



## General Meeting Minutes

Wednesday, Sept. 17, 2025 • 10 a.m. – 11:16 a.m. • Teams Webinar

### Present Executive Board Members

Adrian Bermudez, *Staff Council President* • Yesenia Sanchez, *Staff Council President-Elect* • Katalina Castillo, *Staff Council Secretary* • Edith Arredondo, *Staff Council Treasurer* • Nick Martinez, *Staff Council Communication Officer*

### Guest Panelists

[Carole Clerie](#), *Vice President, Human Resources | Human Resources* • [Kassidy Giles](#), *Coordinator, Benefits and Wellness | Human Resources*

**Call to Order** • Bermudez, *SC President* • 10:01 a.m.

**Review Meeting Agenda** • Bermudez, *SC President* • 10:02 a.m.

**Approval of July Meeting Minutes** • Bermudez, *SC President* • 10:04 a.m.

- July Meeting Minutes Summary and how to find the [meeting minutes](#).
- Arredondo motions to approve the July Meeting Minutes and Martinez seconds the motion.  
July Meeting Minutes are accepted.

**Brief Introduction of Executive Officers FY 26** • Bermudez, *SC President* • 10:05 a.m.

**Introduction of New Employees** • Sanchez, *SC President-Elect* • 10:09 a.m.

**Edge Grant Winner Presentation** • Arredondo, *SC Treasurer* • 10:10 a.m.

- Reach out to Arredondo to coordinate your [Edge Grant](#) funding with your department.

**Employee Recognition for July and August** • Castillo, *SC Secretary* • 10:11 a.m.

- How to give [kudos](#) to a colleague.

**Share the Good News** • Bermudez, *SC President* • 10:13 a.m.

- Q&A

- What is the process for the Leadership Academy? Was there communication sent out?
  - Martinez replied: This is a program that is administered by the HR Talent and Development team. I believe correspondence was sent out to supervisors to solicit submissions of candidates, who were then anonymously voted on by a selection committee. For more information for future cohorts, email [td@uhd.edu](mailto:td@uhd.edu).

**Guest Panelist • Clerie, Vice President, Human Resources / Human Resources**

• 10:22 a.m.

- Performance Evaluation Cycles
  - The policy that governs the Performance Evaluation is [PS 02.B.06](#). It is in the process of review. Mostly housekeeping changes were submitted since the platform moved from MyTalentSpace to PeopleSoft and is called ePerformance.
  - Goal Component
    - Set jointly between the employee and the manager.
    - Set goals at the beginning of the cycle, then evaluate at the end of the review period.
  - Competencies Component
    - Determined when the position is established.
    - When a manager establishes a position, you are asked a series of questions, which is called a Job Analysis Questionnaire. Part of that is used for the competencies connected to the performance evaluations that determine what competencies are used for rating employees.
    - It is good practice to review this annually since competencies may change over time based on your position.
  - Estimated Timelines
    - Evaluation period for this coming cycle will be based on January – December 2025. Last year's was delayed, but now that the new system is in place, we are back on track.
    - The self-evaluation period will run from early November to December 2025.
    - The manager evaluation period usually runs from January to March 2026.
    - Dates are not finalized until October, as there are still improvements and feedback to be taken into consideration to clean up and streamline things.
  - Information about the Performance Evaluation process on [HR SharePoint Site](#)

- The site still shows information for FY 2024, but updates will be made soon to adjust for FY 2025.
- Merit Raise Timelines
  - In May 2025, President Loren Blanchard sent a notification to campus to accept the Planning and Budget Development Committee recommendation of a merit increase in January 2026, contingent upon 3% increase in student credit hours for Fall 2025. It was approved by the board. Since the planned fall enrollment target numbers were not met, which was the requirement, it is unlikely that a merit increase will be given. If there is a change to the merit increase plan, it will have to go to the board of regents and be accounted for from a budget standpoint.
  - For every 1% increase in base salary for full-time faculty and staff, it represents about a million-dollar ongoing cost increase for the institution.
- Comments:
  - To provide comments on 02.B.06 (comments open through 09/30): [FY 25 Policy Updates](#)
  - Merit increase went to the brand new roof top sign and concert.
  - If we don't have students...we don't have jobs. Let's all work together to work towards this goal! Student enrollment is a key responsibility for all those working in higher education. Let's just do the best we can. Indeed all in this together.
    - Anonymous replied: We did do our best. It was an unrealistic goal based on the climate towards universities and enrollments down everywhere.
- Q&A
  - Did we do evaluations for Jan-Dec 2024 in Spring 2025?
    - Martinez replied: Yes, we did 2024 evals in the new system.
  - I didn't know that we didn't meet the 3% enrollment requirement for merit increases. Did I miss communication on this?
    - Clerie replied: No, I think there will be an announcement coming from President Blanchard. Those who work in Enrollment Management are a lot closer to the data and are likely aware, so I do not know that it is common knowledge. I will share what I know from the numbers shared by Enrollment Management, which is that we did fall short of the 3% merit increase for fall.
  - Can you please address how the 3% increase was established when enrollments are down across the country?

- Clerie replied: I do not know how that number was determined, but there are conversations between Office of Administration and Finance and Enrollment Management. PBDC, the shared governance body of representation from across the university, had significant discussions about recommending setting that as a target.
- Confirm, there will be not be a merit raise?
  - Martinez: Yes, this is confirmed unless otherwise stated by the President and approved by the UHS board.
- What was the percentage that we hit?
  - Clerie replied: 99% of the goal. I do not know the final number as Enrollment Management is trying to work through the final things. But I know we are pretty far short. I will defer to my colleagues in Enrollment Management on where our final number is.
  - Bermudez replied: We will have Long Huynh, *Vice President, Enrollment Management / Enrollment Management*, and Elizabeth Villegas, *Assistant Vice President / Enrollment Services*, to discuss. This feedback will be provided to them to prepare and have that information ready for us.
- Why are merit increases only tied to enrollment, in which staff have limited control over?
  - Clerie replied: We are heavily tuition-driven, and we do have a structural deficit, so we are operating in a position where we do not have the funding to support an additional expenditure.
- If a certain college within UHD did meet the goal for their college, is it still possible for staff in that college receive the merit increase?
  - Clerie replied: We are one institution, so we have to operate as a team. It is one of those things that the university decided, from a practical standpoint, that we are going to be successful together. It would be a fairness issue because not one department is responsible for the entire success of the institution. We are all in this together. This has been a practice at this and every other institution I have worked with. No department is singled out for success or failure; we are all in this together. We can reap our rewards together or have to sacrifice when we do not achieve our targets altogether.
- What about a 2% or 1% merit? since we didn't meet the goal for 3%

- Clerie replied: There are certainly options that could be on the table, but I am not the decision maker in that space. That is something to be approved by the board. I cannot speculate what may or may not happen. If there is anything that can be done, I believe President Blanchard will do it, and leadership would want to see us rewarded for all the hard work that we have done. Some things may be out of control, such as seeking board approval and finding the money,
- Are there plans for increased communication regarding this process, if this is going to be the process for merit raises in the future?
  - Martinez replied: Going forward, are our raises going to be tied to enrollment numbers, or is there an alternate approach to this?
  - Clerie replied: I do not know how you disconnect merits and enrollment numbers since we are tuition-driven.
- Was there consideration of a cost-of-living increase?
  - Clerie replied: It goes back to funding. Most organizations have moved away from COLA's as it is not a common practice. Most organizations reward employees and adjust salaries based on merit or market.
- Is a one time stipend being considered if raises are not an option based on performance?
  - Clerie replied: It would be speculation for me to say so. I think as a leadership team, you want to look for any option to reward people who do the hard work, so we can retain folks and talent. Anything can happen between now and January. I am just stating where we are today.
- Living cost is increasing (Gas price is high) since we are not getting a raise, is working hybrid a possibility?
  - Clerie replied: I think we have moved past this.
- Is it possible to to a stipend?
  - Martinez replied: We'll capture this and forward to the decision makers. Thank you for sharing.

**Guest Panelist** • Giles, *Coordinator, Benefits and Wellness / Human Resources* • 10:43 a.m.

- Current Wellness Initiatives
- [Wellness Updates presentation](#)
  - Upcoming Programs

- Campaigns
- Your Money Line and New Features
- Looking Ahead
- Q&A
  - On the Money Line App, can you connect multiple bank account and credit cards to track that spending?
    - Giles replied: Yes, from my experience, I went in and did my own pilot. You can add your credit cards and various financial institutions. If it does something sassy, they are very quick to respond to help you.
  - There's no appt for the clinic correct? just rsvp?
    - Giles replied: Need to RSVP and complete a VAR form. That should be on the RSVP link. If it is not there, there will be extra at the event. Also, bring your prescription or insurance card with you. There are no appointments.
    - Gladis Moya replied: [Flu Clinic Info](#): There are no appointments required for the Flu Clinic on September 24th in the A300 Buffalo Bayou Room. You're welcome to stop by anytime between 9:00 AM and 1:00 PM. However, please RSVP so we can provide Walgreens with an accurate count of participants and ensure they bring enough vaccine doses. Important: Don't forget to bring your [Express Scripts prescription card](#) with you to the clinic.
  - Is this for UH systems which includes all campuses? I thought I saw University of Houston on one of the slides.
    - Martinez replied: Yes, she said this is for the system. Not just UHD, or the other individual universities. Use the code UH when you register.
  - Did I miss you sharing the employer code for the Your Money Line app? When I tried to register, it asks for one.
    - Martinez replied: Yes, use UH as the employer code.

**Staff Council Business – Things to Share • Bermudez, SC President • 10:57 a.m.**

- Staff Council Old Business
  - Bylaw review – SC Resolution No. SC-25-01
- Staff Council New Business
  - Staff Grievance Committee Election – Last day to cast your vote!
  - Update on the Staff Ombuds Position
  - Call for SC Committee Volunteers
  - Comments/Suggestions Received

- Staff Engagement Opportunities

**Staff Engagement Opportunities** • Bermudez, SC President • 11:06 a.m.

- Comments: [UHD Staff Development Conference - UHD Calendar | University of Houston-Downtown](#)
- Q&A
  - What do we need to bring for the JCPenny event to get the discount?
    - Lisa Gonzales-Hatfield replied: Staff ID.

**Closing Comments** • Bermudez, SC President • 11:16 a.m.

**Meeting Adjourned** • Bermudez, SC President • 11:16 a.m.



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 image is partially framed by a white curved shape on the right side.

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





# AGENDA



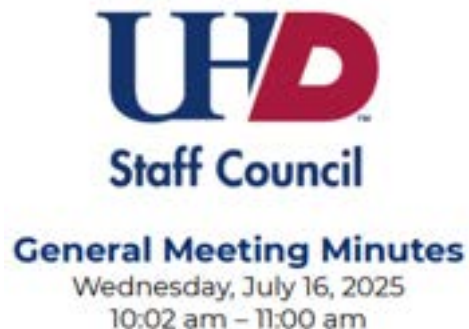
- Approval of July Meeting Minutes
- Brief Introduction of Executive Officers FY 26
- Introduction of New Employees
- Edge Grant Winner Presentation
- Employee Recognition
- Share the Good News
- Guest Panelist: Carole Clerie, Vice President, Human Resources
  - Performance Evaluation Cycles and Merit
- Guest Panelist: Kassidy Giles, Coordinator, Benefits and Wellness, Human Resources
  - Current Wellness Initiatives
- Staff Council Business – Things To Share
- Staff Engagement Opportunities
- Closing Comments



# JULY MEETING MINUTES SUMMARY

## Where can I find the information discussed last month?

- Search "Staff Council" on the UHD website
- Select "Membership Resources" on the drop-down menu
- Select Meeting Minutes & Agendas



## Last month's summary:

- Cynthia Vargas and Tabbitha Ross from Emergency Management discussed Hurricane Preparedness
- Update on the Staff Climate Survey 2025
- Recap of SC Resolution No. SC-25-01
- Update of Staff Council Membership Board FY26S
- Staff Award Nominations and Review
- UHD SB Policy Update
- Provost email from 7/10
- UHD Public Info Act



# **APPROVAL OF MEETING MINUTES**

**Minutes distributed – any corrections?**

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

# INTRODUCTION OF FY26 EXECUTIVE OFFICERS



## Executive Committee



**President**  
[Adrian Bermudez](#)



**President-Elect**  
[Yesenia Sanchez](#)



**Secretary**  
[Katalina Castillo](#)



**Treasurer**  
[Edith Arredondo](#)



**Communications Officer**  
[Nick Martinez](#)

# WELCOME NEW GATORS!



Name	Job Title	Department
Andrea Casillas	Student Loans Assistant	Financial Aid
Paul Calhoun	Director, Veterans Services	Veterans Services
Leysla Ramos	Assistant Director, Customer Services	Undergraduate Admissions
Abby Wiley	Administrative Assistant II	Natural Sciences
Richard Solomon	Coordinator, Basic Needs	Basic Needs Center
Joshua Ramirez	Joint Advisor	Joint Advising
Lazaro Resendiz	Carpenter, Renovations	Facilities Management
Anna Tomy	Functional Analyst I	Enterprise Systems



# WELCOME NEW GATORS!



Name	Job Title	Department
Gabriela Puckett	Assistant Director, Research Compliance and Grant Administration	Research and Sponsored Programs
Daniela Mendoza	Contact Center Representative	Enrollment Management
Mary Ramos	Director, Gator Success Center	Gator Success Institute
Melisa Eyigor Cervenka	Admissions Recruiter	College of Business
Mayte Alvarez	Compliance Coordinator	Human Resources
Rachel Cranmer	Administrative Assistant II	History, Humanities, & Languages



## September 2025 Recipient

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



## Angel Griffin

# CONGRATS TO OUR JULY/AUGUST KUDOS!



- **Academic Advising**
  - Jacob Fox
  - Timothy Solis
- **Academic Affairs**
  - Veronica Trujillo
- **Administration and Finance**
  - Cassandra Millhouse
- **Advancement and University Relations**
  - Jesse Lopez
  - Danielle Soria-Orozco
- **Business Affairs**
  - Tanisha Wilson
- **Campus Solutions Services**
  - Rocio Beiza
- **College of Public Service**
  - Fernando Lanza
  - Marc Williams
- **Enrollment Communications**
  - Courtney Lundgren
- **Environmental Health & Safety**
  - Eric Zett
- **General Accounting**
  - Maria Cadena
- **Humanities & Social Sciences**
  - Marlene Chavez

# CONGRATS TO OUR JULY/AUGUST KUDOS! (CONT.)



- **Human Resources**

- Cecealia Booty
- Jenifer Cortez
- Kassidy Giles
- Mike Guajardo
- Donnie Kesterson
- Christian Purdy

- **Institutional Effectiveness**

- Carol Marsh

- **IT: Computing, Telecom, & Video Networking**

- Christian Gonzales
- Cory Okpaleke

- **IT: Technology Learning Services**

- Nicholas Martinez

- **IT: User Support Services**

- Israel Cordova
- Ruben Diaz

- **Library**

- Donovan Parker
- Yesenia Sanchez

# CONGRATS TO OUR JULY/AUGUST KUDOS! (CONT.)



- **Marilyn Davies College of Business**
  - Belinda Hernandez
  - Gizelle Lopez
  - Ruby LaCour-Tyler
  - Joanna Rosario
- **Police**
  - Brittny Preston
- **Registrar**
  - Judith Marron
- **Sciences and Technology**
  - Joshua Segura
- **UHD Law Enforcement Academy**
  - Barbara Partaka
- **University Relations**
  - Noah Hester



# 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 – SCHOOL SUPPLY DRIVE TO BENEFIT STUDENTS OF KETELSEN ELEMENTARY



# SHARE THE GOOD NEWS – STAFF AWARDS WINNERS



President's Staff  
Excellence:  
**Shiya Rawls  
and Courtney  
Lundgren**

Student Success  
Award: **Lisa  
Gonzales-  
Hatfield**

Teamwork  
Award: **Rose  
Martinez and  
Duong Tran**

Leadership  
Award: **Adrian  
Mallard**

Goes the Extra  
Mile Award:  
**Hitesh Patel**

Rookie of the  
Year: **Aalaina  
Newman**



# SHARE THE GOOD NEWS – STAFF AWARDS CONTINUED...



# SHARE THE GOOD NEWS – STAFF AWARDS PARTNERSHIPS



Facilities  
Management

Human  
Resources

Information  
Technology

Staff Council  
& Awards  
Review  
Board

Office of the  
President  
and  
President's  
Cabinet



# SHARE THE GOOD NEWS – STAFF IN THE UNIVERSITY'S FIRST ALUMNI EXHIBITION



Katalina J. Castillo, *Payroll and Records Specialist, Human Resources*



Gabriel Morales, *Manager, Graphic Design University Relations*



Shawn Hyder, *Scene Shop Foreman/Preparator, Arts & Communication*



Paola Palacios, *Coordinator, Donor Relations, Advancement & University Relations*

# SHARE THE GOOD NEWS – LEADERSHIP ACADEMY (INAUGURAL CLASS)



- **Anne Zwicky**, Interlibrary Loan & Distance Education Librarian
- **Rebecca Hamilton**, Director, College Administration and Operations
- **Melvon George**, Asst Dir, Academic Support Ctr
- **Toni Hoang**, Associate Professor of Communication
- **Ashleigh Petts**, Assistant Professor of Technical Communication
- **Norberto Salazar Jr**, Career Counselor
- **Nick Martinez**, Technology Trainer II
- **Dinah Cohen**, Associate Professor of Marketing
- **Reese Alexander**, Graduate Academic Advisor II
- **Amanda Jones**, Manager, IT Services
- **Ralph Estrada**, Academic Success Coordinator III
- **Gladis Moya**, Manager of Benefits & Compensation
- **Yuan (Connie) Kang**, Associate Professor of Biology
- **De'Rick Myers**, Contracts Supervisor
- **Janicee Mack**, Department Business Administrator 1



# SHARE THE GOOD NEWS

*My passion outside of work is cycling. This month is my birthday month, and I'm raising funds for Alzheimer's research. Won't you help me reach my goal? Every little bit truly makes a difference. So many people suffer from this disease, and it touches families everywhere. A special shoutout to the caregivers — they are the unsung heroes, providing strength, compassion, and endless dedication. Together, we can support research, honor those impacted, and bring hope for a cure. - Belinda Hernandez (MDCOB)*

*It's My Birthday Month*

**Donate today! Help Me Reach My Goal!**

**Ride 2 End ALZ**



**2025 Annual Ride  
Dripping Springs, TX November 8th**



**100% of Donations goes to Medical Research.**



# SHARE THE GOOD NEWS – CELEBRATING HISPANIC HERITAGE MONTH



ON CAMPUS EVENTS



AROUND THE TOWN EVENTS



# SHARE THE GOOD NEWS – SUICIDE PREVENTION AWARENESS MONTH



September is Suicide Prevention Awareness Month, and ERS is partnering with the Texas Health and Human Services Suicide Prevention Team to host a four-part webinar series. Each session explores a unique aspect of suicide awareness and prevention, offering education, tools, and stories of resilience.

Upcoming sessions:

- September 12, 10:30 -11:30 a.m. – Language Matters: Talking About Suicide Safely
- September 19, 10 - 11 a.m. – Voices of Lived Experience: Conversations with Survivors
- September 26, 10 - 11 a.m. – The Role of Mindfulness in Suicide Prevention

Register on the [ERS Events Calendar](#) to attend one or all sessions.



# GUEST PANELIST



Carole Clerie  
Vice President, Human Resources

Topics for discussion:

- Performance Evaluation Cycles
- Merit Raise Timelines

# GUEST PANELIST



Kassidy Giles, Benefits & Wellness Coordinator, Human Resources

Topics for discussion:

- Current Wellness Initiatives

# STAFF COUNCIL BUSINESS



- Staff Council Old Business
  - Bylaw review - SC Resolution No. SC-25-01
- Staff Council New Business
  - Staff Grievance Committee Election – Last day to cast your vote!
  - Update on Staff Ombuds Position
  - Call for SC Committee Volunteers
  - Comments/Suggestions Received
- Staff Engagement Opportunities



# STAFF COUNCIL OLD BUSINESS



Bylaw Review to begin regarding SC Resolution No. SC-25-01

## ***Key Point of the Resolution:***

- *The Staff Council Membership Board will create and enact new bylaws to address presidential vacancies and formally introduce the role of Immediate Past President by the end of the 5-month presidential term extension.*

## ***Additional Updates:***

- *The Staff Council Membership Board will be working to have this process completed before Thanksgiving break in November 2025.*
- *Any new bylaws or amendments to bylaws will be circulated to the staff community for review and feedback prior to the Membership Board taking an official vote for adoption.*

# STAFF COUNCIL NEW BUSINESS

## Staff Grievance Committee Election FY 2026



**Cast your vote today! Election closes at 5PM today.**

**As per UHD Policy Statement 02.B.01, “Selection of the Staff Grievance Committee membership will occur by election. Members of the Staff Grievance Committee are required to have a minimum of two years of full-time staff experience at UHD at the time of their nomination by the Staff Council Executive Committee. Only non-temporary staff members qualify to vote. Members of the Staff Grievance Committee serve rotating three-year terms. Under the stated membership constraints, the nominees receiving the highest number of votes become committee members.”**

**Based on the required committee composition, the number of nominees and open positions are:**

Division	# of Nominees	# of Open Positions
Academic Affairs	15	3
Administration & Finance	6	2
Enrollment Management	5	2
Student Success & Student Life	4	1



# STAFF COUNCIL NEW BUSINESS



## *Staff Ombuds Position is temporarily vacant.*

We extend our sincere gratitude to Amanda Clay, who served as the inaugural Staff Ombuds during the first year of this important role. Amanda's dedication and commitment have set a strong foundation for the position, and we deeply appreciate her contributions to the UHD community.

In the interim, the Staff Ombuds email inbox will be unmonitored until a new Staff Ombuds is named. An out-of-office message has been set up to manage response expectations for any emails received during the vacancy.

A search will soon be conducted to select a new Staff Ombuds.

# STAFF COUNCIL NEW BUSINESS



## Call for Staff Council Committee Volunteers:

- Events Committee – in need of 5-6 volunteer committee members
- Communications Committee – in need of 3-4 volunteer committee members
- Elections Committee – in need of 5-6 volunteer committee members
- Community Engagement Committee – in need of 4-5 volunteer committee members

*If you are interested in serving on any of these committees, please ensure you have received supervisory approval and email us directly at [uhdstaffcouncil@uhd.edu](mailto:uhdstaffcouncil@uhd.edu) to sign up for FY26 committee membership.*

# STAFF COUNCIL NEW BUSINESS



## Staff Comments/Suggestions Received:

- (1) The IT Surplus Store was submitted as a meeting agenda item. Have questions? Drop them in the chat.
- (2) Please share why hand sanitizer dispensers were removed across campus and if they will be replaced with alternatives? Thank you.

Formal response: *The free-standing hand sanitizer stations located across the campus were introduced during the pandemic to prevent the spread of COVID. They remained in place until the number of infestation cases reduced, and the hand sanitizer supply was depleted. The stations remain at the building's main entrances. An alternative which CDC recommends is regular hand washing.*



# **STAFF ENGAGEMENT OPPORTUNITIES**



## ARTS & ENTERTAINMENT

# UHD Alumni Art Exhibition 2025

Organized by O'Kane Gallery

Join us at [Willow Street Pump Station](#) our new temporary location!

The UHD Alumni Art Exhibition celebrates a sampling of past students who have gone through the arts programs at the University of Houston-Downtown.

Please join us for a reception on **September 11** from **4-8 PM**.

The exhibit is open through **Thursday, October 16**.

📅 September 11 – October 16, 2025. 10:00 AM - 5:00 PM (CST)

[Add to my calendar](#)

📞 O'Kane Gallery  
713-221-8043

[Email organizer](#)

📍 O'Kane Gallery

Related

ART

COLLEGE OF HUMANITIES & SOCIAL SCIENCES

ALUMNI





# SUICIDE AWARENESS EVENT



JOIN US TO HELP RAISE  
AWARENESS AND SUPPORT

UHD, ROOM A300  
SEPTEMBER 17, 2025

2:30 PM

FOOD WILL BE PROVIDED

*presents*

# OneNote Basics

*facilitated by the TTLC*

Master OneNote Basics for Efficient  
Note-Taking and Collaboration!

---

**Thursday, September 18**

**Time: 10:00 a.m. - 11:00 a.m.**

**Hybrid: ACAD 700E & Zoom**



- **Remembering:** Identify key components of the OneNote interface, including notebooks, sections, and pages
- **Applying:** Create and organize notes, using tools like text formatting, bullet points, and tags
- **Understanding:** Demonstrate how to collaborate and share notebooks with others, streamlining teamwork and information sharing

## Scan to Register!





JCPenney

# Suit-Up Event

up to  
**45% OFF**

select careerwear,  
shoes & accessories

\*When you use the Extra 30% Off coupon  
available at event. Student ID required.

## JCPenney Salon

Stop by the Salon or book your service online at  
[jcpenney.com/m/service-menu](https://jcpenney.com/m/service-menu)

## JCPenney Beauty

Put your best face forward with interview-ready  
makeup, skincare, men's grooming & more.  
Stop by JCPenney Beauty for a FREE mini service.  
Find even more online at [jcp.com/beauty](https://jcp.com/beauty)

## JCPenney Portraits

Get professional headshots starting at \$39.99.  
Schedule your session at [jcpportraits.com](https://jcpportraits.com)



### Contact for more information:

UHD Center for Career & Professional Dev.

[uhdcareer@uhd.edu](mailto:uhdcareer@uhd.edu); [cobcareercenter@uhd.edu](mailto:cobcareercenter@uhd.edu)

713.221.8960; 713.221.5011



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exclusives, perks & more. [jcp.com/rewards](https://jcp.com/rewards)



Scan the code  
to sign up

**Fast + Free Same-Day Pickup**



Ready in less than 2 hours. Shopping on the run keeps getting easier.

**In store | September 20, 2025 @ 1:00 - 3:00 pm**

JCPenney at Memorial City  
300 Memorial City Way, Houston, TX 77024





## EMPLOYEE ENGAGEMENT

# Flu Shot Clinic

Organized by Human Resources

Hey there! Did you know that getting your **flu** or **COVID shot** isn't just about protecting yourself--it's about protecting your family, coworkers, and community too?

This year, we partnered with Walgreens to bring immunizations to you! Flu-related healthcare visits in our area have more than doubled compared to last year--and COVID is still hanging around too. But there's good news: **you can get vaccinated right here at work!**

- ✅ **Quick and easy**
- ✅ **Private** partitions for comfort
- ✅ **No, it won't make you sick-** just a sore arm or a little fatigue, and you're good to go!

Most people head right back to work after their shot. So why not take a few minutes to protect yourself and others?

Let's keep our workplace strong and healthy-- **RSVP today to get your shots at the clinic on 9/24, located in ACAD A300, from 9AM-1PM!** 🙌

📅 Wednesday, September 24, 2025. 9:00 AM - 1:00 PM (CST)

[Add to my calendar](#)

🏢 Human Resources  
[Email organizer](#)

📍 Academic Building A300- Buffalo Bayou Room

📅 [RSVP](#)



## COMMUNITY ENGAGEMENT

# Participatory Workshop: Self Defense Techniques

Organized by Center for Public Service and Community Research

A participatory workshop featuring the UHD police department for a hands-on workshop presentation to learn valuable self-defense techniques to help you fight off an attacker and escape. Participate and learn. No registration required.

For more information on this event contact:

Steven Villano - Villanos@uhd.edu

Related

[COLLEGE OF PUBLIC SERVICE](#)

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[WORKSHOP](#)

[ALUMNI](#)

📅 Wednesday, September 24, 2025. 3:30 PM - 5:30 PM (CST)

[Add to my calendar](#)

🏢 Center for Public Service and Community Research

[Email organizer](#)

📍 C100 Event Room C100





## COMMUNITY ENGAGEMENT

# When Loss is Traumatic: Reflections from Life and Research

Organized by Center for Public Service and Community Research

UHD Social Work professor, **Dr. Liza Lane** knows grief well. In 2020, she lost her husband in a tragic boating accident. She has and continues to process and transform her pain and grief on both a personal and professional level.

This three-part series will be an exploration into her mind-numbing experience, the research she's completed, and how she has and continues to process it all.

### Part 1: When Loss is Traumatic

Wednesday, September 24<sup>th</sup> from 5:30 – 7:00 p.m.

### Part 2: Loss: Continuing Bonds and the Hard Work of Remembering

Thursday, October 23<sup>rd</sup> from 5:30 p.m. – 7:00 p.m.

### Part 3: Carrying Grief into the Holidays

All events are both live in C100 and via zoom.



📅 Wednesday, September 24, 2025. 5:30 PM - 7:00 PM (CST)

[Add to my calendar](#)

🏠 Center for Public Service and Community Research

[Email organizer](#)

📍 C100 Event Room

[Register to Attend](#)

🔗 COPY



## STUDENT LIFE & ENGAGEMENT

# State of the University Address

Organized by Office of the President

## State of the University Address

10:30 a.m., Tuesday, Sept. 30, 2025

Wilhelmina Cullen Robertson Auditorium; Lunch Reception to Follow in A300

UHD President Loren J. Blanchard shares the university's accomplishments, vision, and future goals.

Related

[FACULTY](#)

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[COLLEGE OF HUMANITIES & SOCIAL SCIENCES](#)


[MARILYN DAVIES COLLEGE OF BUSINESS](#)

[OFFICE OF THE PRESIDENT](#)

[ALUMNI](#)

 Tuesday, September 30, 2025. 10:30 AM - 12:00 PM (CST)


[Add to my calendar](#)

 Office of the President  
713-221-8001

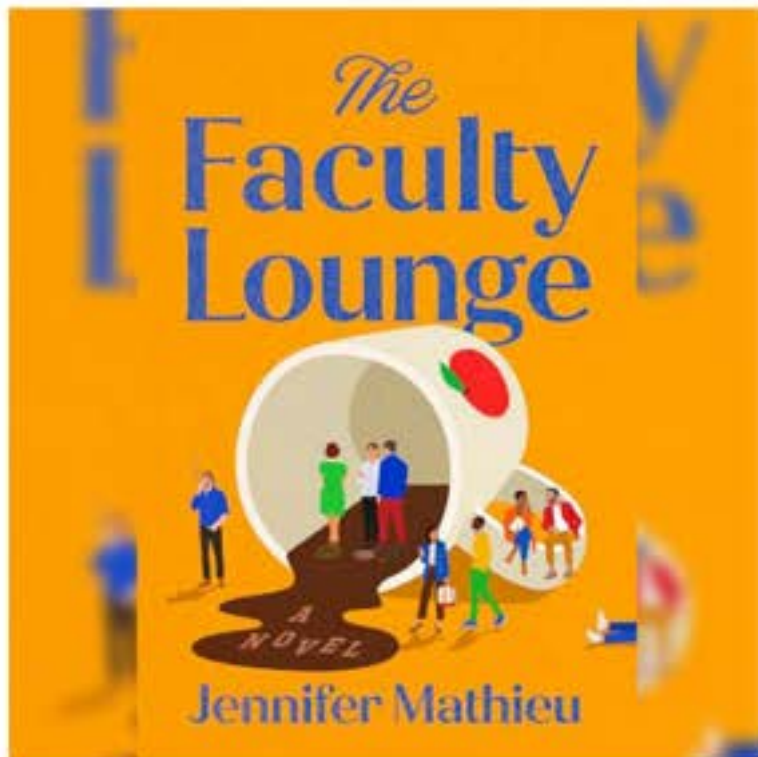
[Email organizer](#)

 Wilhelmina Cullen Robertson Auditorium

[RSVP](#)

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## STUDENT LIFE & ENGAGEMENT

# UHD Library Book Club

Organized by W.I. Dykes Library

The UHD Library Book Club meets twice per semester, in-person and via Zoom. We read books selected by group members, and the Library provides paperback copies to students. Any UHD student, staff, faculty, or alumni is welcome to join!

<https://library.uhd.edu/bookclub>

We will be reading Faculty Lounge by Jennifer Mathieu. It is described as a love letter to teaching. Come join us and let's discuss!

Related

FACULTY


STUDENTS

STAFF

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 Tuesday, September 30, 2025. 2:30 PM - 3:30 PM (CST)

[Add to my calendar](#)

 W.I. Dykes Library  
(713) 221-8187

 Rockwell Room 5th floor of the Library, One Main Building

 Free

THE GRC & STAFF COUNCIL PRESENTS:

# FEED THE GATOR



A DEPARTMENTAL FOOD DRIVE BENEFITING THE UHD GATOR MART

*The GRC will count all  
donations and award  
the department with  
the highest total...*

*The  
FEED THE GATOR  
Trophy!*

UHD  
HOMECOMING  
WEEK  
OCTOBER 6-11

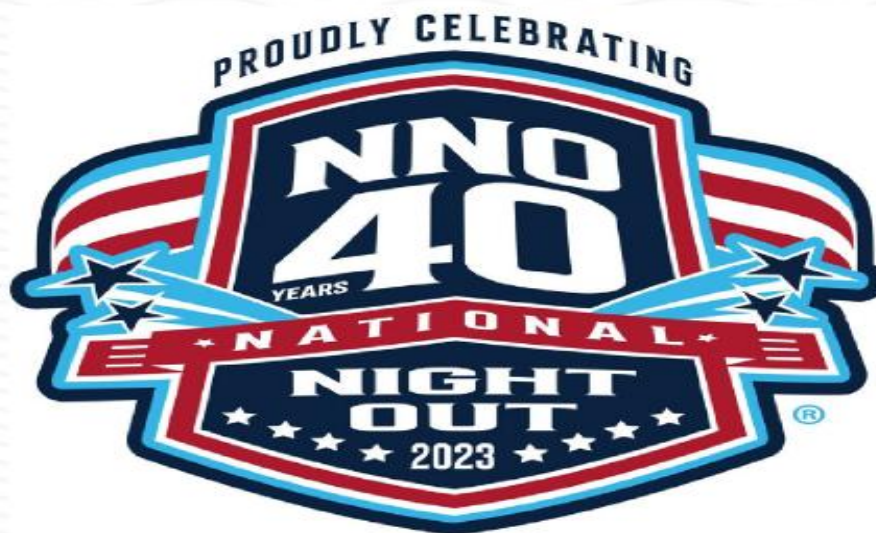




**Tuesday  
October 7, 2025  
5-7 PM**



**One Main St.  
Houston, Tx  
77002  
South Deck**



**Police and Community Partnerships**

- Food & Refreshments
- Games, Music, & Vendors
- Safety Demonstrations & More

**Sponsors:**



Contact Lt. Trinity Delafance at the UHD Police Department for more information. 713-221-8065 [delafancet@uhd.edu](mailto:delafancet@uhd.edu)





**STAFF DEVELOPMENT  
CONFERENCE 2025**

**8:30 A.M. – 4:30 P.M.**

**TUESDAY, OCTOBER 14**

**A300 – SPECIAL EVENTS CENTER  
ACADEMIC BUILDING**

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PRESENTS:  
**TEAMS Basics**

FACILITATED BY: TTLC

Boost Collaboration: Master Microsoft  
Teams Basics to Connect and  
Communicate with Ease!

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**Thursday, October 16**

**Time: 10 a.m. - 11 a.m.**

**Hybrid: ACAD 700 & Zoom**



- **Remembering:** Recognize the main features of Microsoft Teams, including chat, channels, meetings, and file sharing
- **Applying:** Navigate the Teams interface to create teams, join meetings, send messages, and share files effectively
- **Evaluating:** Assess the best communication tools in Teams for different collaboration scenarios to improve team productivity and interaction

**Scan to Register!**



# STAFF ENGAGEMENT OPPORTUNITIES

- **September 11 – October 16:** UHD Art Alumni Exhibition 2025; Willow Street Pump Station; 10 a.m. - 5 p.m.
- **September 17:** Suicide Awareness Event; ACAD 300; 2:30 p.m.
- **September 18:** OneNote Basics: Master OneNote Basics for Efficient Note-Taking and Collaboration; ACAD 700E & Zoom; 10 - 11 a.m.
- **September 20:** JCPenney Suit-Up Event; JCPenney at Memorial City; 1- 3 p.m.
- **September 24:** Flu Shot Clinic; ACAD 300; 9 a.m. - 1 p.m.
- **September 24:** Participatory Workshop: Self Defense Techniques; C100; 3:30 – 5:30 p.m.
- **September 24:** When Loss is Traumatic: Reflections from Life and Research; C100; 5:30 – 7 p.m.
- **September 30:** State of the University Address, Wilhelmina Cullen Robertson Auditorium; 10:30 a.m. - 12 p.m.
- **September 30:** UHD Library Book Club; Rothwell Room 5th Floor of the W.I. Dykes Library; 2:30 – 3:30 p.m.
- **Save The Dates**
  - **October 6-11, 2025:** *Feed the Gator Food Drive; Homecoming Week*
  - **October 7:** *National Night Out; 5 – 7 p.m.*
  - **October 16:** *Teams Basics: Boost Collaboration: Master Microsoft Teams Basics to Connect and Communicate with Ease; ACAD 700 & Zoom; 10 – 11 a.m.*
  - **October 14, 2025:** *Staff Development Conference*
  - **October 31, 2025:** *Annual Boo Bash*
- **October 22, 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](mailto: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](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>



**DETERMINED.  
DEDICATED.  
DOWNTOWN.**

Staff can register to attend the monthly general meetings here:  
[https://uhd.zoom.us/webinar/register/WN\\_2sHq1W6JTBqsg-kTiwQsdw](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.