



February 2024 General Meeting Minutes

February 21, 2024

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

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

Guests: Dr. Kimberly Lambert-Thomas, VP of Administration & Finance, Javier (Jey) Zambrano, VP Advancement & University Relations, Timothy Rychlec, AVP of Facilities Management

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 2nd.

Tuition Increase: Dr. Kimberly Lambert-Thomas

10:02 – 10:12

- Proposed tuition & Fees increase considerations:
 - Keep pace with increasing operating costs due to high inflation.
 - Flat state appropriation operating funding for FY2025.
 - Financial resources to support student success initiatives.
 - Maintain or expand financial aid programs to support students with financial need.
 - Service the increase demand for new student support services: basic needs and mental health.
 - Maintain access and comfortability.
- Proposed a 5% increase to graduate tuition rates. Translates to about \$28 PCHs. Graduate only due to the affordability bill that passed, the agreed to not increase undergraduate tuition.
- UHD is the lowest cost and remains the most affordable amongst nearby campuses.
- Designated tuition Set-Asides pool increases with the tuition rate increase.
- Institutional Scholarships – new portal coming soon.
- Increased opportunities for graduate assistantships
- The office of basic needs can assist with emergency grants (\$500 per semester), no cost food market and transportation subsidiaries.
- Plans:
 - Improve course offerings – student-centric scheduling, enhance academic advising, expanded counseling and basic needs services, strengthen student engagement with more activities programming, strengthen the graduate program support structure, enhance the graduate assistantship, attract/retain more highly qualified faculty and staff.
- Board meeting to request tuition increase takes place 02/21/2024, Dr. Thomas-Lambert will attend.

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: **Caroline Smith**, Assistant Director, CCESL

Employee Recognition: Arrianna O'Quin congratulates the Kudos recipients for January. See slides 6, 7, & 8 below. Arrianna also encourages all staff to participate by giving a kudos to someone that has gone above and beyond. Visit: <https://www.uhd.edu/hr/talent-management/kudos.aspx>. There you will find instructions on how to submit one.

Agenda Items:

50th Anniversary: Jay Zambrano

10:17 – 10:42

- Several events were announced and can be found by visiting: [50th Anniversary Celebration | University of Houston-Downtown \(uhd.edu\)](#)
- Legacy Luncheon to honor the retirees. Several former UHD presidents will be in attendance.
- Questions to the staff: 140 RSVPs (heavily staff) only 50 people showed up! What is the issue? Time, hours, lunch, etc.? Feedback is requested to make future events a success.
- A suggestion was made: Create web submission feedback form.

What's Happening Around Campus: Tim Rychlec

10:42 – 10:52

- Sanitary systems under the infrastructure
- Architects have been hired to complete the Gator Expansion – redevelopment of OMB, Addition of the 4th floor in the GSB.
- Programming reallocation: when departments move, it is built to suit to support the growth of the department.
- Renovated 9 elevators. Parts are unavailable for reordering and are outdated. Several elevators were mentioned to be in progress.
- Storage spaces are available.

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

- Gator Blue Fridays are back. Wear your blue on Fridays!
- USSEC – Feb. 9th at UH Victoria Campus
- 50 Years 1974-2024 – Volunteer Requests (Scan QR code on Slide 14)
- Responses to questions
- Ombudsman – Things are being finalized. End of Feb, early march for selection updates.
- UHD Food service will be closed during spring break. However
 - Starbucks will be open M-Th from 7:30 am until 2 pm though.
- Calling all alumni
- Calling all staff publications
- Bylaw Updates 2024: It will be sent to staff for a 10-day review window.

CCESL is having a volunteer day with cycle Houston on March 29, 2024, from 9 am to 1pm in A300, Special Events Room

- **50 years - Event Volunteers Needed:** 50 Years 1974-2024 – Volunteer Requests (Scan QR code on Slide 14)

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

- Gator Blue is back. Permission was granted to proceed Gator Blue Fridays.
- Auxiliary services put of a mention in the newsletter on January 19th to announce updates for mobile ordering.
- Facilities changes water filters every 6 months. Sample testing is only conducted on a as needed basis and the City of Houston conducts periodic testing. The last testing was in 2021 for all buildings and has not had any elevated results, while the Wellness and Success Centers were tested in 2022 prior to opening.
- **Online Questions:** Will responses to questions about Auxiliary Services food court concerns be received? It has been a few months now.
 - Yes, Updates have been received and updates will be shared.

Upcoming events: Jr Sears, Staff Council President (Slide 17)

- Dynamo FC February 24, 2023, at 7:30pm
- UHD Celebrated black history month.

- Afrobeat Concert and fashion Show on Fe. 21, 2024 in A330 from 1pm to 4pm
- BSA Presents – Black Women’s Empowerment Luncheon on Thursday Feb. 22, 2024, in Milam/Travis room rom 12pm to 2 pm.
- March 12 is the next staff council meet and greet on the fourth floor in the commerce building.
- Next Staff Council General Meeting: March 20th from 10am until 11am
 - Register here: https://uhd.zoom.us/webinar/register/WN_mhOa-74mSt6GarC7MS2tQQ

Closing Comments: Please reach out to staff council for any questions or concerns. (Slide 20)

Adjourn: The meeting was adjourned by Jr Sears at approximately 11:10am

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



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DOWNTOWN



APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

- Motion to accept minutes? Second?
- Minutes accepted

AGENDA

- Approval of January Meeting Minutes
- New Employee Announcements
- Edge Grant Winner
- Employee Recognition
- Kim Lambert-Thomas – VP of A&F
- Jay Zambrano – VP of AUR
- Tim Rychlec – Facilities Management
- Staff Council Business – Things To Share
- Upcoming Events
- Closing Comments



WELCOME NEW GATORS!



Name	Job Title	Department
Ricardo Cardenas	Systems Administrator I	Information Technology, Technical Services
Starla Probst	Administrative Assistant II	Urban Education
Hope Pacheco	Assistant Dean, Student Advocacy & Assistance	Student Affairs
Trina Nolen	Assistant Director, Library Operations	Library
Marc Hidalgo	Academic Success Coordinator I	Academic Advising
Matthew Perez	Coordinator, Recreational Operations	Sports and Fitness
Amanda Hughes	Coordinator, Degree Audit and Graduation	Registrar
Jack Weisberger	Coordinator, Center for Student Involvement and Leadership	Center for Student Involvement and Leadership



February Recipient

The EDGE

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



Caroline Smith



CONGRATULATIONS GATORS!



FEBRUARY KUDOS!

- **Advancement & University Relations**
 - Jose Santos
 - Meghan Sellers
 - Noel Baldovino
- **College of Business**
 - Dominique Dominguez
- **Facilities Management**
 - Stephen Kidd
 - Derick Myers
 - Abraham Flores
 - Jesse Martinez
- **Information Technology**
 - Cicely Taylor
 - Tai Hillaire
 - Cassandra Millhouse
 - Nancy Butler
 - Rose Martinez
 - Shamair Mitchell

- **Administration & Finance**
 - Matthew Frausto
- **Enterprise Systems**
 - Duong Tran
 - Roxanne Hernandez
- **Enrollment Communications**
 - Gerardo Nevarez
- **Auxiliary Services**
 - Cesar Mogollon
 - Jessica Harper
 - Debora Evans
 - Robert Browand
- **Gator Success Center**
 - Jason Holiday
- **Budget Office**
 - Shahzaib Ali
- **Computing, Telecom, & VNS**
 - Miguel Ruiz
 - Keenan Myrow
 - Reginald Pickens

CONGRATULATIONS GATORS!



- **Distance Education**
 - Camille Routt
- **Financial Aid**
 - Madeline Quintanilla
- **Graduate & International Admissions**
 - Samuel Sanchez
- **Institutional Effectiveness**
 - Fahmida Dehlvi
- **W.I. Dykes Library**
 - Jennifer Fuentes Allred
- **Office of The President**
 - Adrienne Shanklin-Miles
- **Student Affairs**
 - Eugene Bernard

- **Technology Learning Services**
 - Joel Calix
 - Isaiah Hernandez
 - Rey Mata
 - LoShon Harvey
 - Michael Alexander
 - William Robinson
 - Thomas Genoso



Kudos!

*Express
Your
Appreciation*

CONGRATULATIONS GATORS!

- **Undergraduate Admissions**

- Khoa Nguyen
- Lauren Jackson
- Janicee Mack
- Stephanie Aise

- **User Support Services**

- Amanda Jones
- Syeda Sikandar
- Hitesh Patel
- Cheryl Robertson

- **UHD Police Department**

- Vanessa Turner

- **Student Activities**

- Jose Vasquez

- **UHD Public Safety**

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

- **Technical Services**

- Franklin Phan



Kudos!

*Express
Your
Appreciation*



ADMINISTRATION AND FINANCE

Financial Updates

Kimerly Lambert-Thomas

VP of Administration and Finance



ADVANCEMENT AND UNIVERSITY RELATIONS



Jaye Zambrano (JayZ)

VP Advancement and University Relations

50th Celebrations

- Updates

FACILITIES MANAGEMENT



Tim Rychlec
AVP Facilities Management

What's Happening Around Campus?

- **Projects**
 - **Finished**
 - **Unfinished**

STAFF COUNCIL BUSINESS

- Gator Blue Fridays
 - UHD garments (shirts, hats, etc.)
- USSEC Update
 - UHS System-wide walk – April 5, 2024
- 50 Years 1974 – 2024 - Volunteer Requests
- Responses to Questions
- Calling all Alumni
- Calling all Publications
- Shoutout Debra Evans
 - <https://www.youtube.com/watch?v=dE0qFyLdEYo&list=PLnt3GWVYIPOSsfNn-wfeC2fAM3Xa5LZGy>
- Food Service Update
 - Spring Break March 11-15, 2024
 - UHD food court will be closed, but Starbucks will remain open Monday, March 11 through Thursday, March 14, from 7:30 a.m.-2 p.m. There will not be food service on Friday, March 15. (<https://news.uhd.edu/food-services-offerings-for-feb-19-23/>)
 - Right of First Refusal
 - \$100 ~>
 - \$500 (<https://news.uhd.edu/food-services-offerings-for-feb-12-16/>)
 - Boost Mobile Ap Update
 - Burger 713 – No longer required
 - Mondo Sub – Still required (<https://news.uhd.edu/food-services-offerings-for-jan-22-26/>)



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





RESPONSES TO QUESTIONS

- I've been here less than a year and I recall hearing something about Gator Blue Thursdays. Can we bring this back. One day of the week the entire campus staff wears UHD Color (Blue) or whatever the official color of the school is. - **I am excited to say, "IT'S BACK". I received permission to move forward with Gator Blue Fridays.**
- The manager of the food court has been informing people that orders can now be made in person at the counter and paid for with cash. Is this something that will ever be announced to the UHD community? And they wonder why they are losing money... - **This is correct. It was announced during the January 19, 2024, newsletter from Auxiliary Services.**
- UHD water fountain's / water supply. How often is the water being tested here at UHD? Is the water safe to drink? Students, faculty, staff, and gator community drink from the existing stations. When are the filters being changed? Also, several instances where debris/trash has come from the fountains. Are they serviced and how often is the water being tested? - **From Facilities Management (FM): Filters are changed every 6 months. From Environmental Health & Safety (EHS): EHS does not conduct sampling unless there is a need or request from Facilities Management (FM). Since the water is from the City of Houston the city conducts periodic testing. EHS will only conduct limited sampling testing. So far EHS has never had any elevated results. The last testing was in 2021 for all buildings. In 2022 testing was conducted for the Wellness and Success Building prior to its opening.**



UPCOMING EVENTS

- Dynamo FC – Opening game Saturday
February 24, 2024 @ 7:30pm
- CCESL is hosting CYCLE-Houston –
March 29, 9 – 1pm.
 - Volunteers needed to build bikes
- UHD Celebrates Black History Month
 - AfroBeats Concert and Fashion Show –
Wednesday, February 21, 2024 – A300 1 -
4PM
 - BSA Presents – Black
Women's Empowerment Luncheon –
Thursday February 22, 2024, Miliam/Travis
12 - 2PM

Did you know!

- February 3, 1865 – The 15th Amendment to the U.S. Constitution was ratified, guaranteeing the right of citizens to vote, regardless of race, color, or previous condition of servitude.
- Second Week In February of 1926 – Black History Week began which later turned into Black History Month 50 years later. This week was chosen as it encompasses both Frederick Douglass' birthday (Feb 14) and Abraham Lincoln's birthday (Feb 12). Carter Godwin Woodson (1875 – 1950)



CENTER FOR COMMUNITY ENGAGEMENT & SERVICE LEARNING (CCESL)

VOLUNTEER DAY WITH CYCLE HOUSTON

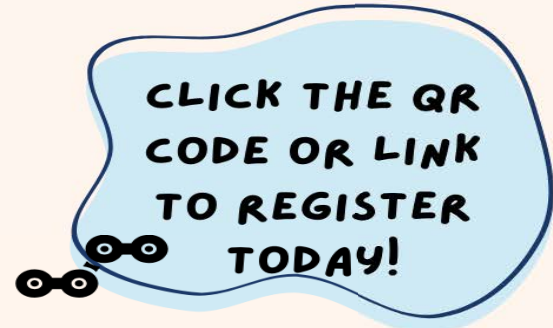
**FRIDAY, MARCH 29, 2024
9 AM - 1 PM
A300, SPECIAL EVENTS ROOM**



**ASSIST IN BUILDING
BICYCLES FOR STUDENTS
IN NEED!
CYCLE COLLABORATES
DIRECTLY WITH TITLE ONE
SCHOOL DISTRICTS.**



**THE LARGER NUMBER OF
VOLUNTEERS,
THE LARGER THE IMPACT!**



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CODE OR LINK
TO REGISTER
TODAY!**



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SAVE THE DATE

Houston Dynamo FC vs
Kansas City Sporting

February 24, 2024 @ 7:30pm

The poster features a photograph of fans celebrating with orange streamers at the top. Below the photo is the Houston Dynamo FC logo, followed by the text 'Save the Date' in large orange letters. Underneath is 'VS' and the Kansas City Sporting logo. A black box contains the text 'University of Houston-Downtown Faculty and Staff'. At the bottom, two boxes show 'SAT, Feb. 24' and '7:30 PM'. Below these are the match details: 'HOUSTON DYNAMO FC VS Sporting Kansas City'. At the very bottom, it says 'LINK FOR DISCOUNTED TICKETS: https://houstondynamo.group/UHfacultyandstaff'.



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>



Staff can register to attend the monthly general meetings here:
https://uhd.zoom.us/webinar/register/WN_2sHq1W6JTBqsg-kTiw0sdw

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



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



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



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



CLOSING COMMENTS

Mission

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