



General Meeting Agenda

March 19, 2026 | 10 AM – 10:44 AM | Teams

Present Executive Board Members	Yesenia Sanchez – SC President Katalina Castillo – SC Secretary Edith Arredondo – SC Treasurer Adrian Bermudez – SC Immediate Past President
Absent Executive Board Members	Nick Martinez – SC Communication Officer
Guest Speakers	Sandra Jacobson – Associate Director, Annual Giving University Advancement Tremaine Kwasikpui – Director Student Leadership and Involvement

Call to Order

Sanchez, SC President – 10 AM

Recap and Approval of February’s Meeting Minutes

Castillo, SC Secretary – 10:01 AM

- Castillo motions, Bermudez seconds

Review Meeting Agenda

Sanchez, SC President – 10:02 AM

Introduction of New Employees

Arredondo, SC Treasurer – 10:03 AM

Share the Good News

Arredondo, SC Treasurer – 10:03 AM

- Edge Winner Presentation

Castillo, SC Secretary – 10:05 AM

- Kudos

Arredondo, SC Treasurer – 10:06 AM

- Internal happenings from SC and university-wide.

Guest Speakers

Jacobson, Associate Director, Annual Giving | University Advancement – 10:08 AM

- Gator Giving Day
 - Late September will kick off

Kwasikpui, Director | Student Leadership and Involvement – 10:15 AM

- Bayou Bash
- New location OMB N310

Q&A

- Sanchez: How can we get a shirt if we did not make it to the event yesterday?
 - Jacobson: Come by my office at OMB S990, but only L & XL are available.
- Sanchez: If someone has not purchased a ticket, can they do so now?
 - Kwasikpui: Yes, <https://www.eventbrite.com/e/bayou-bash-2026-tickets-1984139543787?aff=ebdssbcategorybrowse>

Staff Council Business

Sanchez, SC President – 10:21 AM

- Update on Staff Ombuds Position
- Staff Elections Committee

Staff Engagement Opportunities

Sanchez, SC President – 10:25 AM

- Upcoming happenings from SC, university-wide, parking & Transportation, MDCOB, and Office of Human Resources.

Q&A

- Sanchez: How can staff purchase a ticket?
 - Bermudez: [UHD Chili Cook-Off | University of Houston-Downtown](https://www.eventbrite.com/e/2026-uhd-chili-cook-off-tickets-1983901253053)
- Sanchez: How about staff who want to donate to the Basic Needs Center?
 - Bermudez: <https://www.eventbrite.com/e/2026-uhd-chili-cook-off-tickets-1983901253053>

- Marvelia Rocha: what items are needed for the basic needs?
 - Bermudez: <https://www.eventbrite.com/e/2026-uhd-chili-cook-off-tickets-1983901253053>
- Arredondo: Is there a minimum value for the item that they bring?
 - Bermudez: We will take this question back to the UHD Chili Committee for clarification.
- Arredondo: Do we know if the tax services are also for family members?
 - Jernigan: Yes the Tax services are for all!

Closing Comments

Sanchez, SC President – 10:42 AM

Meeting Adjourned

Sanchez, SC President – 10:44 AM



STAFF COUNCIL
UNIVERSITY OF HOUSTON-DOWNTOWN

GENERAL MEETING

Thursday, March 19, 2026





STAFF COUNCIL : EXECUTIVE BOARD

Executive Committee



President
[Yesenia Sanchez](#)



President-Elect
Vacant



Immediate Past-President
[Adrian Bermudez](#)



Secretary
[Katalina Castillo](#)



Treasurer
[Edith Arredondo](#)



Communications Officer
[Nick Martinez](#)



FEBRUARY MEETING SUMMARY

- **Mayte Alvarez – Compliance Coordinator | Human Resources**
 - Institutional Policies
- **Sedef Smith – Executive Director | Office of Assessment & Accreditation**
 - SACSCOC Onsite Visit
- **Kim Thomas – Vice President | Administration & Finance**
- **Bob Browand – Director | Auxiliary Services**
- **Ray Davis – General Manager | SodexoMagic**
- **Donna Ford – Vice President | SodexoMagic**
 - New Dining Services
- **Review Previous Meetings**
 - [Our website](#) > [Membership Resources](#) > [General Meetings](#)



APPROVAL OF MEETING MINUTES

- Minutes distributed – any corrections?
- Motion to accept minutes? Second?
 - Minutes accepted.



AGENDA & GUEST SPEAKERS

- Introduction of New Employees
 - Share the Good News
 - Staff Council Business – Things to Share
 - Staff Engagement Opportunities
 - Closing Comments
- Featured Guests Panelists:
 - **Sandra Jacobson, Guest Speaker**
 - Gator Giving Day
 - **Tremaine Kwasikpui, Guest Speaker**
 - Bayou Bash 2026





WELCOME NEW STAFF GATORS!

Name	Job Title	Department
Mary-Kate Vallejo	Academic Success Coordinator I	Academic Advising
Brieyana Lee	Assistant Director	Gator Resource Center





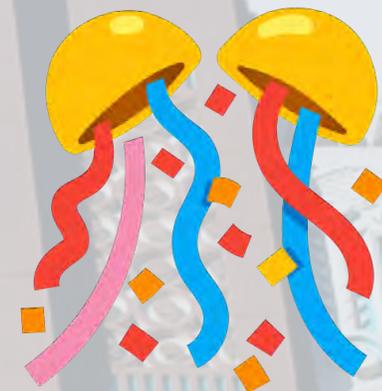
SHARING THE GOOD NEWS

EDGE: MARCH WINNER

Jesus Serrato



- **Information Literacy Coordinator | UHD Library**
- **7 years of service with UHD**
- **Presenter at the 2026 Information Seeking in Context Conference**



EDGE: MARCH WINNER



Mayte Alvarez

- ***Compliance Coordinator / Human Resources***
- **6+ months of service with UHD**
- **Alumna of the Marilyn Davies College of Business, MBA**
- **Attending: Compliance Risk Assessment and Management Workshop**





CONGRATS FEBRUARY KUDOS!

★ 30 TOTAL KUDOS ★

- Academic Advising
- Accounting and International Business
- Administration & Finance
- Admissions
- Conference & Event Services
- College of Public Service
- Counseling Services
- Emergency Management
- Facilities Management
- Fin, Inf Sys, Econ, & Risk Mgmt
- General Business, Marketing & Supply Chain
- Human Resources
- IT: Computing, Telecom, & Video Net
- IT: Technology Learning Services
- Police
- Sciences & Technology
- Gator Success Institute
- General Business, Marketing & Supply Chain
- Urban Education
- Veterans Services



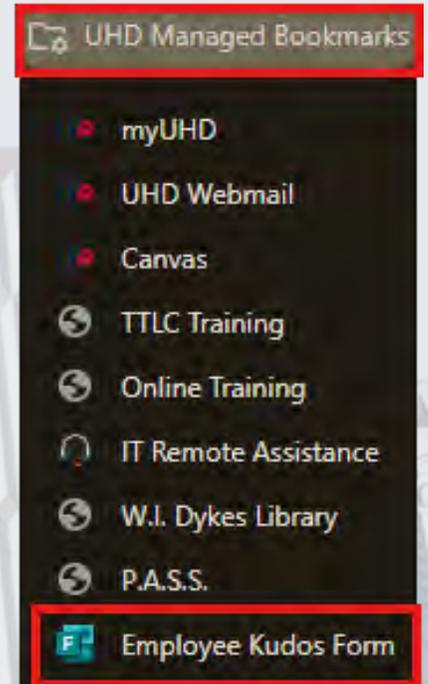
SEND A KUDOS

- Navigate to the HR SharePoint site
- Click Send a Kudos to a Colleague (You can also view your name recognized for Kudos here!)
- Login using your SSO credentials



OR

- Navigate to the Employee Kudos Form bookmark under UHD Manager Bookmarks from Edge or Chrome browsers
- Login using your SSO credentials
- Ensure you complete the form & everything is spelled correctly





SHARE THE GOOD NEWS

- **Go Texan Day!**
 - **18 Raffle Submissions**
 - **2 Winners**
 - **Prize: Rodeo Grounds Tickets & Carnival Packs**
- **Employee Appreciation Breakfast**
 - **Win a reserve parking spot for May-July.**
 - **More details will be shared later in this presentation.**



GO TEXAN DAY!



"Thank you, UHD staff,
for joining our events.
We truly enjoy
capturing photos and
celebrating with every
one of you! "

GO TEXAN DAY RAFFLE WINNERS!



Lesly Ortiz
Administrative Assistant II,
Criminal Justice



Luis Martinez
Computing Operations Specialist

Thank you Sponsors!

- **HLSR Go Tejano Committee**
- **Advancement & University Relations**

EMPLOYEE APPRECIATION BREAKFAST



A partnership with the Department of Human Resources.

Thank you, Sponsors:

- El Bolillo Bakery
- UHD Vice Presidents
- Faculty Council



A special Surprise from Ed-U-Gator!



EMPLOYEE APPRECIATION BREAKFAST



"Proof that we had a great time!"



GUEST SPEAKERS



FEATURED GUESTS

Presentation Topic: **Gator Giving Day**



Sandra Jacobson

*Associate Director, Annual Giving
University Relations*



FEATURED GUEST

Presentation Topic:

Culture on the Bayou: Bayou Bash '26



Tremaine Kwasikpui

*Director
Student Leadership & Involvement*



CULTURE ON THE BAYOU

The main poster for the Bayou Bash 2026 event. It features a large, vibrant image of a bowl filled with cooked crawfish, corn on the cob, and potatoes. A single crawfish is shown in the upper left corner, as if being lifted. The background is a blurred outdoor setting.

BAYOU BASH
2026

GAMES, FUN & LIVE MUSIC
OPEN TO ALL STUDENTS & UHD COMMUNITY

THURSDAY, MARCH 19 | OMB SOUTH DECK | 5:00PM - 8:00PM





STAFF COUNCIL CONTINUING INITIATIVES

- **Update on Staff Ombuds Position**

- Staff Ombuds posting is currently live, and we are accepting formal applications to fill this position.
- **Deadline to apply: April 9, 2026**
- Must be a current UHD full-time staff employee.
- Monthly stipend of **\$150**
- The staff ombud listens, advises, but is not a legal service.
- Visit the job posting for further details regarding duties/responsibilities and eligibility requirements.
- Be willing to complete the required conflict resolution and Ombuds training as offered by the International Ombudsman Association before starting duties.





STAFF COUNCIL NEW BUSINESS

Staff Elections Committee

- UHD Staff Elections Committee: Facilitates staff elections by developing Qualtrics ballots, distributing voting materials, and ensuring a smooth process.
- The Elections Committee is coming together to launch this initiative.
- Administrative Liaisons:
 - Katalina Castillo, SC Secretary
 - Adrian Bermudez, Immediate Past-President
- Email Staff Council: uhdstaffcouncil@uhd.edu



STAFF COUNCIL NEW BUSINESS

- **Staff Council Elections**

- Nominations open from April 6th – 20th
- Voting will open from May 4th – 18th

Membership Board Positions Include:

- **Executive Board:**

- President- Elect
- Secretary
- Treasurer
- Communications Officer

- **Division Ambassadors (10 total seats):**

- Academic Affairs (2)
- Student Success & Student Life (2)
- Enrollment Management (2)
- Administration & Finance (2)
- Human Resources (1)
- President's Office, Advancement, & University Relations(1)

Visit the Staff Council Webpage for more information:

<https://www.uhd.edu/faculty-staff/staff-council/membership/index.aspx>



**STAFF ENGAGEMENT
OPPORTUNITIES**

Staff Council Presents: Astros Spirit Day

Details:

- Location:
OMB, 11th floor
Time: 3 PM – 5PM
- Food, Snacks, & Prizes
- "Step up to the plate and celebrate Opening Day with us - Go Houston Astros!"



**NOMINATE YOUR NEXT STAFF COUNCIL
REPRESENTATIVES!**



**STAFF
COUNCIL
NOMINATIONS**

**nominations begin april 6th
& end april 20st.
for more info: uhdstaffcouncil@uhd.edu**



— ★ ★ ★ ★ —

NOMINATE A GATOR!

Chili Cook-Off: Seeking Volunteers

Scan to Volunteer:



UHD University of Houston
DOWNTOWN

UHD CHILI COOKOFF

4 - 7:30 p.m.
April 10, 2026

One Main Street,
South Deck
Houston, TX 77002

ENTERTAINMENT • DJ
GAMES • GIVEAWAYS
VENDORS & MORE

SCAN FOR TICKETS AND
TEAM INFO OR VISIT
uhd.edu/chili

The poster features a green cartoon alligator mascot wearing a white t-shirt with "UHD" on it. The background is dark blue with a chili pot icon and a flame graphic at the bottom.

WIN A RESERVED PARKING SPOT!

GIVE US YOUR
FEEDBACK



Thank you for your generous gift to the
University of Houston-Downtown Department
of Parking & Transportation.

Free Tax Filing!

FREE TAX FILING!

For Tax Year 2025

 In-Person



Online



Saturdays

FEBRUARY 7 - APRIL 14

Tuesday - Friday | 9 a.m. - 1 p.m. | SSB 226

*Access to B226 through unmarked door between rooms B210 and B212

Saturdays | 9 a.m. - 3 p.m. | OMB N412/414

The MetroRail entrance is on the 3rd floor. Take the elevator one floor up to the 4th floor.
We are located in the library.

FREE TAX HELP WITH VITA!

The IRS Volunteer Income Tax Assistance (VITA) program offers free tax preparation for eligible individuals, including:

- Individuals earning \$69,000 or less
- College & international students
- Seniors 65+ (no income limit)
- Non-residents
- Individuals with disabilities
- Limited English-speaking taxpayers

Learn More!



UHD VITA

Free Tax Preparation Services
uhd.edu/vita

UHD

University of Houston-Downtown

Marilyn Davies
College of Business

Office of Human Resources

Save the Date!

**BRING A CHILD
TO WORK DAY**

Thursday, April 23

Applications open soon

Office of Human Resources



EMPLOYEE ENGAGEMENT

Preventing & Overcoming Burnout

Organized by Human Resources

At this workshop, our EAP partners, AllOne Health, will lead us through practical strategies to restore your energy, reclaim your purpose, and build resilience that lasts.

Learning Outcomes:

- Analyze common causes and warning signs of burnout
- Apply resilience, time management, and stress management strategies to reduce burnout risk
- Develop a personalized action plan that aligns daily habits with purpose and long-term wellbeing

*Upon clicking the "Registration Link", you will be navigated to AllOne Health's registration platform. Please use that platform to successfully register for this event.

📅 Monday, March 30, 2026. 1:00 PM - 2:00 PM (CST)

[Add to my calendar](#)

👤 Human Resources
[Email organizer](#)

📍 Virtual / Online

📝 [RSVP](#)

💰 Free

Office of Human Resources



📅 Tuesday, April 7, 2026. 10:00 AM - 11:00 AM (CST)

[Add to my calendar](#)

🏢 Human Resources
[Email organizer](#)

📍 Virtual / Online

📄 [RSVP](#)

💰 Free

[Registration Link](#)

📄 COPY

EMPLOYEE ENGAGEMENT

How to Better Manage Stress at Work

Organized by Human Resources

At this webinar, our EAP partners, AllOne Health, will lead us through practical strategies for managing our reaction to stressful situations, including being more intentional about stress management, increasing our emotional intelligence, and more effectively utilizing our personal and professional support systems.

Learning Outcomes:

- Examine personal stress triggers and typical reaction patterns in challenging situations
- Demonstrate emotional intelligence strategies to respond more effectively under stress
- Implement intentional stress management techniques and leverage support systems

*Upon clicking "Registration Link", you will be navigated to AllOne Health's registration platform. Please use this link to successfully register. After registering, you will receive a confirmation email containing information about joining the webinar.

Office of Human Resources



📅 Thursday, April 16, 2026. 10:00 AM - 11:00 AM (CST)

[Add to my calendar](#)

👤 Human Resources
[Email organizer](#)

📍 IT Training Room (Fishbowl) ACAD700E

📄 [RSVP](#)

🆓 Free

[Zoom Link](#)

🔗 COPY

EMPLOYEE ENGAGEMENT

Your Digital Workspace: OneNote & OneDrive Essentials

Organized by Human Resources

Streamline the way you capture notes, organize information, and manage files with **Microsoft OneNote and OneDrive**. In this session, participants will learn how to create a more efficient digital workspace by storing documents, organizing notes, and collaborating with others using Microsoft 365 tools. Discover practical strategies for going paperless, accessing your files from anywhere, and sharing information with ease.

Learning Objectives

OneNote:

- Configure OneNote to synchronize notes across multiple devices.
- Digitize receipts and important documents using OneNote to reduce paper storage.
- Locate stored digital records of important documents and educational artifacts within OneNote.

OneDrive:

- Navigate Microsoft 365 pages, folders, and connected applications within OneDrive.
- Utilize OneDrive to store, organize, and collaborate on files.
- Share OneDrive files using multiple sharing options and formats.

* If you will be attending this workshop virtually, login details will be emailed to you before the event.

Office of Human Resources

Questions about these events?



Kassidy Giles, M.S.

Benefits & Compensation
Specialist

Telephone: 713-221-8642

gilesk@uhd.edu



A vibrant, floral-themed poster for Spring Wellness Programming. The title "SPRING WELLNESS PROGRAMMING" is written in large, colorful, multi-colored letters. The poster features four circular callouts with event details, each surrounded by a yellow border. The callouts are arranged in a 2x2 grid. The top-left callout is for "Fidelity on Campus" on 4/8 at 10 AM in N600, with the text "employees" written vertically on the left. The top-right callout is for "Get Fit Awards Ceremony" on 4/7 at 2pm on the 11th Floor OMB, with the text "employees" written vertically on the right. The bottom-left callout is for "Tote(ally) Sustainable" on 4/21 at 2PM in N600, with the text "for all!" written vertically on the left. The bottom-right callout is for "Mindful Movement" on 5/6 at 12:30PM in Windows Cafe, with the text "for all!" written vertically on the right. There are two QR codes: one in the top right corner and one in the bottom left corner. The background is white with various colorful flowers and green leaves.

SPRING WELLNESS PROGRAMMING

employees

Fidelity on Campus
4/8
10 AM
N600

employees

Get Fit Awards Ceremony
4/7
11th Floor OMB
2pm

for all!

Tote(ally) Sustainable
4/21
2PM
N600
RSVP REQUIRED

for all!

Mindful Movement
5/6
12:30PM
40,000
WINDOWS CAFE



SHARE YOUR NEXT EVENT

- 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.





CLOSING COMMENTS

- **Visit Our Website**
 - Share good news to celebrate together
 - Submit events to promote
 - View & volunteer for events
 - Register to attend General Meetings
 - Review previous meetings
 - Leave your feedback anonymously
 - Learn more about your executive board
 - Find staff resources
 - Help support staff by donating
- **Email us at uhdstaffcouncil@uhd.edu**





**THANK
YOU**