more VPs to join our meetings.**
- Note that all of the colleagues in my department, myself included, do receive the newsletters when sent by Staff Council; however, none have been provided since October 6. They are NOT sent monthly and agendas/minutes are NOT provided prior to meetings. - **For all staff members who are not receiving a monthly newsletter from Staff Council, please email [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu). We send out our newsletters monthly at the beginning of the month. Usually this is the first Friday or a few days after our Executive Board meeting on the first Monday of the month. Our minutes are posted after they are scribed from the general meeting. Sometimes this take a few days. When the newsletter comes out, it is mentioned with a link to find the minutes and the recordings of the meetings. The agenda on the other hand is a little tricky as we get notices of appearances at the last minute. We are trying to get an agenda out for the upcoming meeting when the newsletters come out in the future.**
- I would like to better understand why we are being given such short notice of the Open Forums that are occurring for an important role at the university - VP HR candidates. The notification was sent towards the end of the day Friday 12/8 for sessions beginning 12/11. Could they have not sent a 'save the date' if they really want staff to be able to have a voice in this selection process? - **From Provost Dr. Bordelon - The Vice President for Human Resources Search Committee had its kick-off meeting with President Blanchard and our search consultants with Parker Executive Search on September 18. The committee was given the charge that the search be completed before the end of the fall semester. Applications were submitted through November 13, 2023. The possibility of having candidates on campus December 11-15 was shared with department, college, unit, and shared governance leaders numerous times at various meetings, including the Extended Cabinet and other public meetings. The VPHR Search Committee held initial interviews on November 29-30 and identified four finalists. Confirmation of the visit dates for the four candidates was confirmed and the interview schedules and university message were created, reviewed and posted by 12/8/23.**



# UPCOMING EVENTS

- UHD's 50th Anniversary Kickoff – January 25, 2024, Postponed Due to Weather
- Staff Retreat - February 9, 2024, from 9 - 2PM
- An Evening of Jazz Concert - January 30, 2024, at the Auditorium 6:30 - 8PM

## Did you know!

- January 7, 1714 – A patent was issued for the first typewriter designed by British inventor Henry Mill.
- January 20, 1945 – Franklin D. Roosevelt was inaugurated to an unprecedented fourth term as President of the United States. He served since 1933 and died April 12, 1945.



**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)

**DETERMINED.  
DEDICATED.  
DOWNTOWN.**

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.