

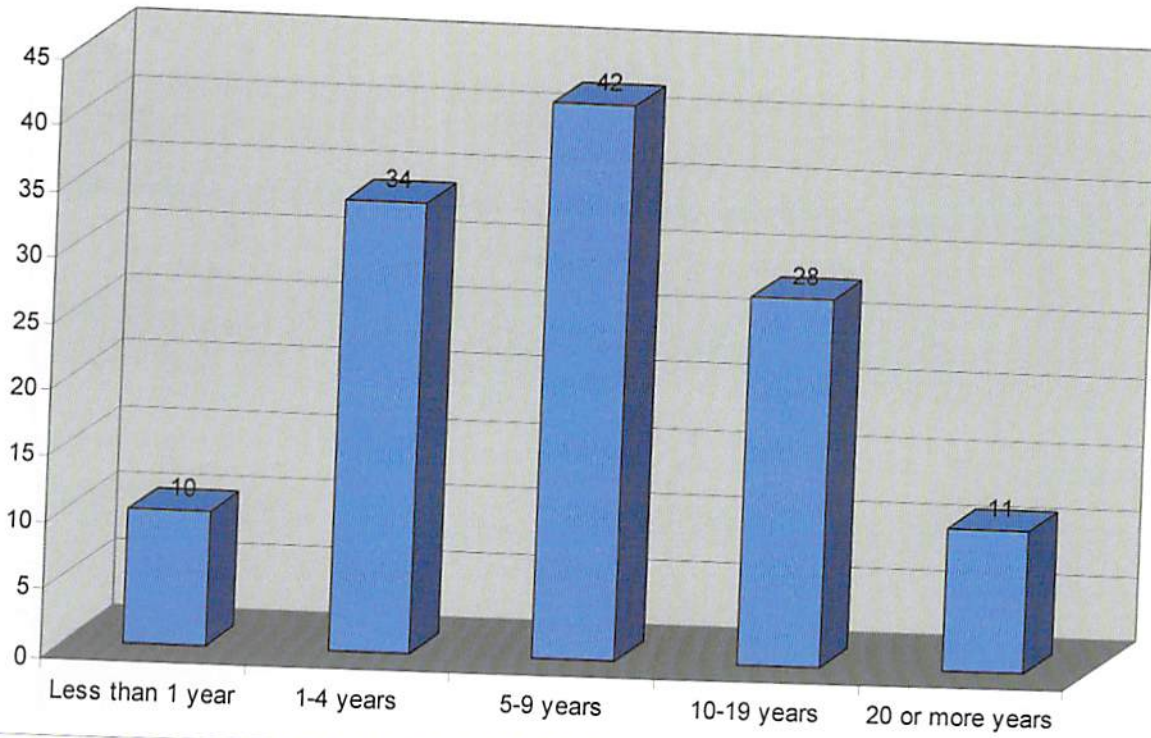


# Staff Survey

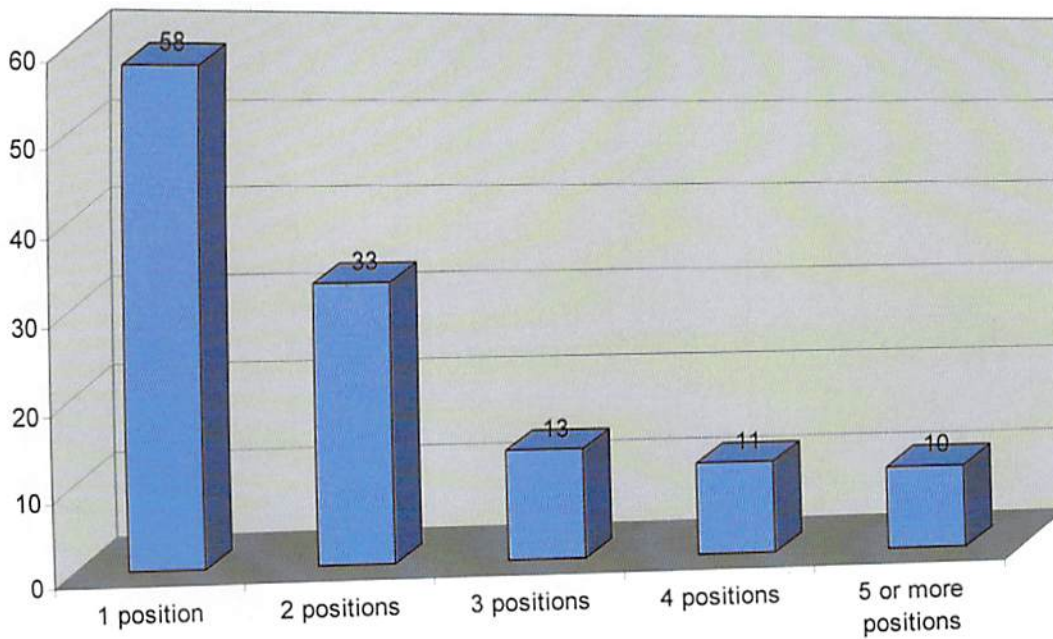
January 2007

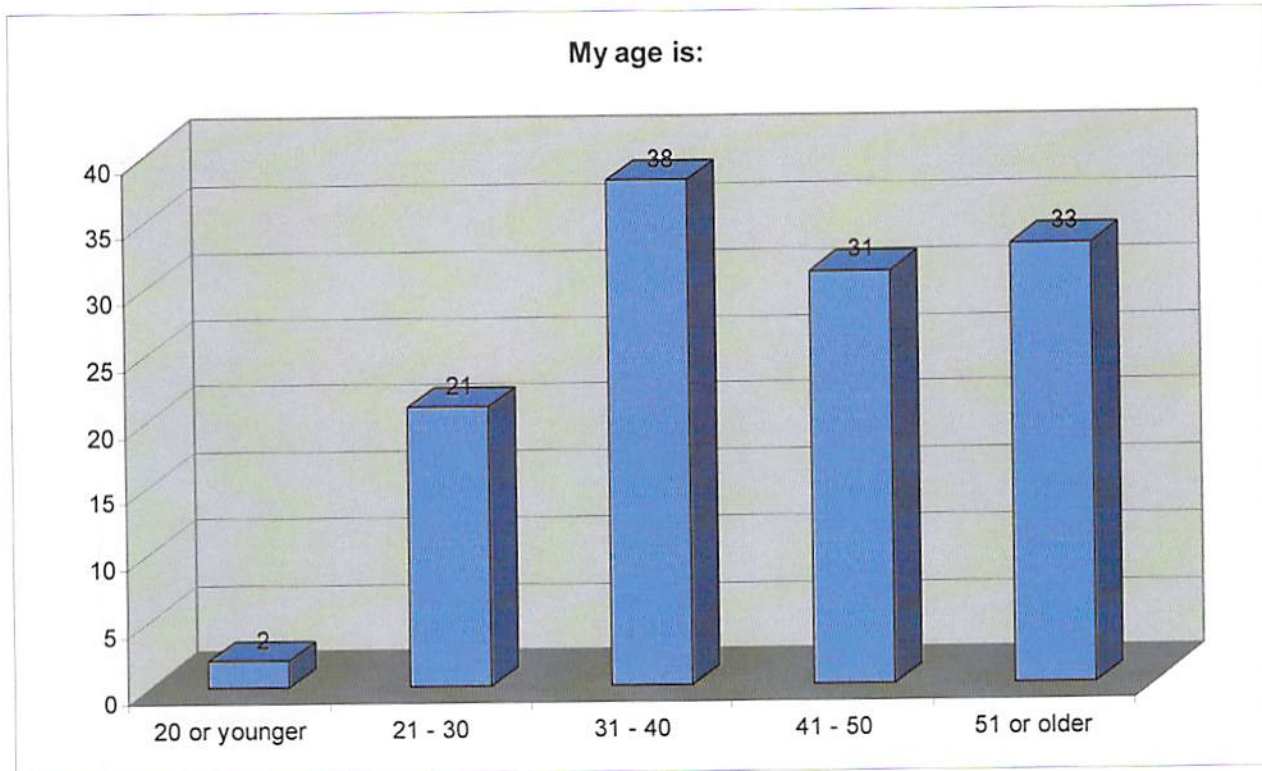
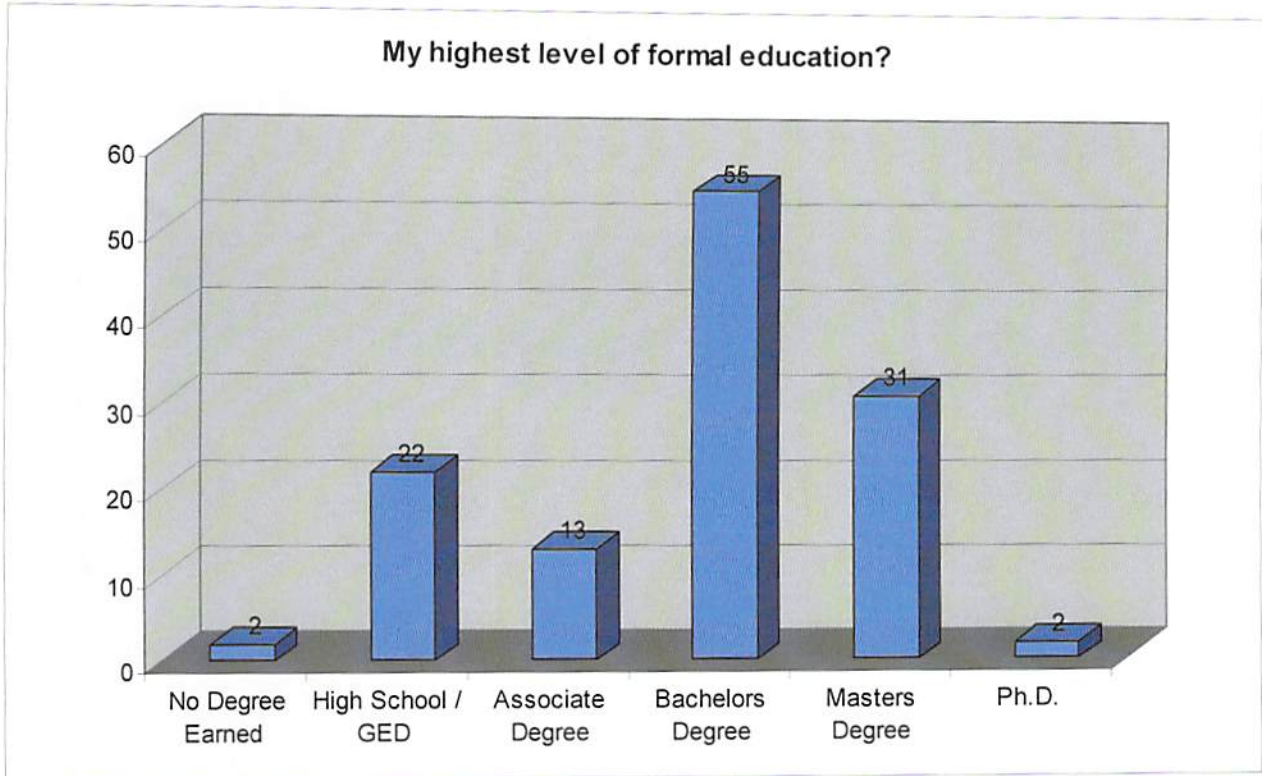
University of Houston-Downtown

How long have you been employed at UHD?



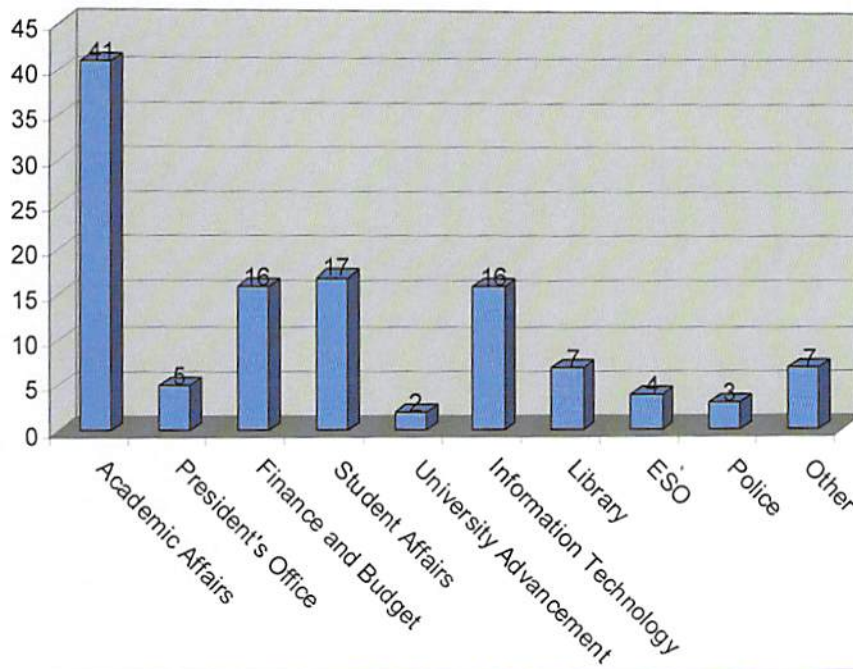
How many positions have you held at UHD?



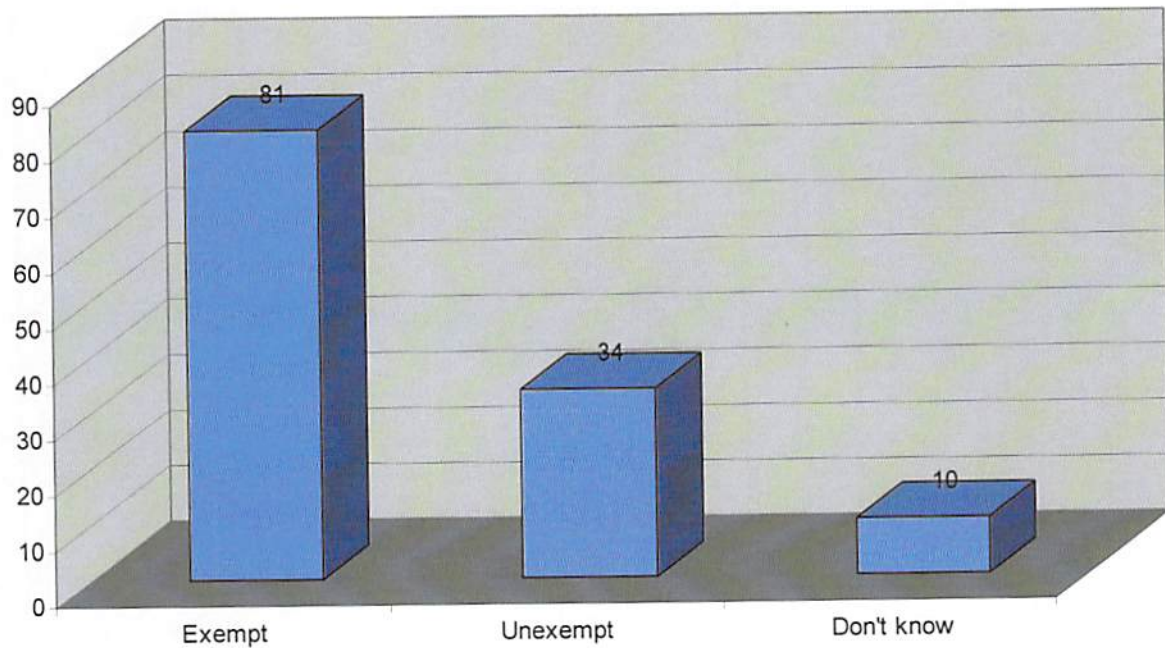


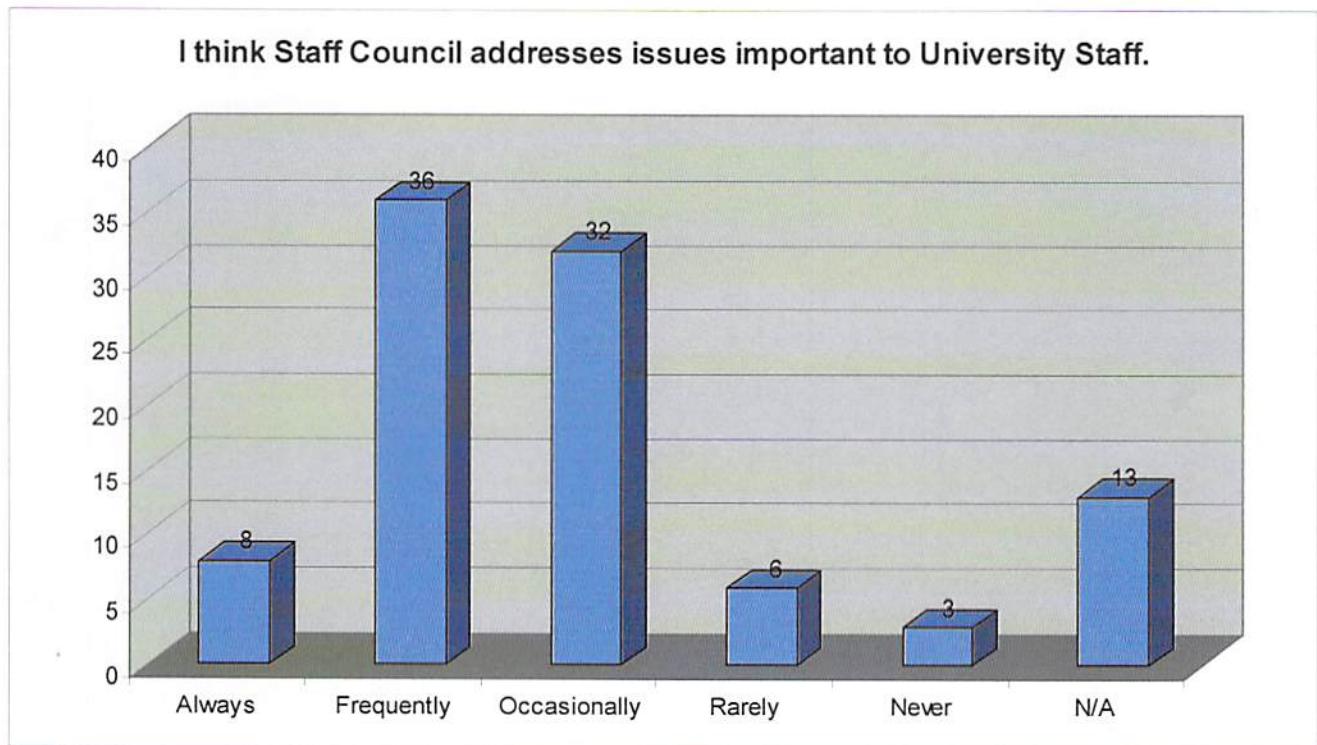
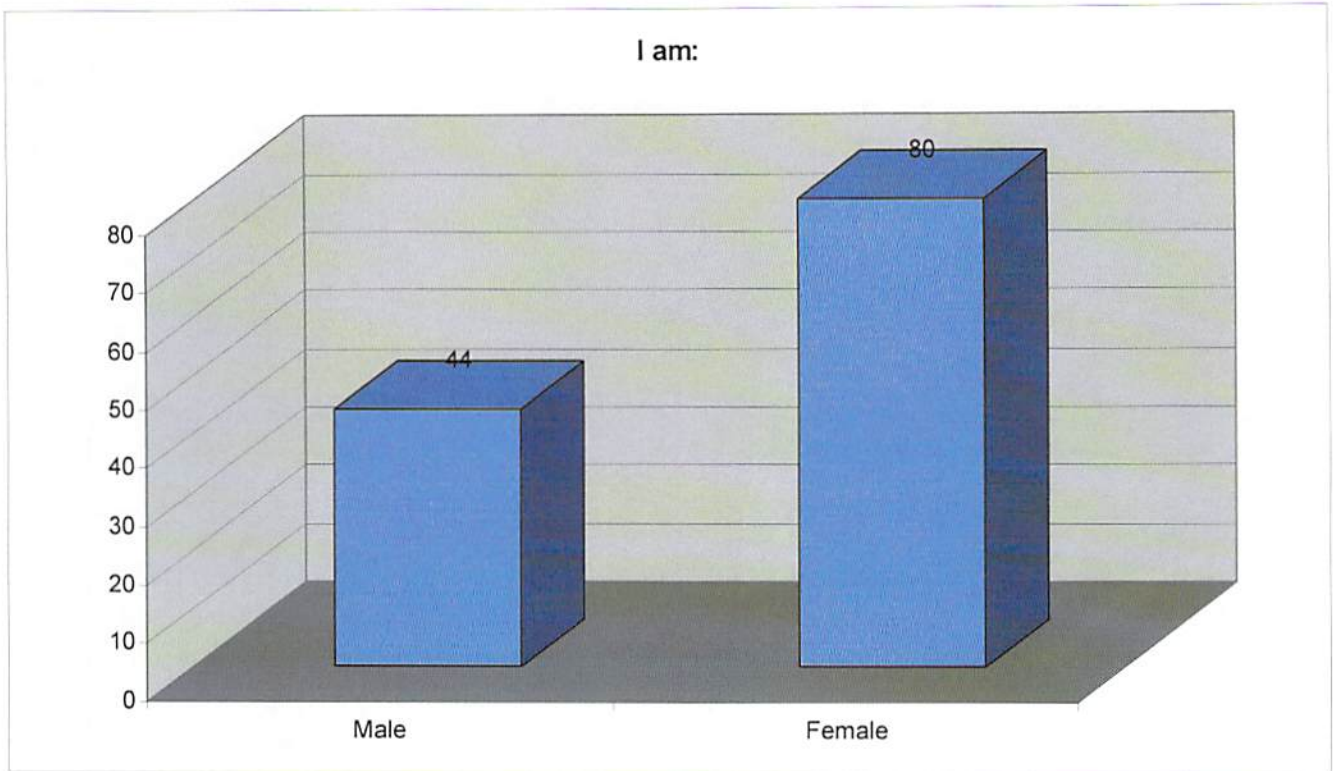


In what division are you employed?



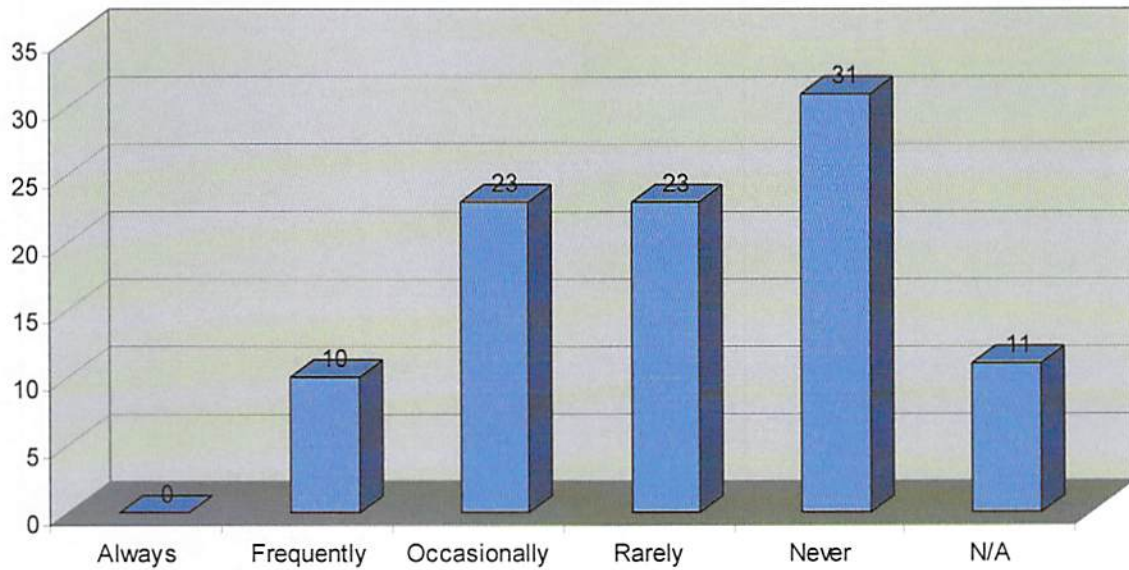
My job title is:



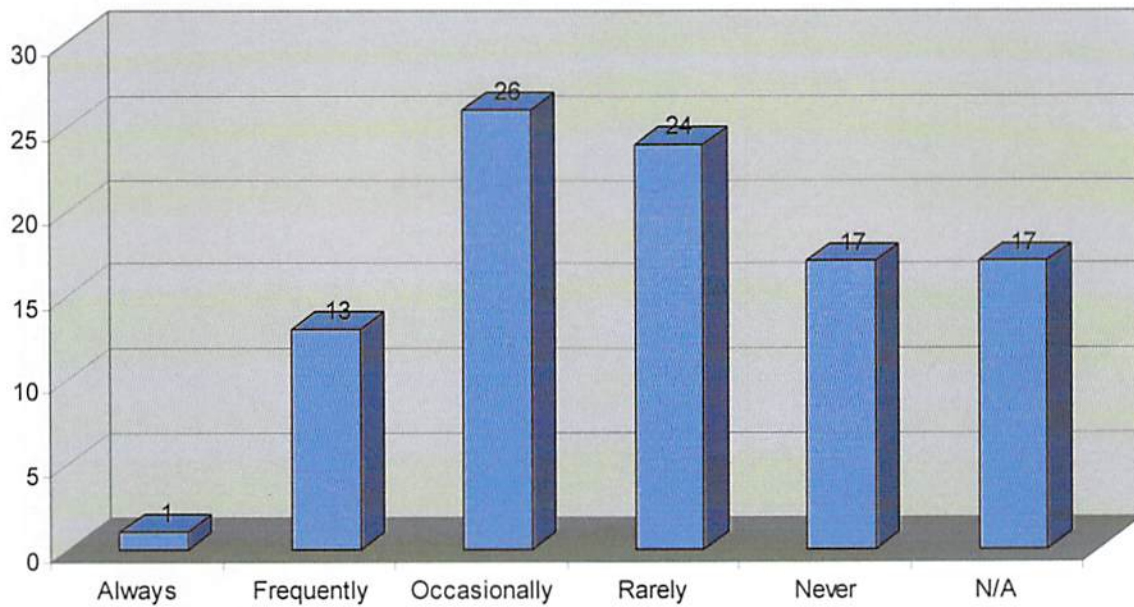


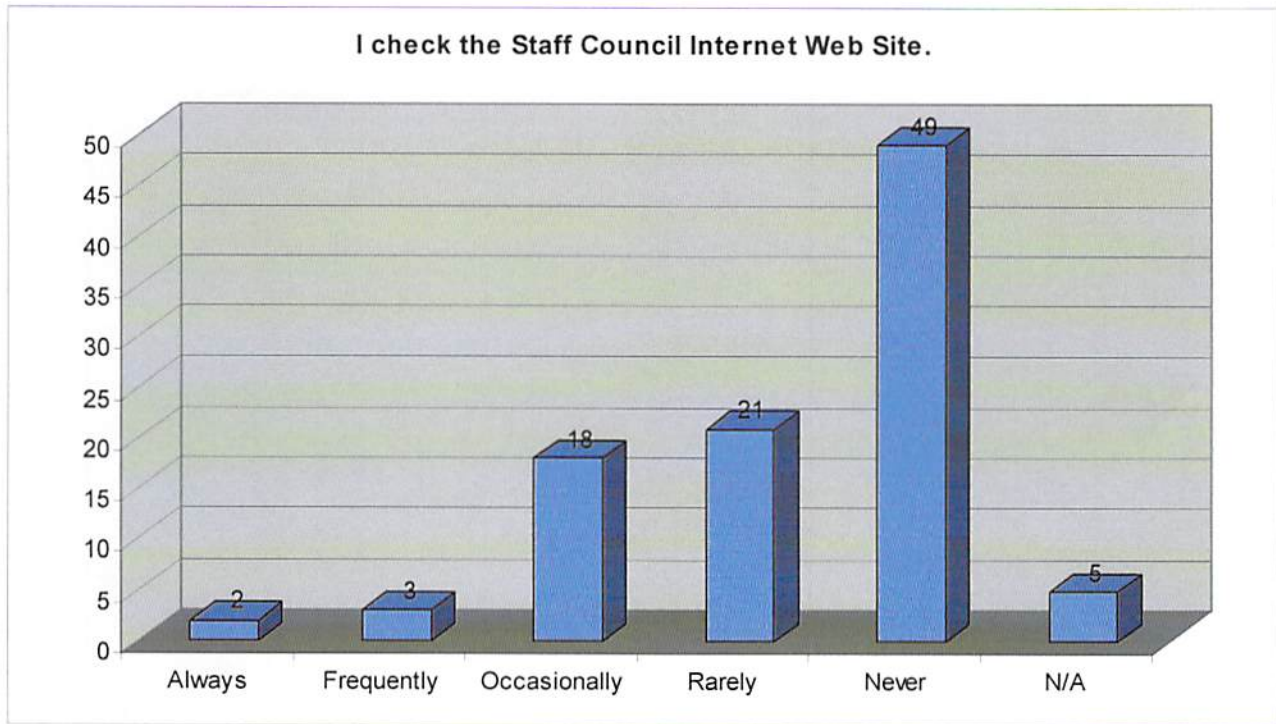
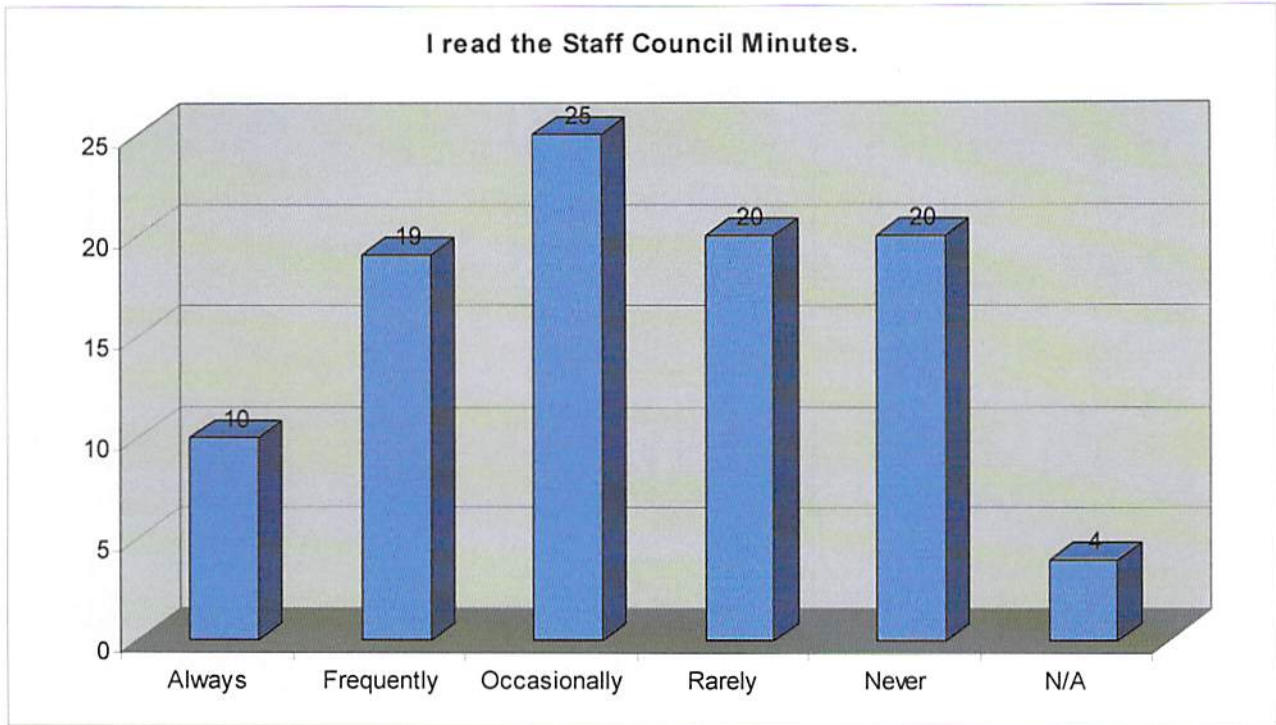


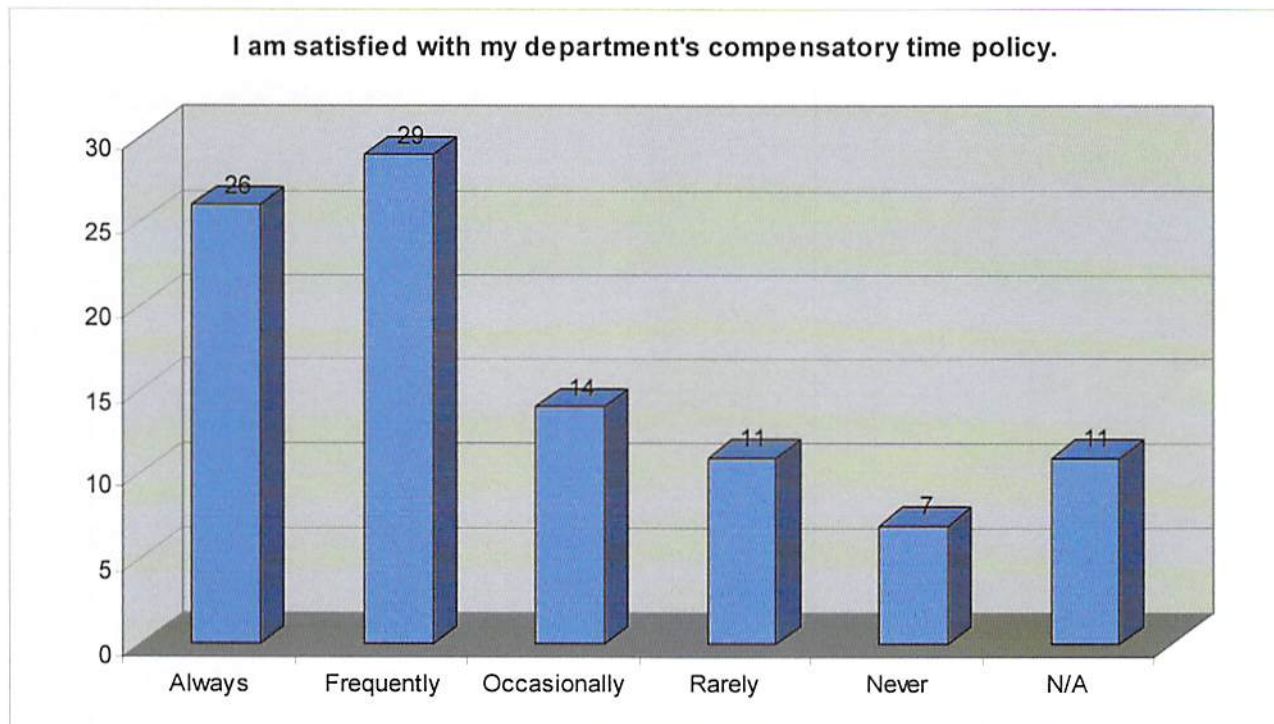
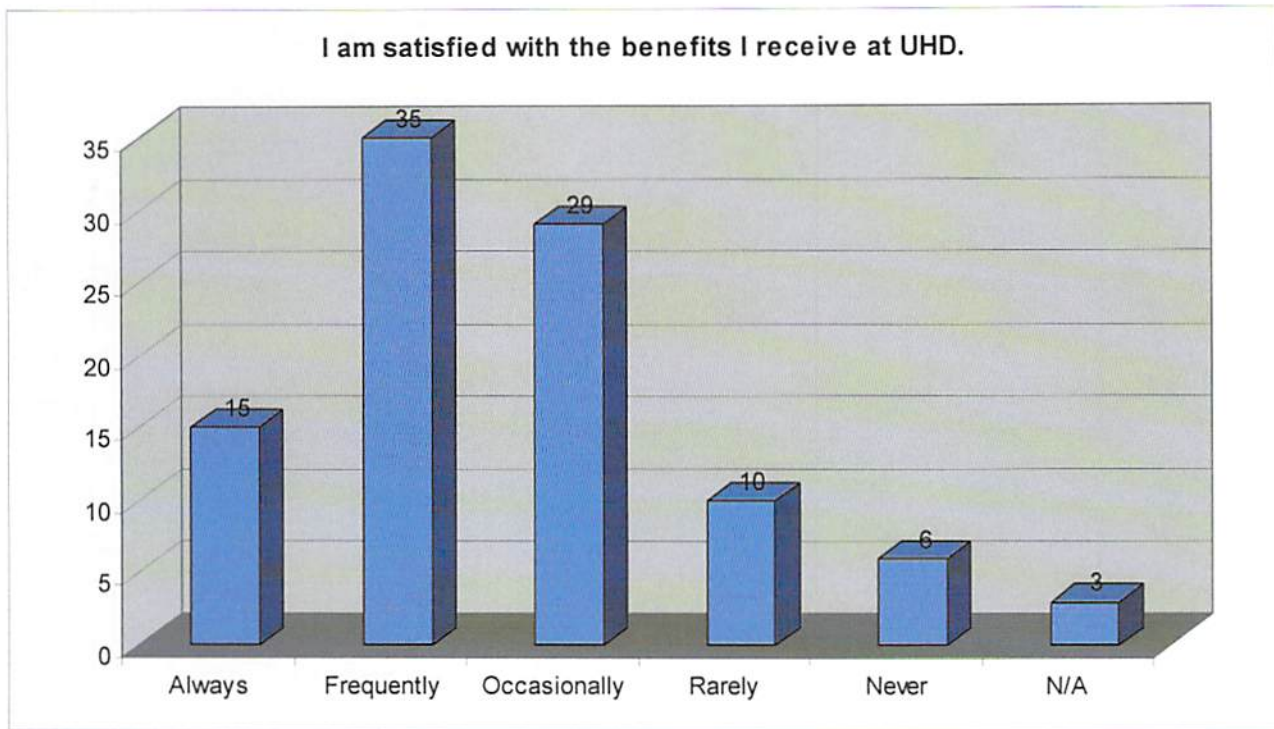
I discuss Staff-related University issues with Staff Council representative(s).



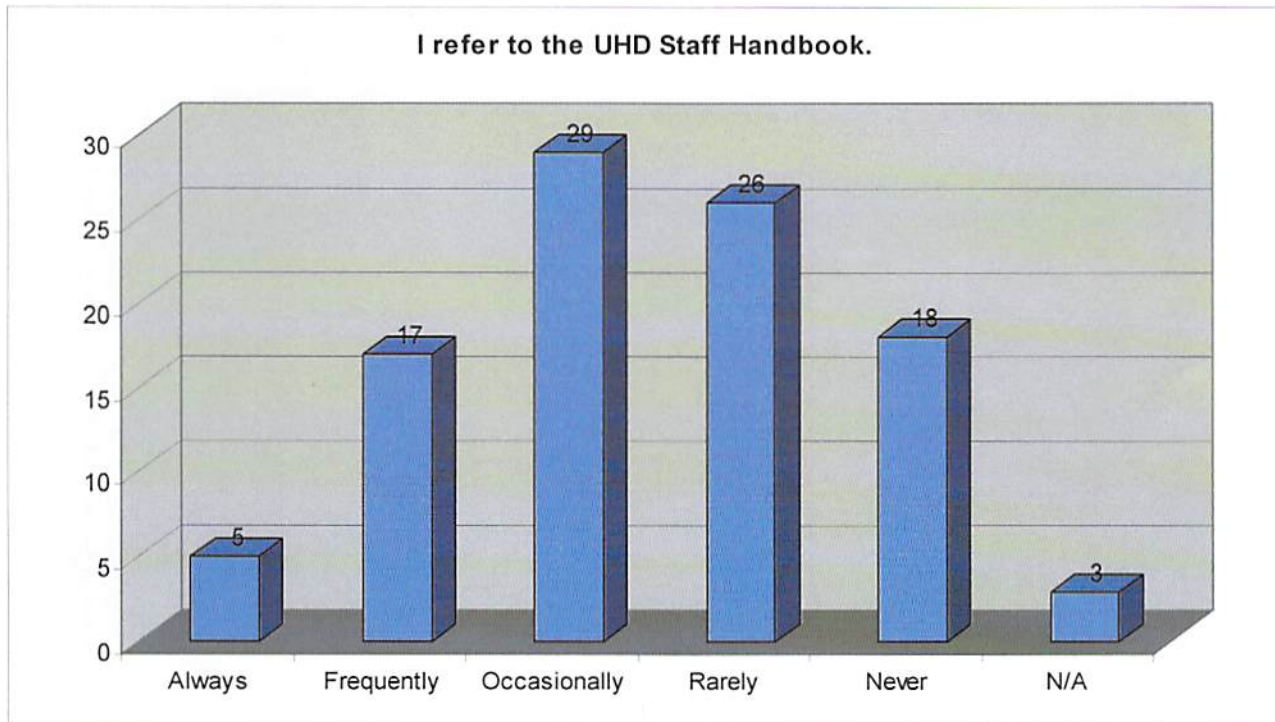
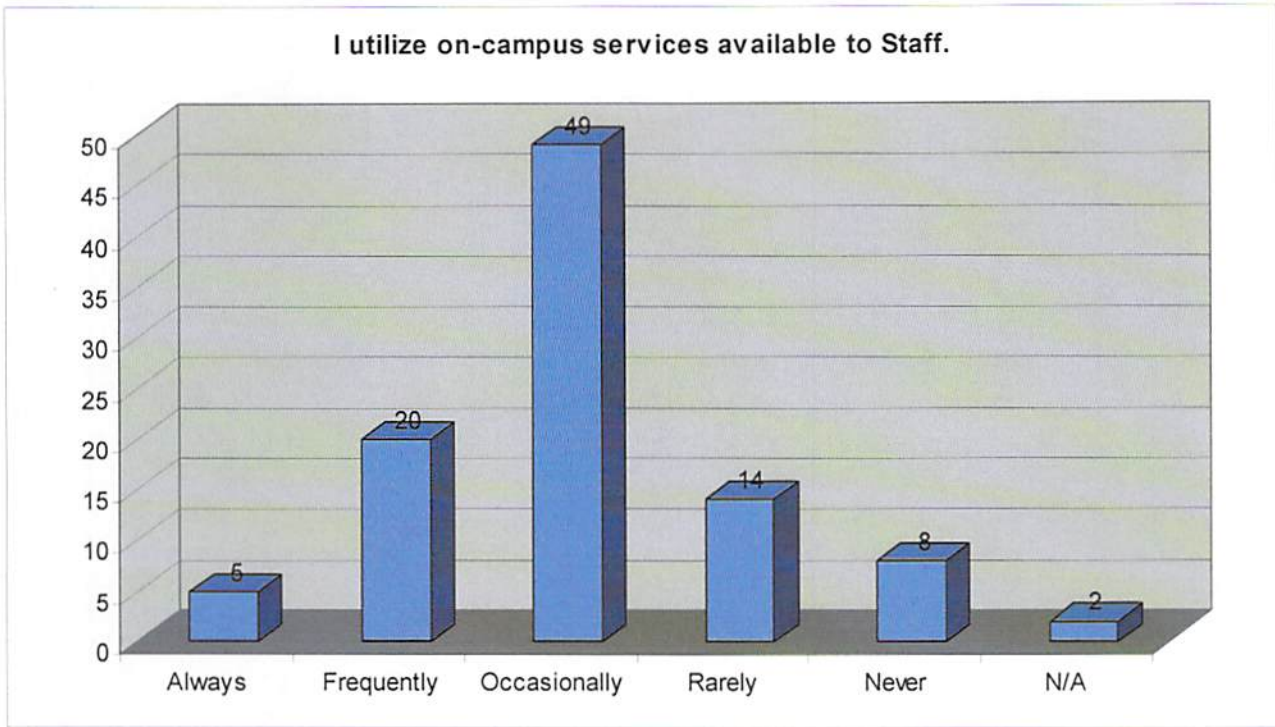
I receive feedback from Staff Council representative(s).

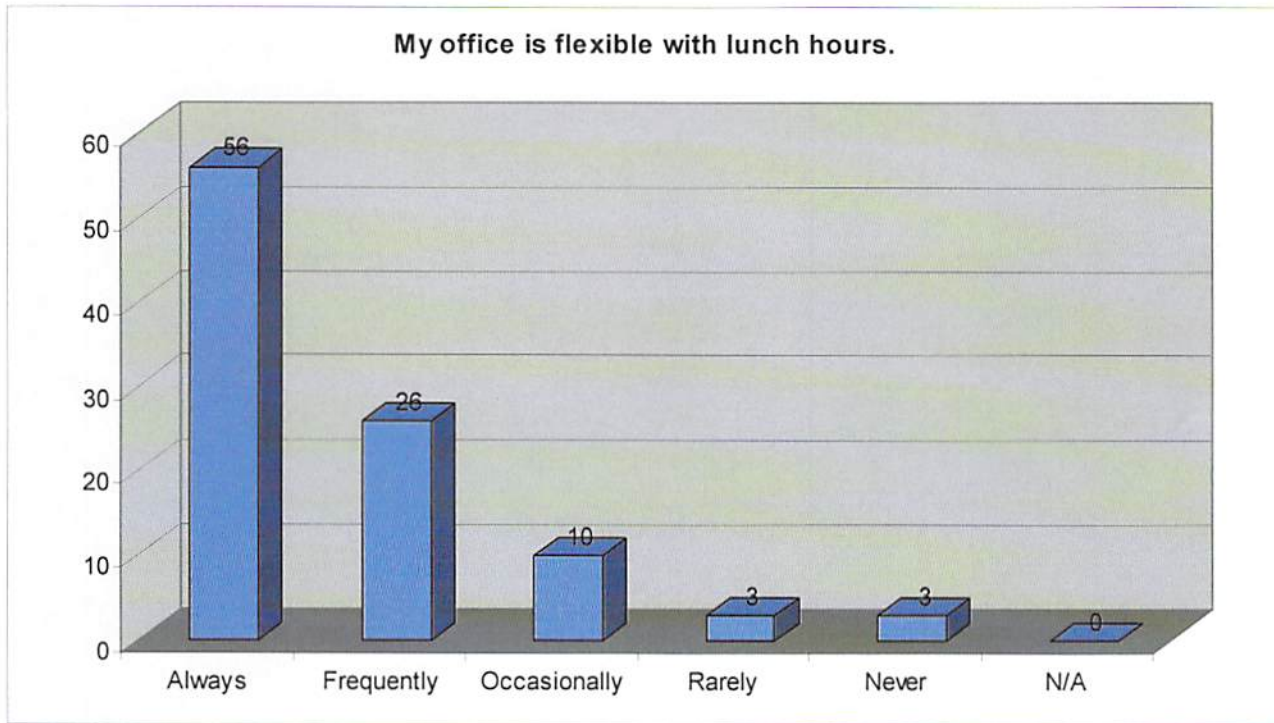
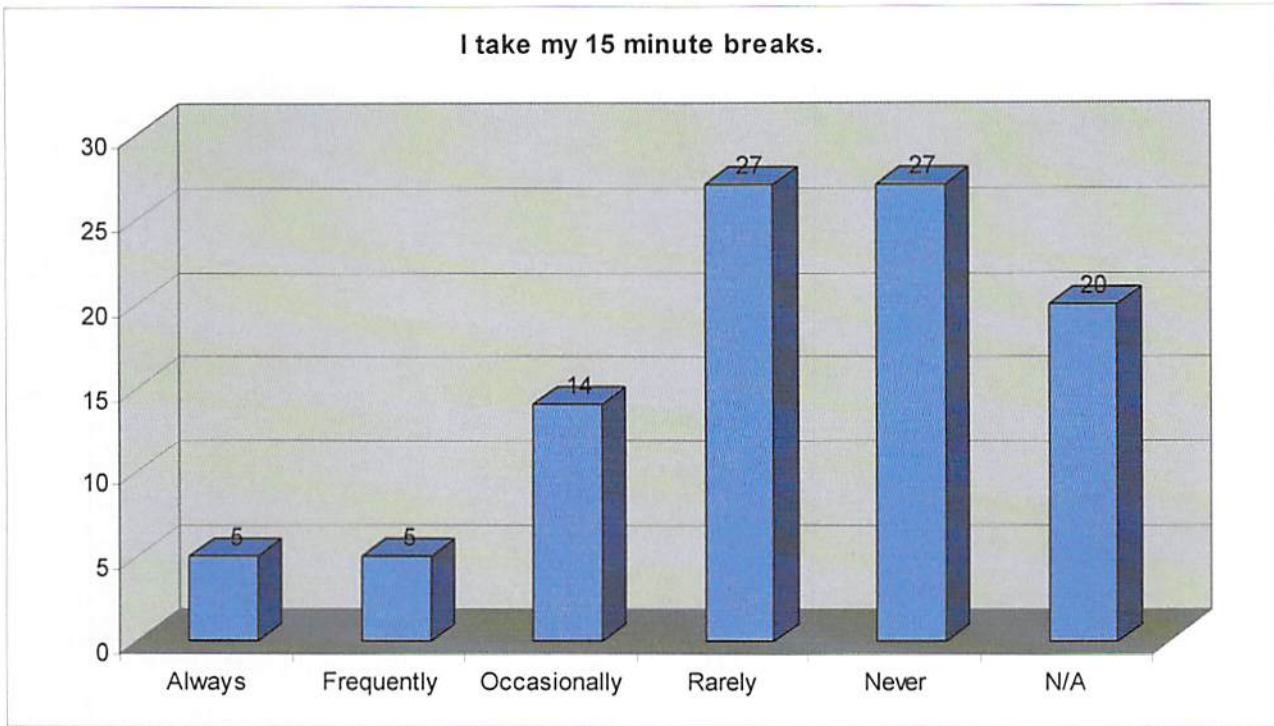




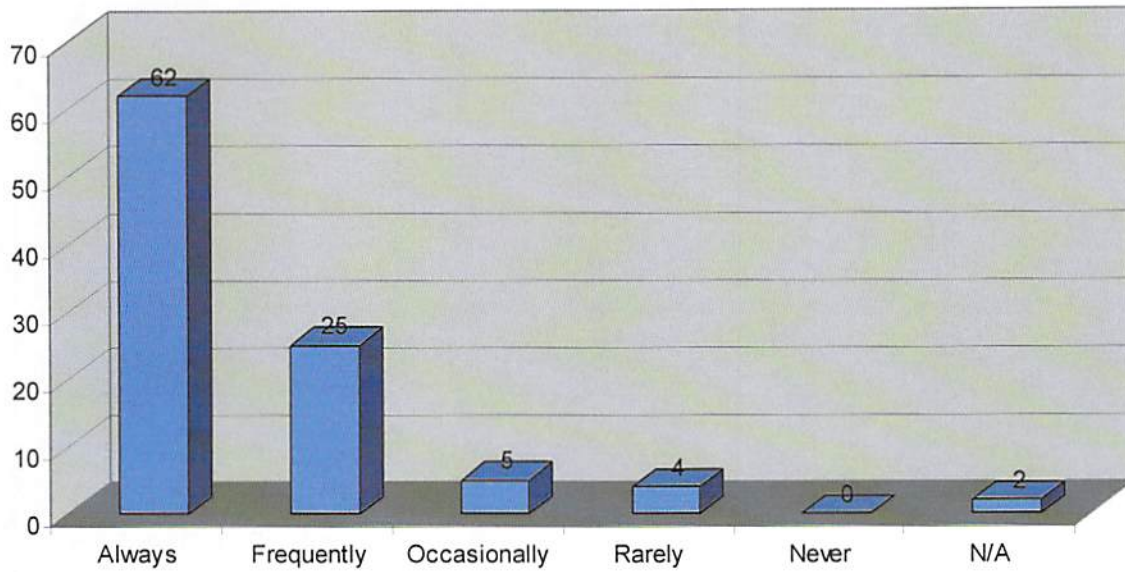




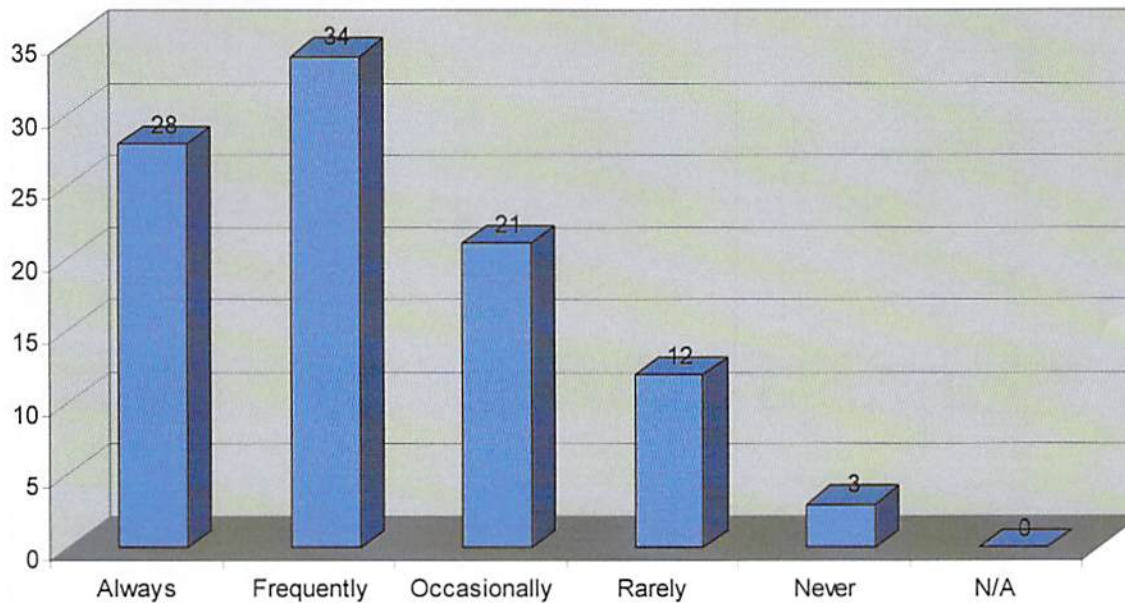




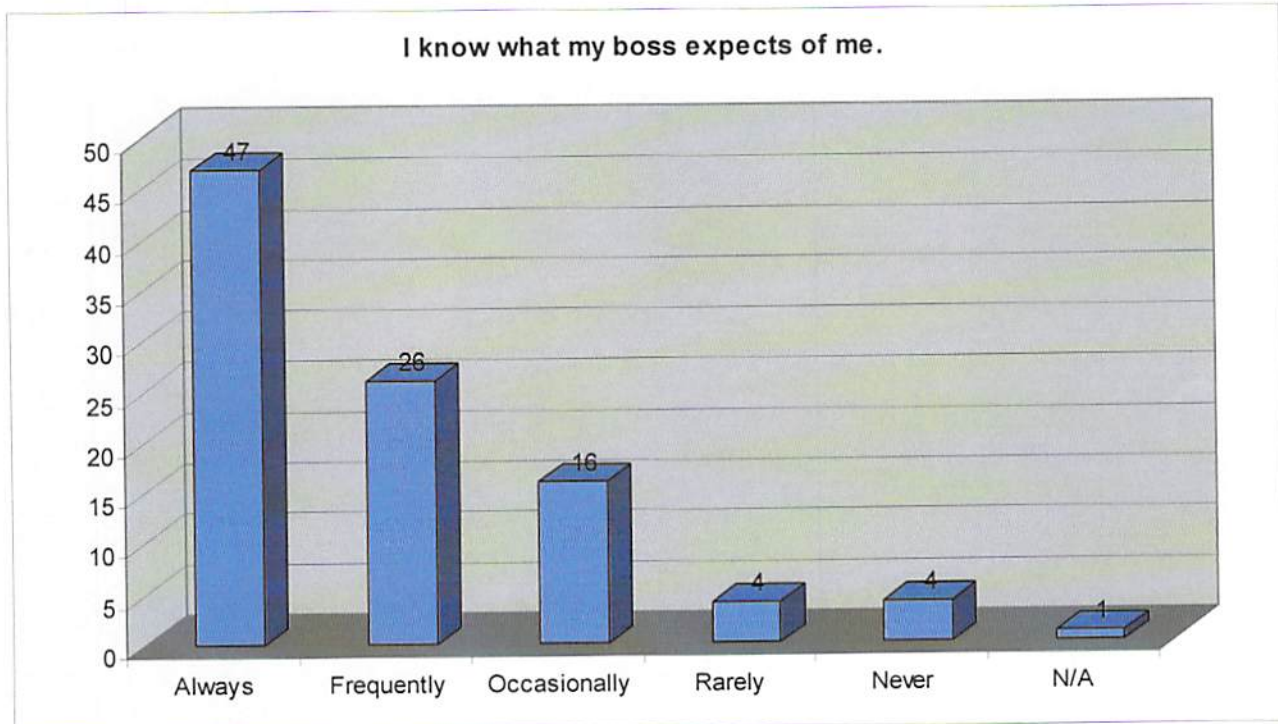
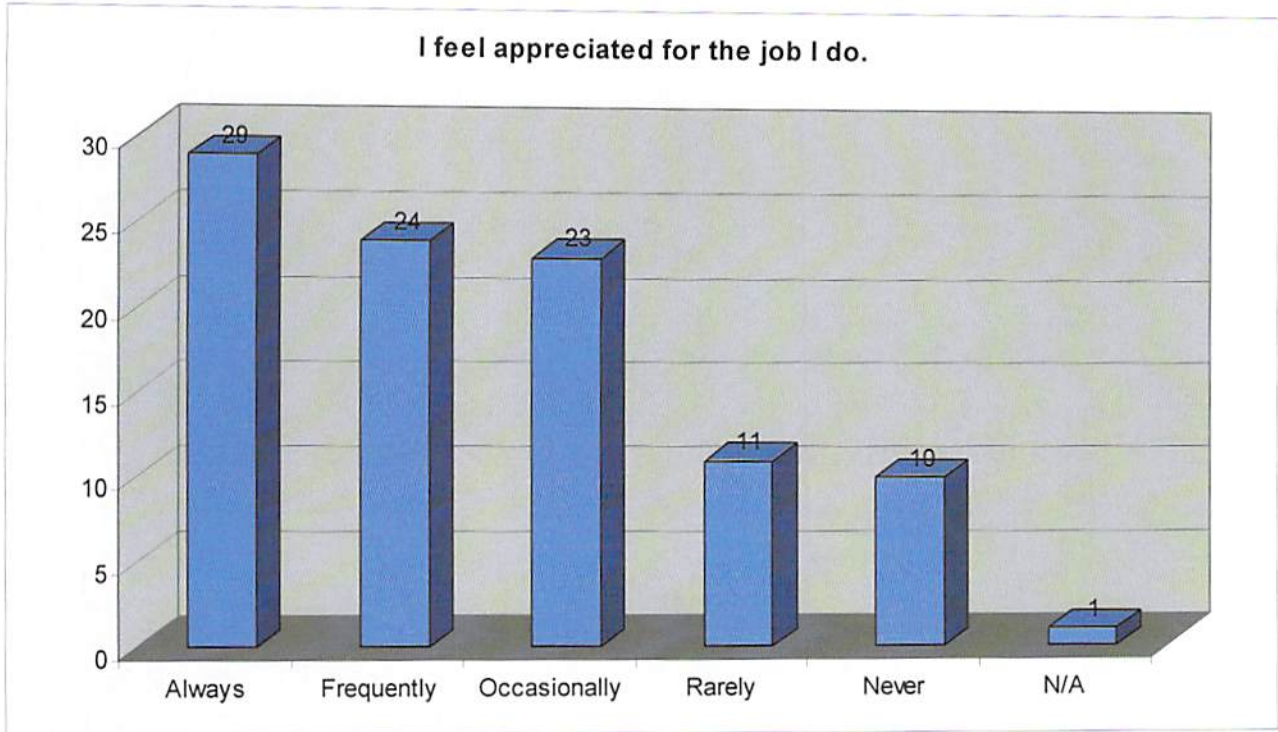
**I feel that my office works hard to meet the needs of our customers (i.e. Students Faculty Staff and others).**

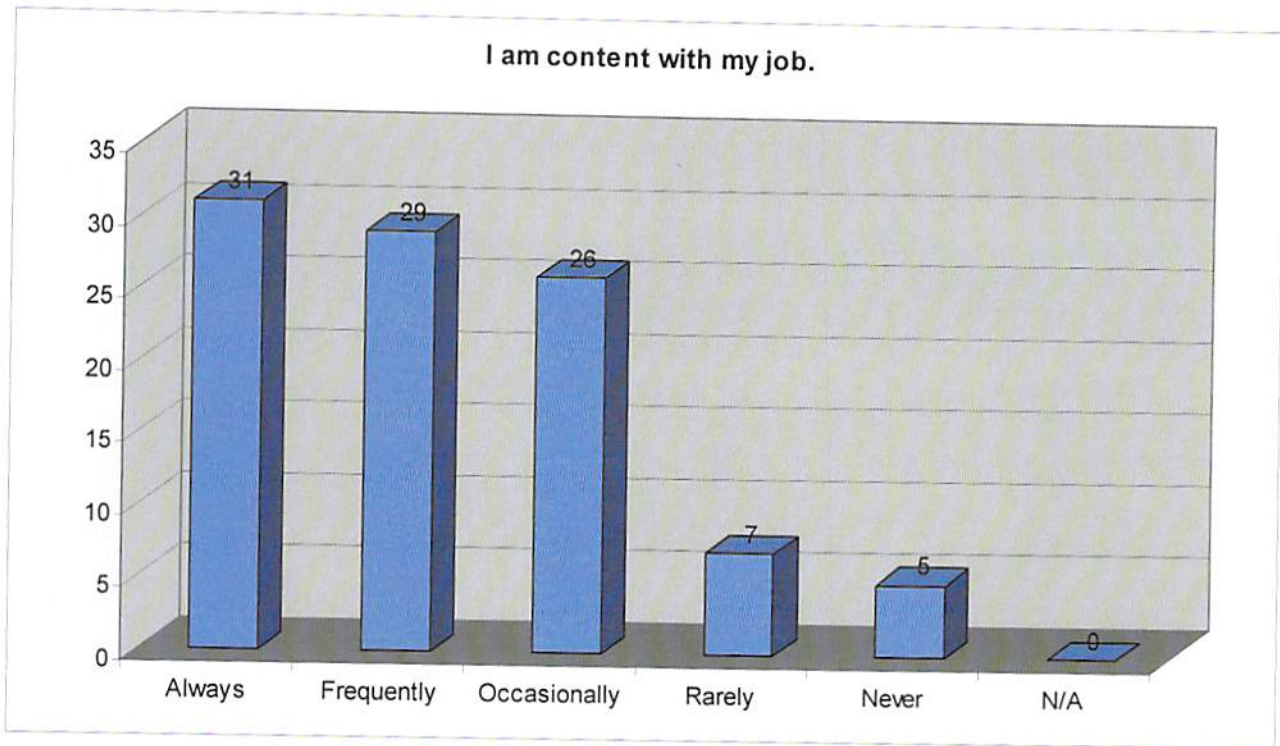


**My office is able to get the resources we need to do our job well.**



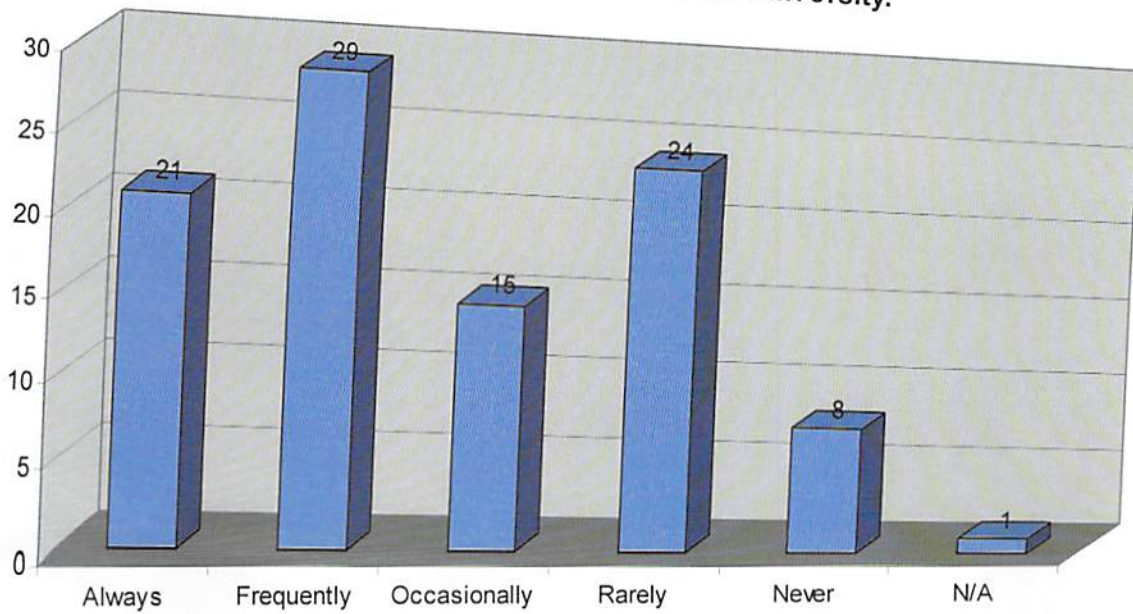




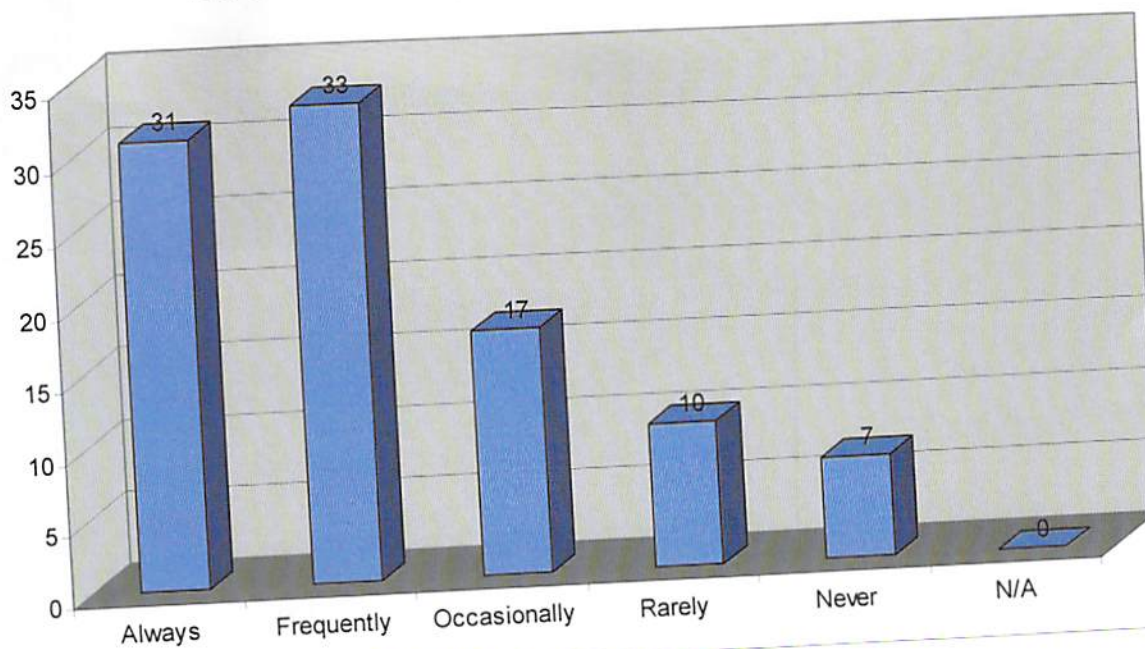




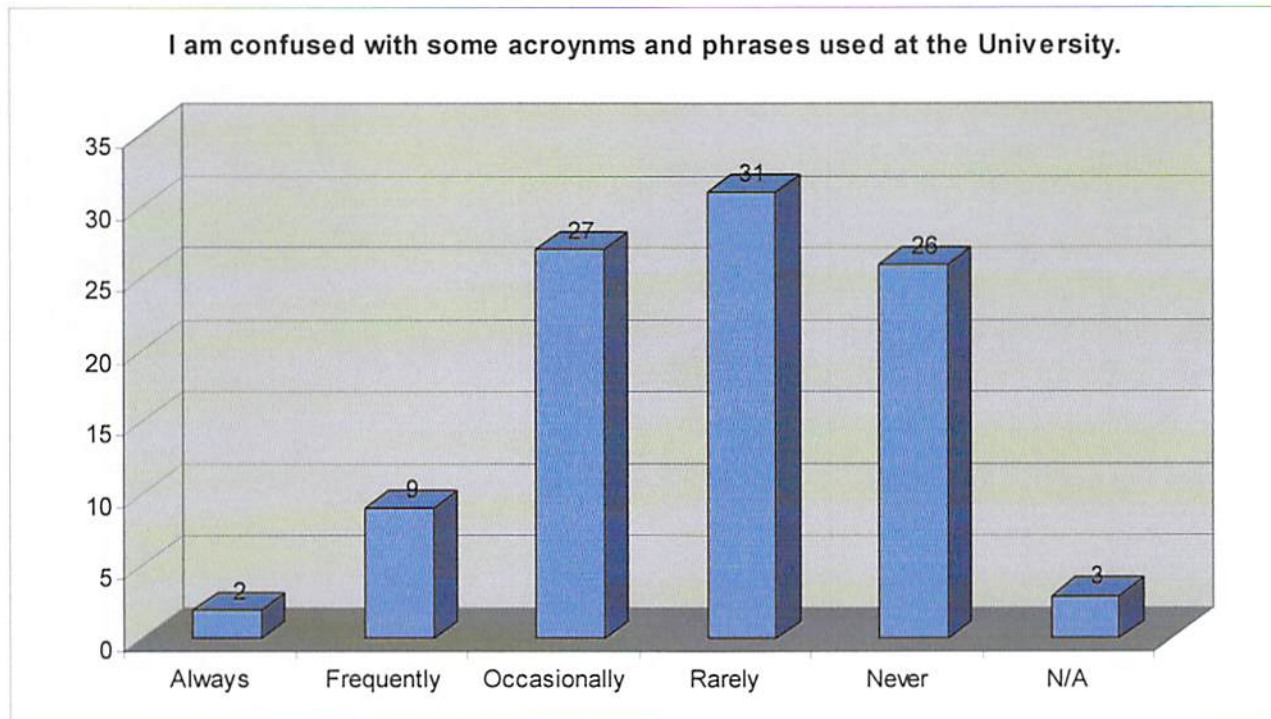
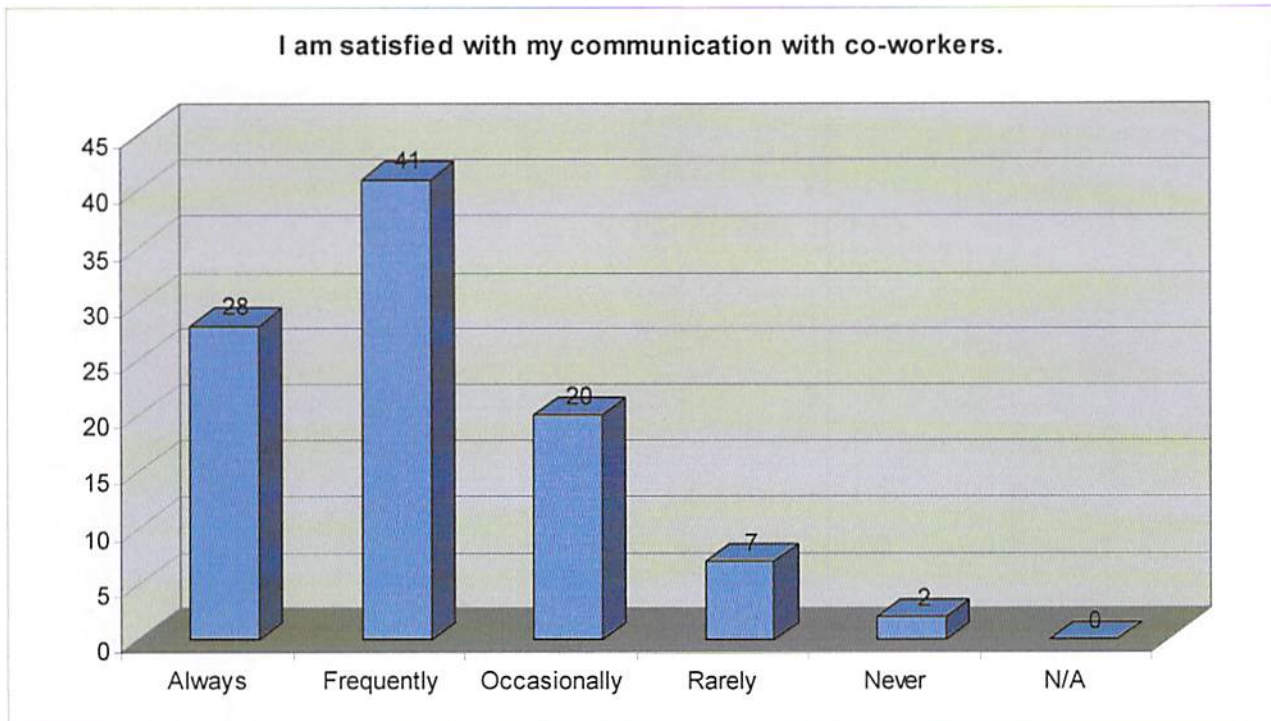
**My department has regular meetings to keep staff informed of policy changes in my department and the University.**

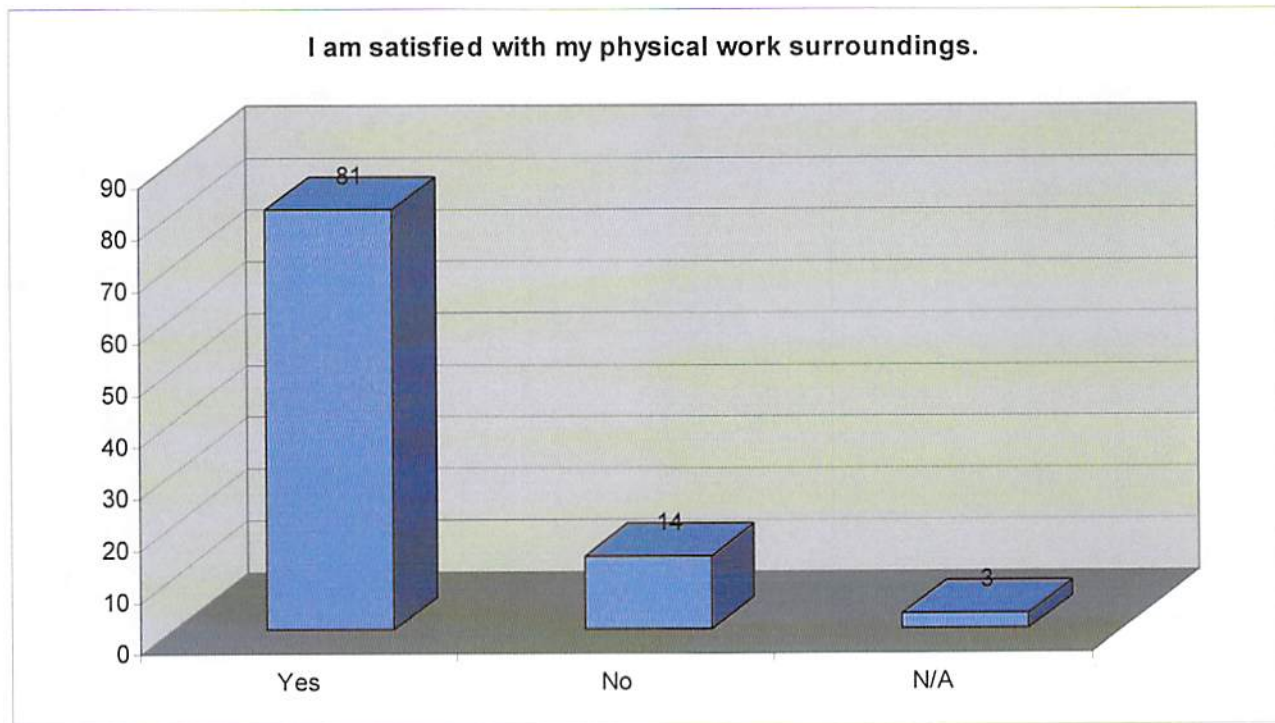
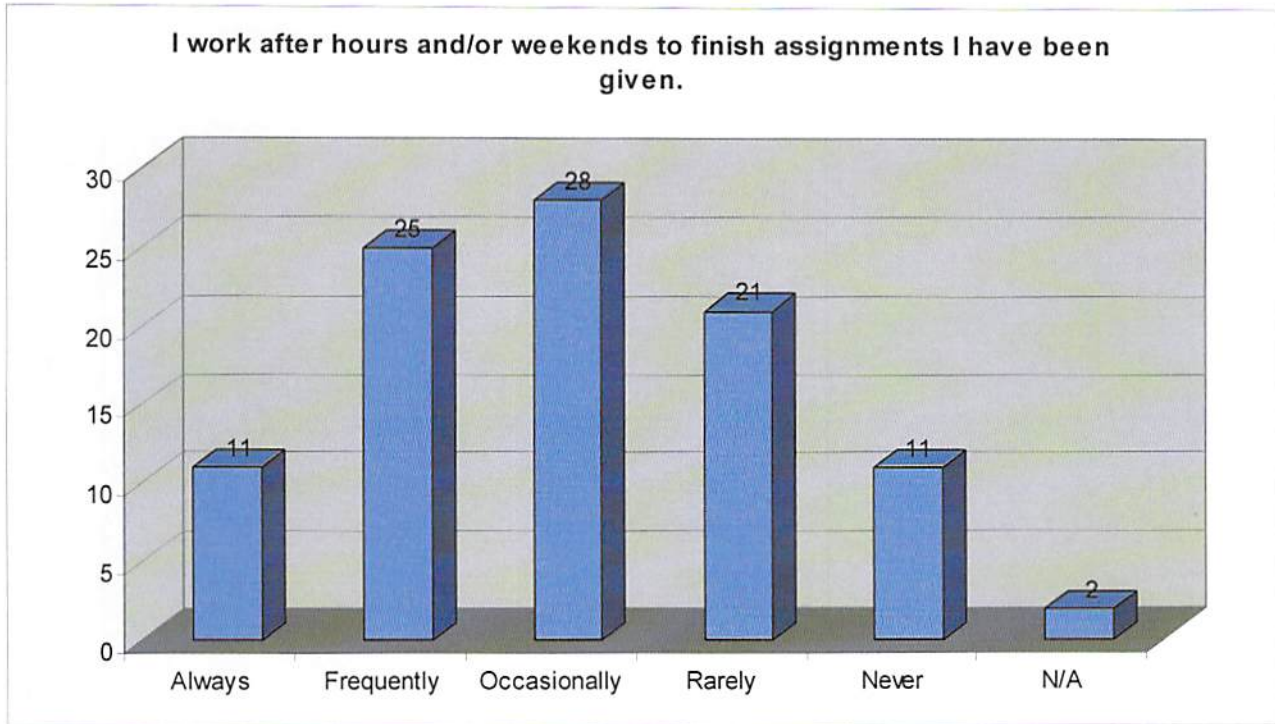


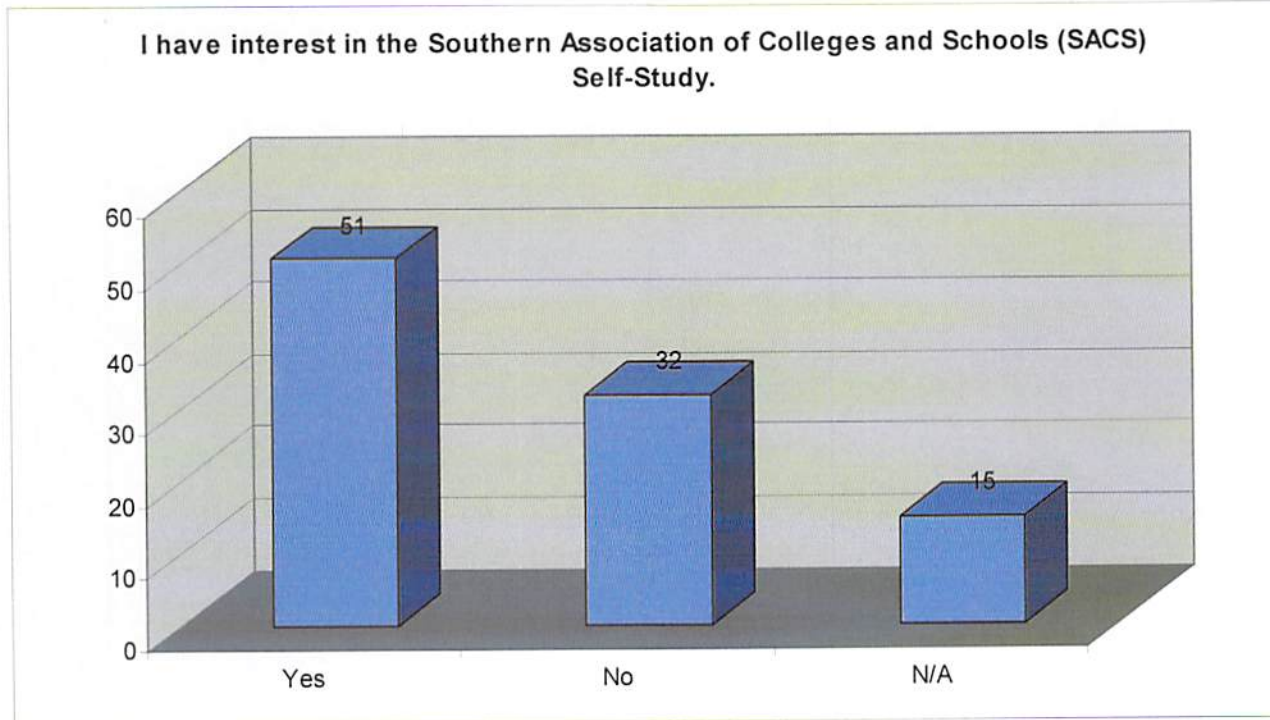
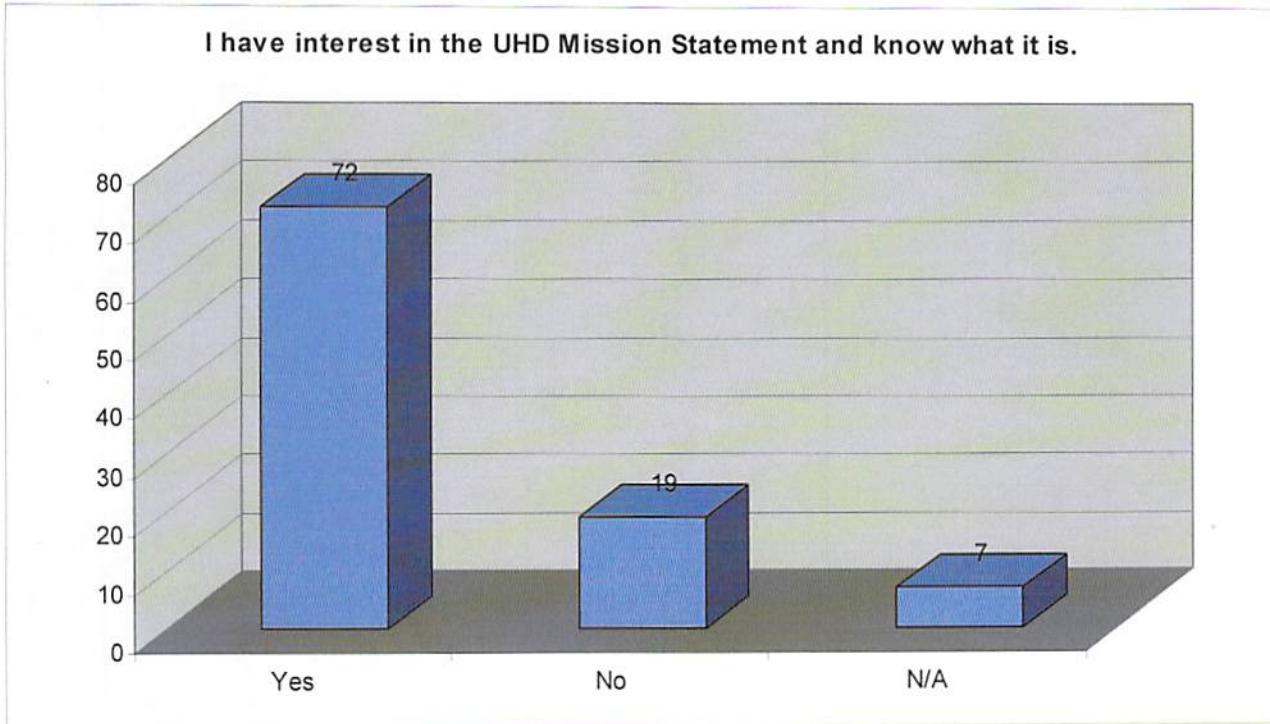
**I am satisfied with my communication with my supervisor.**



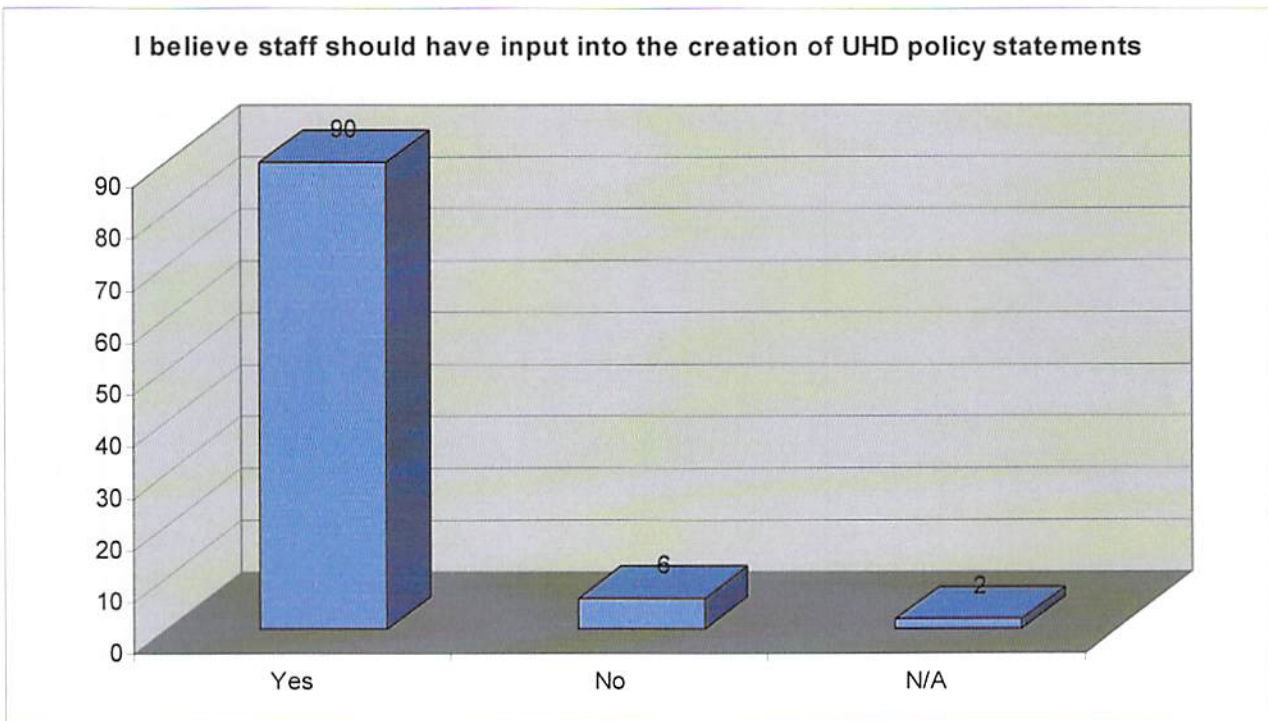
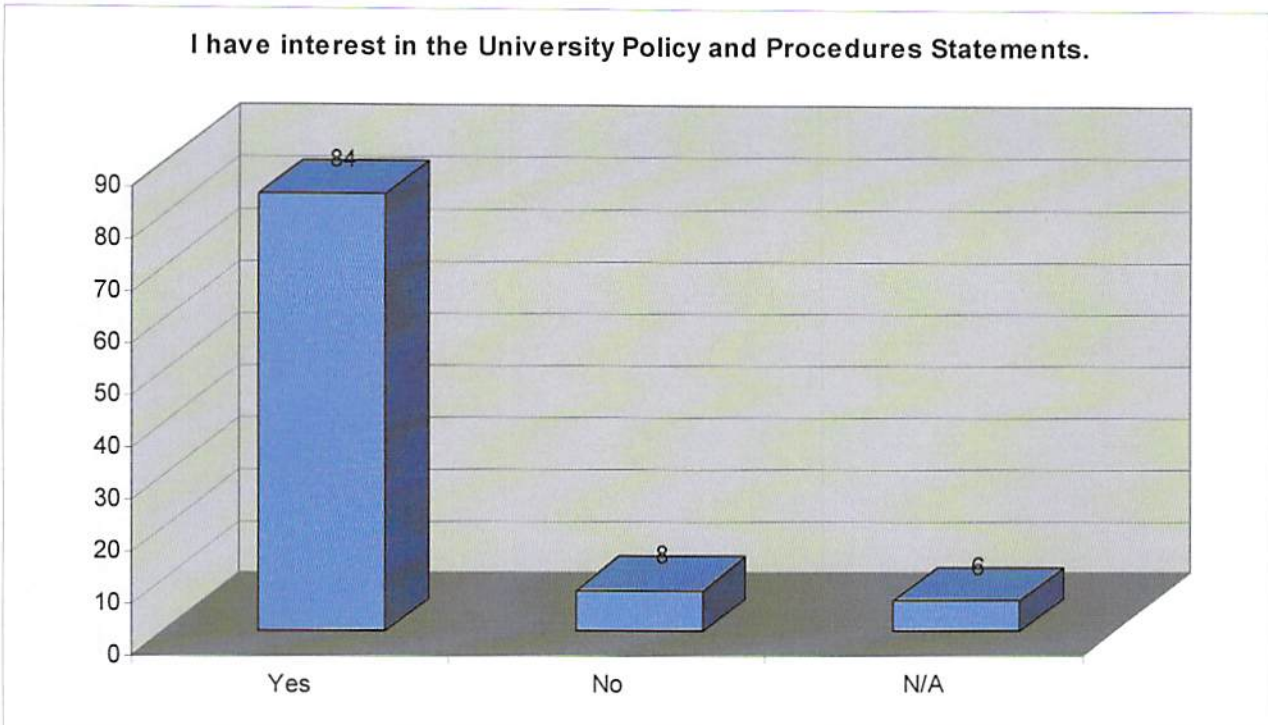




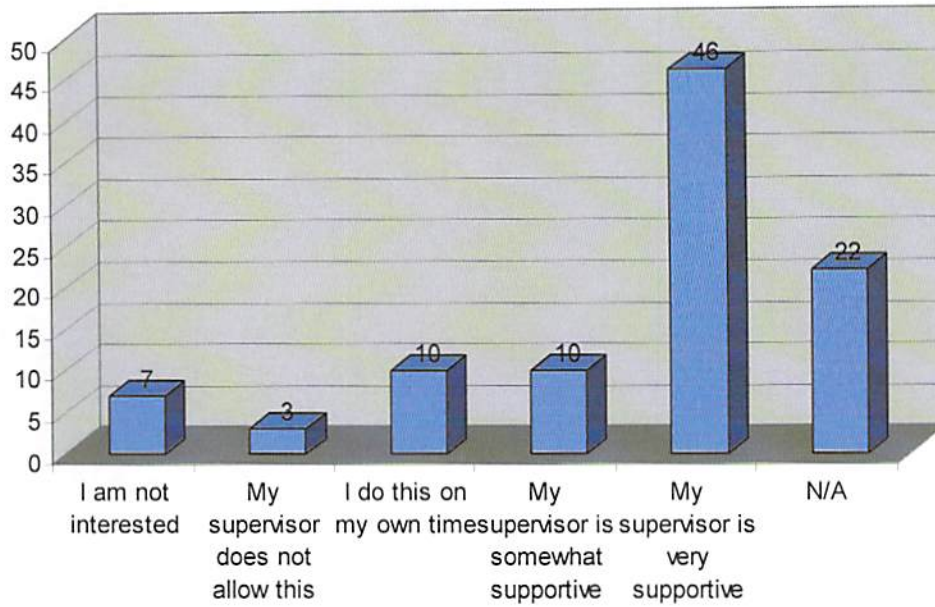




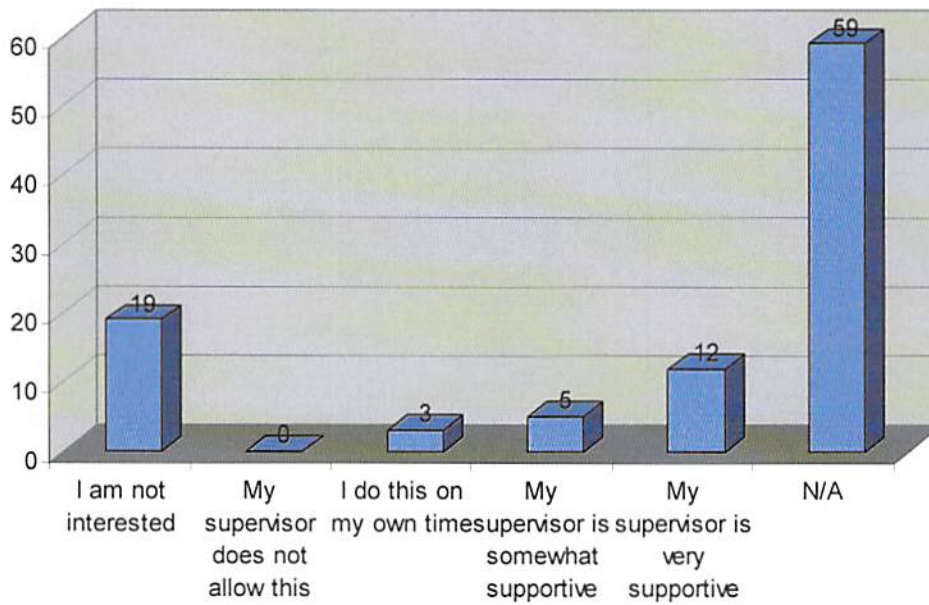




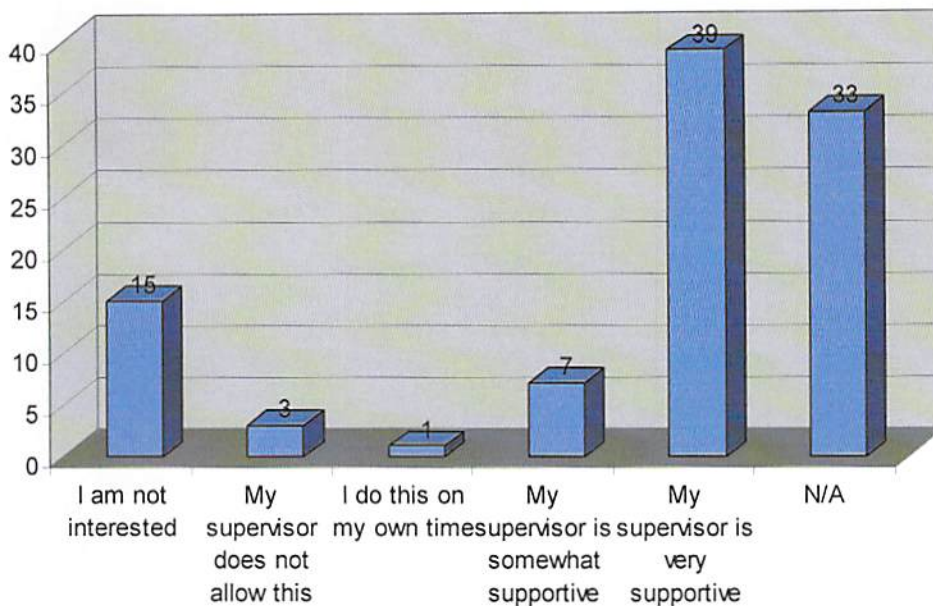
**I participate in University / Department Staff Development Programs.**



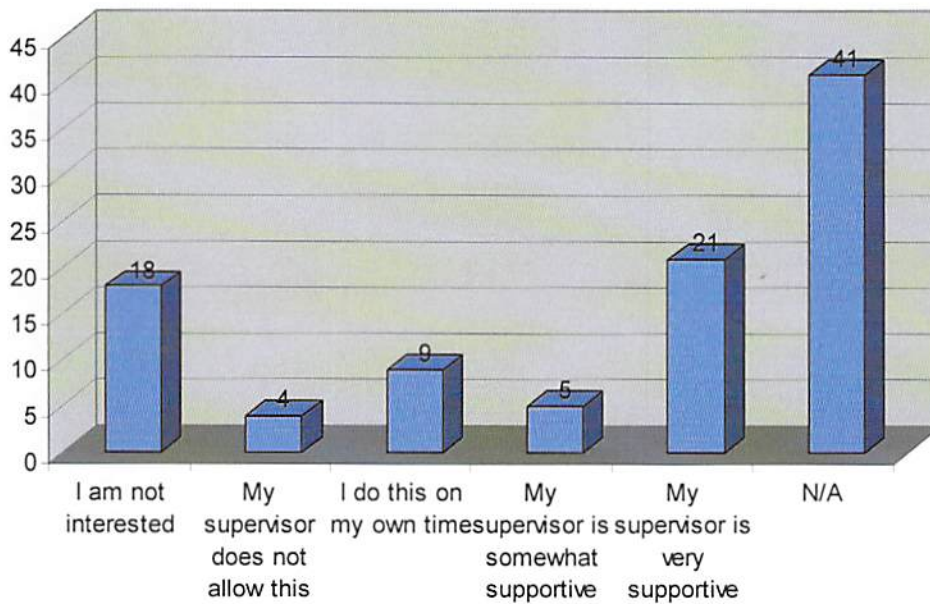
**I enroll in regular college classes at UHD.**



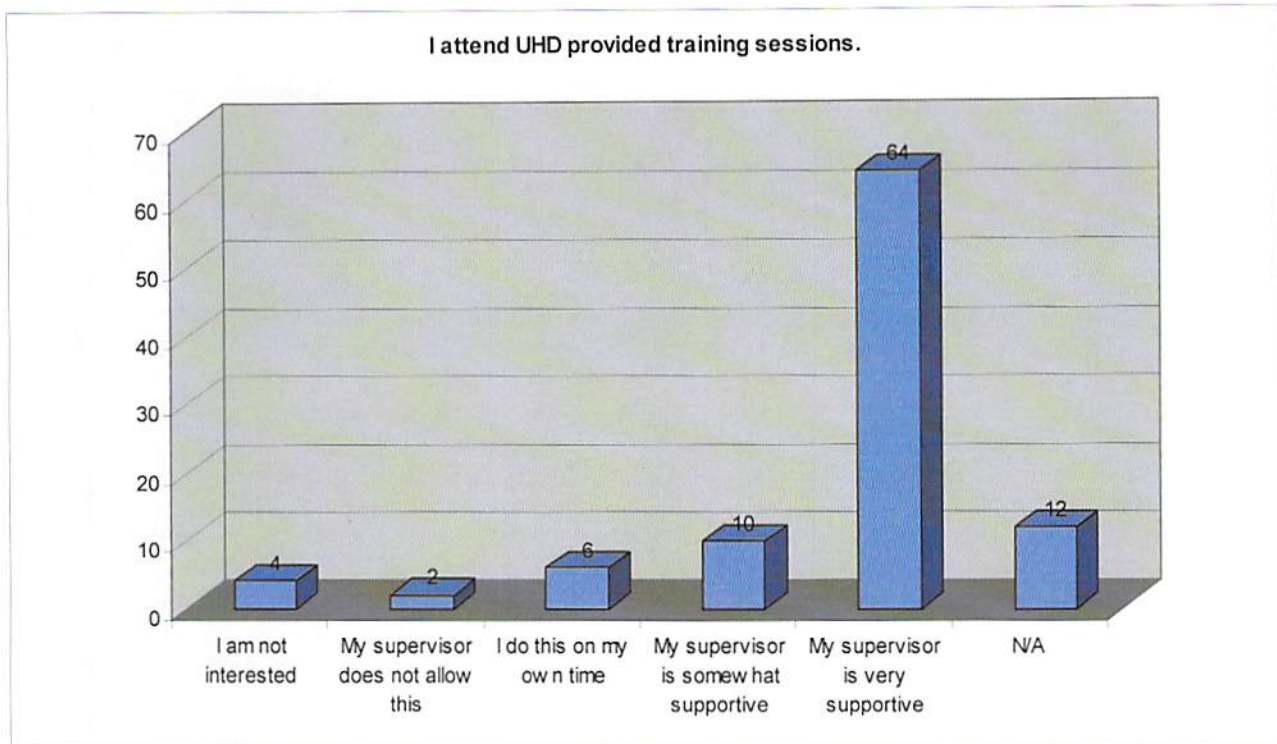
**I serve on one or more University-wide Councils or Committees.**



**I participate in the University Wellness Program.**







**I like working at UHD because?**

- My job is fun.
- of the mission of helping students to graduate
- The reason I choice to work at UHD was to help work with students at an open admission university and to help provide them with a quality learning and educational experience through technology.
- UHD has an excellent 'family' environment and is extremely supportive of the employees.
- Friendly atmosphere and secure jobs
- Location, size, diversity, relaxed atmosphere
- I've worked here for 24 years and love the interaction with the diverse community we serve.
- I have gained experiernce as well as knowledge within an office setting and the job I do has given insight on career I had little interest in.
- I like working at UHD because of the relationships developed with workers in my department and the students we serve.
- I like working at UHD because as I was obtaining my degree, my education experience was that of a family with personal contact by the faculty and students. Faculty were always concerned with the well being of students' education. I found the work environment to be the same. Everyone works together to service our students. Most staff I know work hard to ensure they assist students to the best of their abilities.
- They pay me and my boss gives me a wide degree of latitude in setting my own goals and methods
- I enjoy using my skills to promote education.
- It's always changing in the fact that we have a fluid and diverse society here at UHD a person never knows from day to day to whom he or she may come in contact with, sometimes it can be very boring but others it is great.

- Because the work we do is important, interesting and rewarding. I enjoy the overall climate at UHD. In my view we have a pretty close-knit community for an institution of this size. I have made many good friends over the years at UHD, and I continue to be impressed with the caliber of the people - staff and faculty - that I get to work with.
- of the diversity and benefits
- I like the idea of working at a student-centered university and I enjoy working with other people who are committed to that vision.
- Good benefits, good pay, time off, small community, love working downtown
- this university provides a much needed service to students that otherwise would not have an opportunity to attend college.
- The flexibility
- There is an open, friendly atmosphere at UHD. I feel valued as an employee. Overall, this is a very professional atmosphere to work in.
- I believe in the mission of the university; I am energized by the success of our students; I like the diverse environment of the university; and I enjoy working with our faculty and staff.
- Good people, room for ideas and creativity.
- We have good benefits.
- The environment, the people (Staff, faculty, and Administrators), the students and the overall enjoyment of working with all of these to accomplish UH-D's mission.
- My direct supervisor and the library director are both very supportive of me both professionally and personally. My coworkers in the library are usually a pleasure to work with.
- The work is interesting to me and it isn't too far to drive. I also like the people and feel that I am giving worthwhile service to the students.
- Convenience; close knit community; covered parking.
- flexibility, likeable co-workers
- Flexibility of emergency situations. I have freedom to prioritize my workload to complete projects with efficiency as well as being very productive without criticism.
- Compared to where I did work, I am treated with respect and as an adult.
- I feel that my work at UHD helps many students that may not otherwise be able to obtain an education. I feel that I am doing something good instead of making someone else richer as it is in the corporate arena. I have an incredible supervisor and work in an area that works together as a team. This is the best job I have ever had!
- It's convenient (Metro Park & Ride). Government job equates better job security.
- I believe in the mission and the commitment of the entire faculty and staff to the organizational culture.
- Low stress, time flexibility.
- My department is very supportive, and very friendly, and nice to work with.
- ...of the students. I enjoyed going to college and working here is like still being in college. I enjoy meeting new students and helping them along with their college experience. I also like working in an environment that supports open mindedness and is flexible in programming.
- I am a graduate of the University and stand behind the mission and goals.
- I like my job
- is a great place to work.
- It convenient with school
- This is the least stressful job I have ever had working. I like the great benefits with BCBS and look forward to the Teachers Retirement benefits.
- I have been here for a long time and I like working here because it is not stress at times and I like the people I

work for.

- It is a chance for me to finally give back to students what was given to me.
- I'm a graduate of UHD, and I believe it's a good organization to be associated with. I like the people I work with and it's close to home.
- the benefits.
- I feel that I am part of the UHD community with its objectives.
- It is a great place to work at. UHD allows, encourages and facilitates employee educational advancement. The knowledge obtained in the years of experience is vast and assists with the opportunity for employment advancement.
- There is a feeling of camaraderie and professionalism
- at times i do feel as if i make a difference in students.
- I can use my skills and experiences to make a difference in the lives of the students.
- I enjoy having a purpose other than making a company richer. Holidays are great.
- I like working with adult students
- The people at UHD are very friendly.
- I have a wide range of applications for my talents and abilities.
- I have a fantastic supervisor who generally has very good management skills; the school is 11 miles from home; my work hours are flexible; generally my co-workers are a good group to work with. I like the academic setting. I receive recognition from co-workers and supervisor for going beyond the call of duty. I receive self-satisfaction by providing my best to the University and my department.
- Great work environment and great co-workers
- It's challenging.
- I like most of the people I work with. I think this is a great university. I also have the benefit of being able to not only work here, but to also be able to work out here and more importantly, be able to further my education here. I also love the rail access.
- I LIKE MY JOB. I am exposed to many new ideas and new technologies. I love the learning environment.
- I believe in its mission and like the people I work with.

**Issues I think staff council should address in the future are?**

- Staff evaluations Staff policies Staff shared governance
- Updated compensation pay plan (ensure that it is updated continuously) Tuition reimbursement for attending other state institutions, especially for graduate school.
- How does one go about getting on the committies? Also why does the staff cousil president always send out emails to invite people to staff counsel meetings a few the DAY the meetings are. People are busy and need some notice!
- There so many of them
- Department size relative to other univesities Domestice partner benefits for gay and lesbian employees.
- Salary study. I think the one conducted last year was one-sided and a joke.
- Sometimes staff are so involved in their day to day work activities, they don't have time to research staff development opportunities. ESO has done a great job providing on campus training. I'm curious as to how well those seminars are doing - attendance wise.
- transportation and flex times should be made available to avoid high traffic periods
- Better Raises.



- procedures for staff awards grievance procedures to performance evaluations.
- More pay but then again I suppose we all say that and better health benefits.
- Staff Council should do what it can to encourage the staff to take advantage of the training and development opportunities that are already in place, and which are being under-utilized. Both IT and ESO offer various training opportunities and workshops for staff, and many of those are lightly attended. Staff Council should work to make managers understand the importance of being supportive when staff members ask for the time to attend such sessions. Staff Council could also recommend areas where training needs to be enhanced.
- Certified training for all staff including law enforcement certification for interested staff.
- Given the organizational culture at UHD, I don't know if the staff council can really make a difference in this area, but I would like to see the university adopt a quality-centered approach to management that focuses on the customer experience, that intelligently incorporates the views of front line staff into planning and decision-making, and that encourages effective cross-departmental cooperation. Too often important decisions seem to be made at the last minute with no genuine consultation with staff. I am not advocating that staff actually make important decisions, but front-line staff have a valuable perspective that should not be ignored. Too often staff input is just an afterthought.
- Staff should be able to evaluate their supervisors.
- Please work to make this a smoke-free campus.
- Staff compensation study - what's next and what was the overall result? How can the Faculty Senate Council and the staff council work together to resolve common issues? How can you increase the level of participation or attendance at staff council meetings?
- Safety issues in the work place. Sometimes working in the library can be a very hostile environment.
- I think that Flex Time and alternate working schedules should be completely researched and policies put into place to 'legalize' these practices.
- We need a Staff Handbook. I have been trying to refer to it to find information about a couple of different things, and keep running into the message that it is currently being revised, and the date it will be available keeps getting pushed back.
- competitive pay, and opportunities for growth in certain departments
- Flex-time year round.
- In some departments, managerial/supervisory positions need better qualified/experienced personnel. Consider long-termed experienced employees for upper level positions who have consistent above average performance appraisals regardless of their level of education. Allow ALL vacant positions available to be posted.
- The Wellness Committee is a very important committee and could do a lot more to improve the overall wellness of UHD if it had a budget to work with. This is a vital committee and needs to be funded. I feel that UHD should look into the development of a child care center for staff and faculty.
- What does it matter? Staff council is interested in bolstering its own image.
- I think that 2-4 times a year, the staff council should engage in dialogue with key administrators to build a common agenda. Believe it or not, many of the issues that concern staff are shared by the administration, especially administrators who are not vice presidents. Engaging each other in a common cause would be valuable to every constituency in the university.
- not real sure.
- Flexible schedules for all employees to accommodate both families and health opportunities.
- benefits based on time being working here vs new people. raises how fair they are.
- none
- Pay raises
- No comment at this time.
- 1) Work from home options. 2) 4 day weeks (10 hrs 4 days a week) options. There seems to be some skepticism about these options.

- salaries are so low for some depts. With a master's I make what a mechanic makes,
- solidarity. staff feels extremely alienated from each other.
- Job satisfaction, directing staff to the proper channels to discuss areas of concerns
- Seek staff discounts (internally and externally). More motivation / appreciation activities (since state pay is so low).
- 
- The Salary study. What was the overall outcome...where is the report we were promised. Who did they compare our jobs to? Where are our job descriptions? Why no annual review this year??? When does the second part of the salary study begin?
- Retirement benefits Medical benefits Middle management issues
- The employee grievance process: who does it really help? Is it just a sham? Supervisory training should be mandatory for all in a supervisory capacity. Each supervisor should attend 1-2 in-house UHD sponsored training sessions each year. Satisfactory or unsatisfactory completion of the sessions should be noted on their performance reviews. ESO should track participation. It's been 3 years since all employees were mandated to attend an EEO/Affirmation Action training class. This should be a requirement every 2-3 years. Better/accurate communication downward that affects staff.
- can't think of any at the moment
- Giving the approval to allow staff members to evaluate their supervisor's performance. Having the freedom to report favoritism in the workplace.
- I think that we should be allowed to evaluate our supervisors. I also think communication between various departments needs improvement especially when it comes to how paperwork is processed and what documentation is needed. If changes are made, then the department making those changes needs to send out emails to all staff immediately informing them of those changes. It is very frustrating to receive a call and be informed that the paperwork has not been processed because it was missing something that had not always been required before.
- I believe all staff should be allowed to evaluate their supervisors. Exempt staff required to work on weekends should be allowed to earn comp time.

**Please feel free to include any other comments you might have...**

- We need updated equipment and furniture for my area to operate properly.
- Maybe as Staff Council sends out notices of meetings that agendas are included so that staff will know what issues will be addressed and will plan to attend.
- provide better health coverage for families; encourage more cross training of departments; provide up to six hours free college courses for full time staff after one or two years of service instead of time for course during the work day.
- Staff Council has failed the staff by not demanding of the president that we have our yearly evaluations and our new job descriptions. I also believe that the Staff Council should have made a point of objecting to the salary study and how it was handled.
- I think the email that went out in October was addressing the issues on the staff council agenda as compared to those on the faculty senate agenda, which tend to be more significant/profound. I don't think the email was any reflection on executive council representation, but rather a genuine desire to have us fulfill our mission statement.
- I didn't know that the staff council have a website concerning staff only. This information should be put out more.
- Staff Council should join with Faculty Senate and ask that the University leadership provide a clearer sense of where they want to take UHD. A more focused vision for the university would be beneficial for all, in numerous ways.

- Our Police staff need to be equipped with the latest technology.
- We never have non librarian staff meetings to express any concerns.
- The offices are always cold. We need to be able to adjust our office temp without affecting those who prefer colder temps.
- Although much cannot be done about security of job positions, employees should be informed of technology advancements in a more timely manner that could effect their positions and more training to accommodate any such changes.
- The problem with Staff Council is that no one cares enough to attend any of the meetings. Thus, only issues brought up by a few are interpreted as issues that affect the majority. How many people attend staff council meetings? 5? 10? 20? Out of what, 400+ benefits eligible employees at UHD? How many executive level employees attend staff meetings regularly (The President, VP Admin & Finance, VP Student Affairs, VP Academic Affairs, VP Employment Services, etc.)? Most likely one or less than one. Even they don't care enough to attend. The problem isn't the council itself, the problem is getting the community involved.
- I don't see the staff council playing as active an advocacy role as I believe it could be. I'm not talking about raised arm militancy, I'm just talking about being a more vocal AND VISIBLE communicator for the staff.
- The University is getting better in getting what the community needs.
- After work activities might help with establishing some type of staff cohesiveness.
- It is difficult to attend staff events due to time constraints.
- Why did IT get most of the money from the salary study? They are the highest paid on campus already. It all seems unfair.
- UHD doesn't have a dress code, but some employees and faculty look like they just left their gardens to come to work. There really should be some code of appropriate and inappropriate dress, especially for customer services areas.
- none
- I think there should be more benefits for staff that take courses here.
- I was not satisfied with the results of my PDQ because I feel it limits my professional growth and earning potential.
- Job study was a hoax.



Cost Center : 1008/D0029/F0311/NA (10151)  
 Business Unit : 00784 Univ. of Houston - Downtown  
 Fund : 1008 HEAF - GENERAL  
 DeptID : D0029 VP ADMINISTRATION & FINANCE  
 Program Code : F0311 HEAF - VP ADMIN  
 Project : NA  
 Responsible : BRADLEY,DAVID

UNIVERSITY OF HOUSTON - SYSTEM  
 Revenue & Expense - Budget Node Summary  
 Period Ended January 31, 2007 (Through Period 5).  
 Report Limited to Active Cost Centers

Page No. : 1  
 Report ID : UGLS1074.1  
 Database : FSPRD  
 Run Date : 01/16/2007  
 Run Time : 04:04:16 PM

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
<b>Current Budget Reference</b>									
No Revenue Found.									
B5008 L3 - CAPITAL OUTLAY	7,400.00	4,448.89	0.00	0.00	0.00	0.00	0.00	4,448.89	100.0%
Total Expense	7,400.00	4,448.89	0.00	0.00	0.00	0.00	0.00	4,448.89	100.0%
<b>Prior Budget References</b>									
No Revenue Found.									
No Expense Found.									
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	7,400.00	4,448.89	0.00	0.00	0.00	0.00	0.00	4,448.89	100.0%