



General Meeting Minutes

Wednesday, May 16, 2025

10:01 am – 11:11 am

Present Staff Council Executive Board Members:	Adrian Bermudez , Staff Council President ♦ Katalina J. Castillo , Staff Council Secretary ♦ Nick Martinez , Staff Council Communication Officer
Absent Staff Council Executive Board Members:	Jr Sears , Staff Council President-Elect ♦ Shiya Rawls , Staff Council Treasurer
Special Guests:	Dr. Daniel Maxwell , Vice President, Student Success and Student Life ♦ Kimberly Lambert-Thomas , Vice President for Administration & Finance
Location:	Zoom Webinar

1	Call to Order	10:01 am
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Presenter: Adrian Bermudez, Staff Council President

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

4	Approval of March Meeting Minutes	10:03 am
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Presenter: Adrian Bermudez, Staff Council President

5	Moment of Silence in Honor of Lorenzo Morales	10:04 am
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Presenter: Adrian Bermudez, Staff Council President

6	Guest Panelist	10:07 am
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Presenter: Dr. Daniel Maxwell, Vice President, Student Success and Student Life

- Folks are welcome to come by and leave something in memory of Lorenzo at his office at the Student Success and Student Life office
- Updates on the UHD JED Initiative (building a strategic plan around mental health and well-being)
 - o If you are interested, contact Dr. Maxwell

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

- Created an Exploratory Committee to look at the National Association of Intercollegiate Athletics (NAIA)
 - o Level up sports and costs
 - o Housing
 - o Coaching structure
 - o Facilities
 - o Infrastructure to support travel
 - o Scholarships
- Study to look at student housing
 - o Will not mandate anyone to live on campus
 - o Is not intended to be a money-maker
 - o Looking to see how housing could increase or improve the value of having education?
 - o Cost
 - o Location
- National search for Director of Veterans Services and Gator Success Institute

Presenter: Kimberly Lambert-Thomas, Vice President, Administration & Finance

- UHD Budgetary Status
- Please share when budget constraints first became an issue needing attention.
 - o Shared Composite Financial Index (CFI)
 - Reviewed CFI Primary Reserve (35%) and CFI Operating Ratio (10%) from 2018 to 2024
 - Had an issue keeping our budget since 2018
 - During and after COVID we did a lot of online instruction and remote work, so costs at the university declined
 - We did receive federal dollars for COVID relief during that time, which helped balance our budget at the time due to the costs decrease and increase in federal dollars
 - Worked on retention in FY23 to address the issue with the budget
 - Credit hours dropped by 7.3% during Fall 2020 to Fall 2024 so less tuition and fee revenue
 - There was also a legislative session 88 during this period that determined our state appropriation. Our state appropriation and funding formula is based on enrollment so that negatively impacted our state appropriation.
 - Freeze on tuition and fee increases during FY 2023 and 2024
 - Inflation after COVID

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

- Last year worked on retention and enrollment because enrollment was flat for FY2024
 - Also implemented budget reduction
 - Strategic initiatives to increase enrollment by retention and recruitment
 - Did a 3% budget reduction across all divisions
- Please share the status of our operating reserves.
 - Operating reserves are needed “rainy day” funds are for unanticipated events, short falls with revenue, or any strategic initiatives we want to put in place
 - Reserves at the university systems level recommend that we have at least 10% of our operating budget as reserves. This has been met
 - UHD decided to adopt and target the best practices of 4 months/16 weeks (about a semester) worth of operating expenses as reserves to have for any unexpected reasons we can still operate for a semester. We are not there yet but are working on it. We have met the minimum that the system requires but we have a new target we want to achieve that we believe would be in the best interest of the university
- What current and planned expenses have been reevaluated due to budget considerations? Negotiate for favorable rates to continue service, EI, Chartwells and custodial contracts.
 - The evaluation of budget is delegated to the senior leadership of the division or college.
 - Contracts and agreements are longtime fixed priced contracts so it is difficult to make changes with a contract already in place
 - We are in the process of going out for a new dining service vendor. We are doing the formal bid process this summer
 - We finished the custodial bid process last year
 - Part of the formal bid process is solicit bids from companies and one of the major criteria for evaluating bids is costs
- Were reductions evenly administered across campus departments?
 - Yes and no. 3% budget reductions were across all divisions but it was up to the senior leadership how those reductions were allocated across the departments
- When will budget line item reductions or eliminated be restored?
 - All budget reductions are permanent
 - But if we are fortunate from the state to receive additional revenue or enrollment goes up causing additional dollars to come through the door, then part of budget development process is for each individual department, division, college can submit budget requests for FY27 if you feel strongly about a budget line, service, etc. that needs to be restored

- Does attendance by community members for tabling events on campus generate enough income to offset the expenses incurred for them being here? i.e. electricity, parking, etc.
 - o Yes, the university facility rental rate is a cost recovery rate meaning that charge external client that recovers all the infrastructure
 - o Any service that is above normal operations they directly build the outside entity that is using our facilities
- Update on FY2026 Preliminary Operating Budget
- Q&A
 - o Where online can we review this operation budget information?
 - Once the budget is finalized and will go in front of the board of regions in August, it will be posted on the Budget Office website
 - o Will the slides presented be available to the staff?
 - Yes, when we do our budget we put together a budget and executive summary which is what is presented to the board of regions which includes these details
 - o Why didn't we cut more than 3%?
 - 3% was difficult and a lot. Taking it in phases. If we were to cut more it may be impactful to student success and possibly unfortunately result to RIFs. So much uncertainty from the state and enrollment so just taking it one step at a time and try not to make it too much of a negative impact to the institution
 - o If remote work helped us cut costs, why are we eliminating that program?
 - Tabled
 - o There were so many unnecessary expenses like the signage on top of OMB.
 - Operating budget is reoccurring dollars that come in every year such as tuition and fees, student appropriation, auxiliary dollars, etc. When we cut the budget, we cut those type of dollars. The sign or things that are one-time are not operating budget reoccurring items. Cannot hire a position with one-time dollars. The sign comes from one-time dollars that we would only use for things that are one-time and does not relate to reducing our operating/reoccurring dollars
 - o Is staff reduction and or not filling open positions on the table to reduce the deficit? And or is this left up to departments heads?
 - Last year when we did our budget reduction exercise, we eliminated a lot of vacant positions. This time around

there are quite a few vacant positions that have been proposed to be eliminated. So yes, that is definitely one of those strategies.

- If student's can barely afford tuition, it's highly unlikely that they'd be able to afford housing.
- How cost effective is it to turn off the AC on weekends and have to blast it on Monday morning to cool the buildings back down? The buildings are HOT when we arrive on Monday mornings.
 - Tim Rychlec could answer, but over last 3 years seen a reduction in utilities consumption. Reason for that is having the automated system so we are reducing consumption even though we bought a new facility online. The system is working.
 - Debora Evans: I believe the A/C is on a reduced scheduled on the weekends.
- How can we reduce general supplies for operations if we are going through inflation?
 - Debora Evans: I have a table on the first floor where anyone can place unwanted office supplies free. Come check out the table, free stuff goes fast.
 - Majority of the items on the table are items from:
 - Staff leaving, retired and supplies not used anymore.
- But remote work relates HEAVILY to costs!!!!
 - When I talked about remote work and online instruction during COVID, that was when no one was on campus so that is when the costs really declined. Costs were minimal, however the hybrid we have now might be different and I don't know how much cost saving that will bring. Can't really talk about that and I don't think there is a correlation between returning to the office and cost saving. I don't think that is the reason you are being asked to come back to campus.
- or the concert and UHD magazines.
- going through inflation as well as coming back full time
- not making great sense
- Why are we removing phones? if we want everyone back on campus.
 - Charged IT to look into Zoom and Team phone instead of having a handset telephone on your desk. Just doing a quick analysis to see cost saving what does that mean. Right now there is a charge of \$40-45 to maintain each phone infrastructure and purchase. Is there a way for us to go to Zoom or Teams to save costs and be more efficient?

- Nick Martinez: Have thought of outside the box options to increase revenue streams with lots of campuses and open area that can rent out for corporate events or functions. Are there packages together or campaign team committee to host varies events that staple the downtown Houston area.
 - Yes, we have we are going to be more robust in promoting our facilities to be used by external clients. But due to the Gator Expansion Project starting we put a hold on it since a lot of those spaces may not be available. The Washington Street parking lot will be park to pay for the weekends or evenings when UHD affiliates are not using it.
- Is GSB renovations scheduled to be in the fall a one-time or reoccurring cost?
 - It is a onetime cost and comes from the legislation session
- seems cost effective to KEEP hybrid in place

7 New Employee Announcement 10:43 am

Presenter: Shiya Rawls, Staff Council Treasurer

8 [Edge Grant](#) Presentation 10:44 am

Presenter: Katalina Castillo, Staff Council Secretary

- Donyae Webb of the Sciences & Technology department
- Has been with UHD for over 11 months

9 April [Kudos](#) 10:45 am

Presenter: Katalina Castillo, Staff Council Secretary

10 [Share the Good News](#) 10:47 am

Presenter: Adrian Bermudez, Staff Council President

- Asian American and Pacific Islander Heritage Month
- Mental Health Awareness Month
- Spring 2025 Commencement
- Rockets Spirit Participants and Winners
- UHD Baseball Returns to NCBA Division II World Series

11 Staff Council Business 10:52 am

Presenter: Adrian Bermudez, Staff Council President

- Staff Council Old Business
 - Updates on Bylaw Review
 - Update on Staff Climate Survey 2025
- Staff Council New Business
 - Update on Election Process

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

- An email will be going out to the winners and participants
- Expect an all-staff email by the end of the day with the confirmed election results
- According to the bylaws, Adrian will make presidential appointments for the vacant positions, to which he will make recommendations to the Staff Council Executive Board that will vote together
- [Staff Awards](#) Nominations are now open!
- Staff Council Budget FY26
 - Staff Council was exempt from the budget reductions this time around
 - No budget changes for Staff Council
- FY25 University Policy Updates
- Staff Engagement Opportunities
 - Freshman & Transfer Orientation Call for Volunteers
 - Ongoing – August 4: [College Release Program & Staff Education Reimbursement](#)
- REMINDER: Gator Blue Fridays UHD garments (shirts, hats, etc.)
- Q&A
 - We need more UHD volunteers for these events. Commencement was a mess.
 - Is that on the same schedule as the Faculty Senate survey? I think so, but can't remember! Thanks y'all 😊
 - Yes, we saw that FS conducts their surveys in odd years.
 - why did we remove the academic award? I worked hard for my degree, give me a plaque.
 - I can look into this for you because I did not realize this was removed.
 - Christian Purdy explained that the funds for the award will be used in a way for everyone to benefit from, but graduates will still be honored.

12 [Staff Engagement Opportunities](#)

11:02 am

Presenter: Adrian Bermudez, Staff Council President

- May 21: [MBA Guide: Applications Workshops](#); 3 – 5 pm
- May 22: [Masters in Education Info Session](#); 5:30 – 6:30 pm
- May 22: [Grow Your Career: Level Up with an MBA](#); 6 – 7 pm
- May 26: UHD Closed in observance of Memorial Day
- May 27: Summer Dress Code starts
- May 29: [President's Lecture Series: rooted in Resilience: A Grandson's Reflections on the Gondo Legacy](#); 11:30 am – 1 pm
- June 4: Next Voucher Training (AP Fast Start)
- June 6: Employee Headshots; [9 – 10 am session](#) or [11 am – 12 pm session](#), OMB N276

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

- June 12: [Organize Your Ideas: Master OneNote Basics for Efficient Note-Taking and Collaboration](#); 10 – 11 am; IT Training Room (Fishbowl) ACAD 700E
- June 18: [Next Staff Council General Meeting](#)
- June 2025: Elotes Con Caimanes Staff Mixer; Food Truck Area in front of College of Sciences and Technology Building
- Q&A
 - o Are there any discounts for staff for the Youth Summer Camps for kids?
 - We can find out about this and send an email about this.

13 Closing Comments

11:11 am

Presenter: Adrian Bermudez, Staff Council President

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

14 Meeting Adjourn

11:11 am

Presenter: Adrian Bermudez, Staff Council President

A low-angle, upward-looking photograph of several modern skyscrapers with glass facades, reflecting the sky and clouds. The buildings are set against a bright blue sky with scattered white clouds. The perspective creates a sense of height and urban density.

DETERMINED.
DEDICATED.
DOWNTOWN.



AGENDA



- Approval of April Meeting Minutes
- In Remembrance of One of Our Own
- Guest Panelist: Dr. Dan Maxwell, Vice President for Student Success and Student Life
 - Updates on the JED Initiative and Committee
- Guest Panelist: Kimberly Lambert-Thomas, Vice President for Administration & Finance
 - Budget Reductions
- Introduction of New Employees
- Edge Grant Winner Presentation
- Employee Recognition
- Share the Good News
- Staff Council Business – Things To Share
- Staff Engagement Opportunities
- Closing Comments



APPROVAL OF MEETING MINUTES

Minutes distributed – any corrections?

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

IN REMEMBRANCE OF ONE OF OUR OWN



LET US PAUSE FOR A MOMENT OF SILENCE

GUEST PANELIST



Dr. Daniel Maxwell
Vice President, Student Success and Student Life

Topics for discussion:

- Updates on the UHD JED Initiative
- 3SL Updates

GUEST PANELIST



Kimberly Lambert-Thomas
Vice President, Administration & Finance

Topics for discussion:

- UHD Budgetary Status

WELCOME NEW GATORS!



Name	Job Title	Department
Wendy Winborn	Academic Success Coordinator III	Academic Advising
Jenine Cinco	Accountant II	General Accounting
Alezandra Sequeira	Administrative Assistant II	Sciences & Technology
Shayama Manley	Student Account Specialist I	Student Business Services
Michelina Johnson	Director, College Administration & Operations	Sciences & Technology
Truman Cervenka	Space Planning Coordinator	Facilities Management
Pamela Webb	Associate Director, Undergraduate Recruitment and Outreach	Undergraduate Admissions
Shirley Laneaut	Assistant Director, New Student Orientation	Enrollment Management

WELCOME NEW GATORS!



Name	Job Title	Department
Elizabeth Jackson	Accounts Payable Specialist I	Accounts Payable
Patricia Patrick	Manager, Business Operations	Student Success & Student Life
Dana Mejia	Manager, Business Operations	Student Success & Student Life
Megan Scales	Associate Director, Teaching and Learning Excellence Center	Teaching and Learning Center
Tabbitha Ross	Specialist, Emergency Management	Emergency Management
Fatameh Sharifi	Lab Technician	Natural Sciences
Kassidy Giles	Benefits and Wellness Coordinator	Human Resources
Daniel Rodriguez	Admissions Counselor	Undergraduate Admissions

WELCOME NEW GATORS!



Name	Job Title	Department
Ralph Bradley	Admissions Counselor	Undergraduate Admissions
Yesenia Avellaneda	Admissions Counselor	Undergraduate Admissions



May 2025 Recipient

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



Donyae Webb



CONGRATS TO OUR APRIL KUDOS!

- **Academic Advising**
 - Lynnette Gulley
 - Tristan Jackson
- **Academic Affairs**
 - Kevin Dorsey
- **Accounting & International Business**
 - Aalaina Newman
- **Administration & Finance**
 - Amber Banda
 - Selena Samudio
- **Advancement & University Relations**
 - Shiya Rawls
- **Arts & Communication**
 - Mark Cervenka
- **Auxiliary Services**
 - Debora Evans
- **College of Public Services**
 - Myka Duval
 - Diane Miller
 - Stephen Quander
- **Community Engagement**
 - Natasha Nowlin
- **Distance Education**
 - Maria Estrada
- **Facilities Management**
 - Mark Cunningham
- **Financial Aid**
 - Elvira Rodriguez
- **General Business, Market & Supply Chain**
 - Ikea Jernigan



CONGRATS TO OUR APRIL KUDOS!

- **Human Resources**
 - Jackie Batiste
 - Katalina Castillo
 - Carole Clerie
 - Jenifer Cortez
 - Mike Guajardo
 - Brandi McInnis
 - Erica Morales
 - Gladis Moya
 - Christian Purdy
 - Tamika Small
- **Humanities & Social Sciences**
 - Karlyli Juarez
- **IT: Enterprise Systems**
 - Karina Calix
 - Gabriela Kardoud
 - Rose Martinez
- **IT: Leadership & Business Services**
 - Nancy Inez
 - Megan Lee
- **IT: Technology Learning Services**
 - Nereo Hoill
- **IT: User Support Services**
 - Adrian Bermudez
- **Library**
 - Bryan Salazar



CONGRATS TO OUR APRIL KUDOS!

- **Marilyn Davies College of Business**
 - Ashley Bonilla
 - Rebecca Hamilton
 - Mary Henderson
- **Office of the President**
 - Myra Leiva
- **Police**
 - Trinity Delafance
 - Tracy Lee
 - Brittney Preston
- **Talent Search**
 - Joselyn Arriaga
 - Diana Martinez

HOW TO GIVE KUDOS TO A COLLEAGUE



1. Navigate to the [HR SharePoint site](#) OR
2. From Edge or Chrome browser, use the Employee Kudos Form bookmark (under UHD Managed Bookmarks).
3. Login using your SSO credentials.
4. Click "Send a Kudos to a Colleague".
5. Fill out the form completely, ensuring everything is spelled correctly.

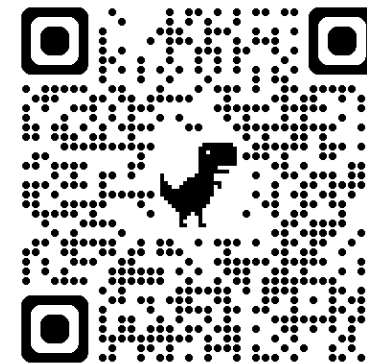
SHARE THE GOOD NEWS – ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH



**ASIAN
AMERICAN &
PACIFIC
ISLANDER**
HERITAGE MONTH

Did you know that Houston has AAPI restaurant weeks? **Scan QR Code below for more details.**

From now into June, if you donate \$15 or more you can access discounts from participating restaurants. The proceeds will help purchase food for low-income seniors in the community.

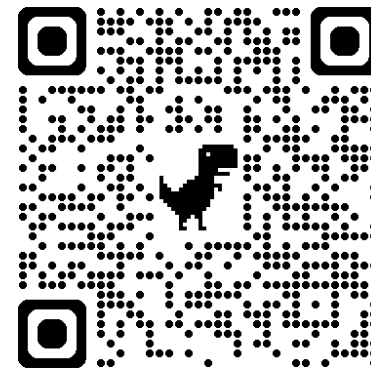


SHARE THE GOOD NEWS – MENTAL HEALTH AWARENESS MONTH



Counseling Services has also compiled a critical [list of national and local mental health crisis resources](#) that anyone can use. Being aware of what is out there may put you in a position to not only find the resources you need, but to also help someone else out.

Scan the QR Code for more info.



SHARE THE GOOD NEWS – SPRING 2025 COMMENCEMENT



SHARE THE GOOD NEWS – ROCKETS SPIRIT PARTICIPANTS



SHARE THE GOOD NEWS – ROCKETS SPIRIT WINNERS



Jennifer Nava

Andrea Olvera

Hitesh Patel

SHARE THE GOOD NEWS – UHD BASEBALL RETURNS TO NCBA DIVISION II WORLD SERIES!



STAFF COUNCIL BUSINESS



- Staff Council Old Business
 - Updates on Bylaw Review
 - Update on Staff Climate Survey 2025
- Staff Council New Business
 - **Update on Election Process**
 - Staff Award Nominations are now open!
 - Staff Council Budget FY26
 - FY25 University Policy Updates
- Staff Engagement Opportunities
- REMINDER: Gator Blue Fridays UHD garments (shirts, hats, etc.)



STAFF COUNCIL OLD BUSINESS

Bylaw Review (Spring 2025)



New Proposed Bylaw Received:

8. Staff Climate Survey (Adopted 5/20/25)

The Staff Climate Survey shall assess staff satisfaction, engagement, workplace culture, and other relevant factors that contribute to the overall staff experience. UHD Staff Council shall ensure the survey is designed to capture actionable data and feedback in an anonymous, inclusive, and equitable manner. Development of the survey shall be a collaborative effort with Human Resources and Institutional Effectiveness. UHD Staff Council shall make recommendations for addressing key findings and areas for improvement based on survey results. All survey results shall be shared with the University community at-large. UHD Staff Council will also facilitate follow-up communication regarding the actions taken in response to the survey results.

Proposed Amendment to Section 4: Duties and Responsibilities

Add the following line as a responsibility of Staff Council:

- Administering the Staff Climate Survey on every odd-numbered year. (Adopted 5/20/25)

STAFF COUNCIL OLD BUSINESS



Staff Climate Survey 2025

Update: Staff Council has received a a second rough draft of the Staff Climate Survey and is currently under further review.

STAFF COUNCIL NEW BUSINESS



Staff Council Membership Board 2025-2026

SCEC has confirmed the results of this year's elections.

STAFF COUNCIL NEW BUSINESS



Staff Awards 2025

Save the Date: Thursday, September 4, 2025

Call for Nominations

Nominations are open until 5:00p.m. Friday, June 20.

[FY 25 Staff Awards](#)

STAFF COUNCIL NEW BUSINESS



Status Update

Staff Council Budget FY26

STAFF COUNCIL NEW BUSINESS



FY 25 Policy Updates

There are a few policies in comment period until Thursday, May 22, that we'd like to draw your attention to:

- [08.A.01 - Review of Information Technology Resource Requests](#)
- [08.A.02 - Information Systems Policies, Procedures, Standards, and Plans](#)
- [08.A.03 - Academic Technology Committee](#)
- [08.A.04 - Computer Access, Security, and Use](#)
- [08.A.05 - Academic Computing Services](#)
- [08.A.08 - Data Governance](#)

We encourage you to bookmark our new [Policy Updates page](#) (maintained by HR) to review policy updates as they happen.





STAFF ENGAGEMENT OPPORTUNITIES



eLOTes con CAIMANes

THURSDAY

postponed.

stay tuned for the new date!

PELOTON STAFF COUNCIL



VOUCHER TRAINING (AP FAST START) OFFERED BY ACCOUNTS PAYABLE



First Wednesdays of the month at 10 am

Third Tuesdays of the month at 3 pm

Email accountspayable@uhd.edu to schedule your training!

READY TO TAKE THE NEXT STEP?



MBA Guide: Application Workshops

Wednesday, May 21, 2025

3:00pm - 5:00pm

Virtual/Online

The Application Workshops are available to ensure our prospective and returning applicants understand the application process and are prepared to confidently complete their application.

During the workshop we actively participate in a review of the admission requirements, submission methods and provide resources to ensure the applicant to student experience is efficient.

RSVP by scanning the QR code for more details:



LEADERSHIP & CURRICULUM:



Masters in Education Info Session

Thursday, May 22, 2025

5:30pm - 6:30pm

Virtual/Online



Take the next step in your education career with UHD's Master of Educational Leadership & MAT Curriculum & Instruction programs! Attend our info session to explore how these programs can help you grow as an educator and leader.

RSVP by scanning the QR code for more details:



GROW YOUR CAREER: LEVEL UP WITH AN MBA



RSVP by scanning the QR code for more details:



Join Our Info Session!

Thursday, May 22, 2025

6:00pm - 7:00pm

Virtual/Online

During this interactive Zoom session, you'll learn about:

- ✓ Program structure and specializations
- ✓ Admissions requirements
- ✓ Application tips
- ✓ What sets the UHD MBA apart

Whether you're ready to apply or just exploring your options, this session is the perfect opportunity to get your questions answered and connect with our team.

Don't miss your chance to take the next step toward your MBA!

EMPLOYEE HEADSHOTS (Organized by University Relations)



Friday, June 6, 2025
9AM-10AM or 11AM-12PM
OMB N276

Get (or refresh) a Professional Headshot! 📷

Join our upcoming headshot photo session, which is open to both new and current employees! Secure a 10-minute time slot on a first-come, first-served basis for registered attendees. Walk-ins are welcome and will be accommodated after all registered participants. Arrive early to grab your spot in line!

📍 Location: Room 276N, Second Floor

9AM
Session



11AM
Session:



TALENT DEVELOPMENT/TRAINING



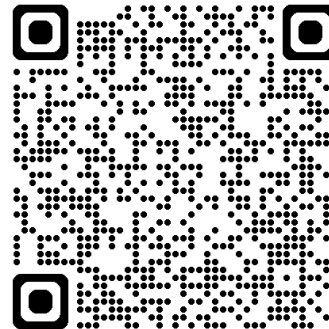
Organize Your Ideas: Master OneNote Basics for Efficient Note-Taking and Collaboration!

Thursday, June 12, 2025

10:00 AM - 11:00 AM (CST)

IT Training Room (Fishbowl) ACAD700E One
Main Building (Academic, 7th floor)

Scan the QR Code to RSVP today:



COLLEGE RELEASE PROGRAM & STAFF EDUCATION

REIMBURSEMENT



Scan the QR code to complete a form & submit your class schedule along with your fee statement:



Fall 2025 Class Registration Opened April 1st & You Can Now Complete an Online Form Today!

Are you a non-probationary full-time, benefits-eligible staff member and planning to attend a class in Fall 2025 to work toward a degree related to your job? If so, we encourage you to participate in the College Release Program & Staff Education Reimbursement!

We are accepting applications until August 4, 2025. This is a first come, first serve program, so we encourage you to submit as soon as you can!

For more information, please email HRrecords@uhd.edu.

FRESHMAN & TRANSFER ORIENTATION



Call for Volunteers

(5 volunteers for each session)

Email Courtney Lundgren at LundgrenC@uhd.edu if interested!

Freshman (11 sessions) Capacity – 288

Friday, May 2
Saturday, May 31
Thursday, June 5
Wednesday, June 11
Tuesday, June 17
Wednesday, June 25
Saturday, June 28
Thursday, July 10
Saturday, July 12
Friday, July 18
Wednesday, August 6

Transfer (8 sessions) Capacity – 200

Friday, April 11
Thursday, May 15
Friday, June 13
Tuesday, July 8
Tuesday, July 15 (Northwest)
Wednesday, July 23 (Kingwood)
Tuesday, July 29
Friday, August 8

SUMMER DRESS CODE



Email communication will go out later this week announcing that summer dress code will take effect on Tuesday, May 27, 2025.

PRESIDENT'S LECTURE SERIES



Rooted in Resilience: A Grandson's Reflections on the Gondo Legacy

May 29, 2025

11:30 AM - 1:00 PM (CST)

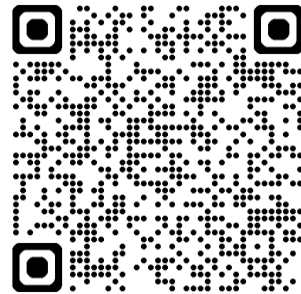
TDECU Tour Room

Join us for a fireside conversation with Robert Gondo, President of Tokyo Gardens Company, as the President's Lecture Series celebrates Asian American and Pacific Islander (AAPI) Heritage Month!

Robert will share the remarkable story of his grandparents, Eugene and Hisako Gondo, who overcame internment during World War II to introduce Japanese cuisine and culture to Texas, opening the state's first sushi bar.

Today, their legacy lives on through Tokyo Gardens Catering, which supplies sushi to hundreds of H-E-B locations across the state.

Scan the QR Code to RSVP today (lunch will be provided):



STAFF ENGAGEMENT OPPORTUNITIES

- **May 21, 2025:** MBA Guide: Applications Workshops; 3pm-5pm
- **May 22, 2025:** Masters in Education Info Session; 5:30pm-6:30pm
- **May 22, 2025:** Grow Your Career: Level Up with an MBA; 6-7pm
- **May 26, 2025:** UHD Closed in observance of Memorial Day
- **May 27, 2025:** Summer Dress Code starts
- **May 29, 2025:** President's Lecture Series: Rooted in Resilience: A Grandson's Reflections on the Gondo Legacy; 11:30AM-1:00PM
- **June 4, 2025:** Next Voucher Training (AP Fast Start)
- **June 6, 2025:** Employee Headshots; 9am-10 am or 11am-12 pm session
- **June 12, 2025:** Organize Your Ideas: Master OneNote Basics for Efficient Note-Taking and Collaboration; 10am-11 am; IT Training Room (Fishbowl) ACAD 700E
- Save The Dates
 - **June 2025:** *Elotes Con Caimanes Staff Mixer; Food Truck Area in front of College of Sciences and Technology Building*
- **June 18, 2025:** Next Staff Council General Meeting

SHARE YOUR NEXT EVENT WITH US!



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 by emailing us (uhdstaffcouncil@uhd.edu) the following:

- A flyer of your event.
- A brief description about the event: who, what, when, where, and why for advertisement purposes in our monthly newsletter and general meeting.
- A landscape image of the flyer to be used in our monthly general meeting PowerPoint presentation.
- A square image of the flyer so we can add it to our Staff Council events webpage.

Need to Contact Staff Council Representatives?

Email: uhdstaffcouncil@uhd.edu

Staff can review the agendas and minutes of missed meetings here:
<https://www.uhd.edu/faculty-staff/staff-council/membership/Pages/staffcouncil-minutes-archived.aspx>



**DETERMINED.
DEDICATED.
DOWNTOWN.**

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

Want to submit comments/suggestions anonymously? Use the link or QR code below:

<https://cglink.me/2fR/s52436>



Submit events to be recognized and promoted! Use the link or QR code below:

<https://cglink.me/2fR/s53628>



Share your good news so we can all celebrate together! Use the link or QR code below:

<https://cglink.me/2fR/s46776>



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

CLOSING COMMENTS

Mission

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