



Staff Council General Meeting minutes for July 20, 2022

Zoom Meeting 10AM-11:13AM

Minutes recorded by Edith Arredondo, Staff Council Secretary

Board: Caroline Smith, Tremaine Kwasikpui, Edith Arredondo, Sandra Jacobson

Panelist: Caroline Smith, Staff Council President, Associate Director, Center for Community Engagement & Service Learning; Tremaine Kwasikpui, Staff Council President-Elect, Director of Student Activities; Casey Davis, Chief of Police, UHDPD; Mary Torres, Director, Auxiliary Services

Call to Order: The Staff Council general meeting was call to order by Staff Council President, Caroline Smith at about 10:02 a.m.

Attachments: Meeting PPT with presentations incorporated

Reports:

Ms. Smith greets and welcomes attendees to the Staff Council General Meeting for the month of July 2022 and reviews the agenda for the meeting.

APPROVAL OF MEETING MINUTES:

Ms. Smith asks if anybody requests any revisions to the minutes from previous meeting. There are no revisions and Ms. Smith ask for a motion to accept the minutes. Ms. Arredondo makes the first motion to approve the minutes and Ms. Jacobson seconds the motion. Ms. Smith approves the minutes from the June Staff Council general meeting.

WELCOME NEWS GATORS

Ms. Smith moves forward by welcoming to the university the new UHD Gators/employees.

- Amber Banda, Financial Assistant I, UHDPD (*UHD Alum*)
- Callie Everett, Assistant Director, Assessment, Humanities & Social Sciences
- Brandon Gilmore, Labor Technician, Facilities Management
- Noe Coronado, Academic Advisor I, Sciences & Technology
- Stacey Berryman, Police Officer III, UHDPD
- Raymar Lozada, Financial Analyst, Budget Office
- Nkechi Uchegbu, Assistant Director, Disability Services
- Catherine Dobal, Assistant Coordinator, Purchasing, Procurement and Contracts (*UHD Alum*)
- Azelia O'Neal, IT Project Manager and Business Analyst I, Information Technology
- Madeline Quintanilla, Customer Service Technician, Financial Aid

STAFF GOOD NEWS

There were no Good News submitted from staff this month, so Ms. Smith added some Good News from around the world.

- Did you know there is a way to stop illegal net fishing? With sculptures! An Italian activist dropped 39 huge marble sculptures in the sea. The sculptures created both a physical barrier for nets and a heaven for underwater life.
- Great news! Giant pandas are no longer an endangered species. Thanks to conservation efforts, their numbers are finally rebounding after years of decline.
- In spite of historic challenges, the book industry is seeing a boom in sales as readers seek escapism and education. Support your local bookstore!

Ms. Smith reminds attendees to submit their good news through the Staff Council website.

FY23 STAFF COUNCIL ELECTIONS

Ms. Smith says that she is pleased to report that we have our slate of appointees for the Staff Council Executive Committee and Division Ambassadors. She offers a huge debt of gratitude goes to the Membership & Elections Committee for their efforts in standardizing the election process, managing the elections, and ratifying the results.

The results are as follows:

President: Tremaine Kwasikpui, Director, Student Activities

President-Elect: JR Sears, Coordinator, Laboratory, CSET

Secretary: Maria Estrada, Assistant Director, Off-Campus Operations, Distance Education

Communications Officer: Rachael Hudspeth, Assistant Director, Assessment

Treasurer: Gerrelyn (Gerre) Davidson, Department Business Administrator II, SSSL

Ambassador President's Office & Advancement: Sandra Jacobson, Manager, Annual Giving

Ambassador Employment Services & Operations: Gladis Moya, Benefits & Compensation Administrator, ESO

Ambassador Academic Affairs: Caroline Smith, Associate Director, Center for Community engagement & Service Learning

Welcome the new representatives that will be taking their post on September 1, 2022. Congratulate them when you see them on campus.

CAMPUS SAFETY TIPS & SERVICES

Ms. Smith introduces Casey Davis, Chief of Police, UHDPD to talk about campus safety tips & services.

Chief Davis greets everyone and introduces himself. He is here to talk about campus safety, tips and services but first he addresses the incident that occurred on July 14 incident where staff were called to shelter in place. Chief Davis says that he is aware that staff have some questions so he will address them. He starts with a brief summary of the incident.

On Thursday, July 14, the UHDPD dispatched received a call from the University of Houston-Central Campus that had been transferred from the Harris County Sheriff Office. A caller advised there was a bomb in our building. Based on the details about the location of the bomb, it was realized that it was not credible based on the location that was given in comparison to UHD's floor plans. However, UHDPD still had the duty to sweep the buildings to ensure everything was safe. UHDPD officers were immediately dispatched to begin sweeping the building floors. A shelter in place was issued while officers swept each floor of each UHD building. Although nothing was found, it is important to note UHD has some large buildings with a lot of ground to cover so it did take some time.

Chief Davis continues by saying that UHDPD recognizes there was a communication breakdown during the incident, and they will work on that moving forward. He shares that it is important to pay attention to the language being used. A shelter in place is often used in weather-related incidents, yet in this situation officers were searching for a bomb. In case of an active shooter in the building, UHDPD would send out a message that bypasses UHD Media Relations Department and immediately address the threat. If there is an active threat inside the building, people are asked to remain where they are and avoid certain areas. UHDPD provides details based on the information they have. UHDPD employs law enforcement best practices, which is why buildings were not evacuated on July 14.

Chief Davis points out that there are specific guidelines and criteria that must be met before a building evacuation and provides an overview. If a credible threat is found, evacuation is a precise tool that is used only when necessary. In the July 14 case, it was not necessary. It took approximately 56 minutes from the time the sweep began until every building had been cleared which was a huge undertaking. Chief Davis discloses that as soon as the call was received, the Harris County Police Department and the President's Cabinet were notified. The Houston Bomb Squad was then contacted and asked to remain on standby as an actual device or credible reason must be provided to initiate next steps with them.

Chief Davis further explains that protocol did not call for the evacuating of anyone in any buildings. UHDPD did not offer many details, but they did immediately investigate and talk to law enforcement partners in the area and had them on standby in case resources were needed. UHDPD was fully equipped and staffed and were capable to safely search each building to ensure everyone was safe.

Chief Davis turns his focus more on communication. It seems some areas were not notified or were not aware of what was going on. UHDPD has reached out to different departments in the University about how to close that communication gap to keep everyone informed. Initially, the main duty is to make sure the campus community is safe. Chief Davis says he realizes the campus community wants information, information, information, but officers must ensure investigations are complete before adequate information can be shared.

Chief Davis then calls for questions from meeting participants. Ms. Smith echoes the sentiment before information Chief Davis there are no questions.

Chief Davis asks if staff has more questions to email him at UHDpolice@uhd.edu or to look for his direct number on the UHD website. [N118, 713-221-8065, ext. 5811, davisca@uhd.edu]

Chief Davis continues with his presentation about the services that the UHDPD offers on campus. Their main mission is to provide a safety environment for students, faculty, and staff to come and learn, teach and perform their duties in a safe environment.

Some of the services UHDPD offers is escort services. This is in addition to the shuttle services that run every 3 to 5 minutes to transport students, staff, and faculty to and from the parking lots to various building of the University. If ever a person sees something or someone that makes them feel unsafe, they can contact a police officer to be escorted in one of several ways. They can physically walk the individual to their location or drive them in a police vehicle. Officers can also watch individuals walk the hike and bike trail to their vehicle from the bike, ATV, or Segway. No, staff are not able to ride the ATV or the Segway with officer because they want everybody to be safe. Security guards are stationed at the entrances of all buildings, and they patrol the floors.

Motorist assist is also offered. If someone locks their keys in their vehicle or needs a jumpstart, UHDPD can help free of charge. A waiver giving permission to enter the vehicle or provide a jumpstart would need to be signed. UHDPD is unable to change tires for liability purposes but can standby until someone comes to change the tire. On a similar vein, officers are prohibited from providing a jump when it is actively raining for obvious reasons.

UHDPD also offers safety presentations. There are workshops on R.A.D. (Rape Aggression Defense) led by female officers, civilian responsibility, and what to expect during an active shooting or active threat to the campus, like the one on July 14. Staff are encouraged to sign up for alerts via email and text to stay in the loop about emergencies. This is the main line of contact to keep everyone in the loop, not only for threats but also if the roads are flooded, the campus is closed, or anything that affects people coming to work or school.

Other services include a lost and found in N118. If someone loses keys or wallet, they should be directed to the police department. Upon verification, items can be turned over the rightful individual.

Personal bicycles can be registered with UHDPD. If staff have a bicycle that does not have a serial number, a local bike shop can be contacted to request information on how to obtain an identifying number for a bicycle. Registration helps UHDPD return stolen bikes to their owners and prosecute bike thieves.

Chief Davis moved forward to speak about the police call boxes on campus. As one walks through the campus, they will see the safety boxes through the hallways, entrances, exits, and parking garages. Chief refers to them as minion boxes. When the button is pressed, a teller/dispatcher will be contacted 24 hours a day, 365 days a year. They will need to know the nature of the emergency then they will dispatch an officer or security guard based on the request. There are also blue call boxes on the hike and bike trail that will reach a dispatcher who can send an officer for assistance.

Chief Davis then pointed attention to the bottom of every slide of his presentation for ways to reach UHDPD. The general number is 713-221-8065 and the emergency number is 713-221-8911. They should be called for any issues. 911 can also be used. That call will go through the Houston dispatch center who verify the caller's location and then route that call to UHDPD so they can provide assistance.

Chief Davis moves forward to discuss UHDPD Safety Tips. See the slide 16 of Chief Davis' presentation for a complete list.

UHDPD is in the process of installing safety cameras to monitor all the parking lot exits. Every vehicle that enters or exits the lot we will be able to capture the vehicle make and model and the back plate. If anyone drives in the parking lot to take catalytic converters, for instance, UHDPD will be able to get an accurate view of that vehicle. That system is shared with law enforcement partners and homeowners associations. If a BOLO is put out, the plates, make and model, of that vehicle are shared with a network so everyone will be aware of who the vehicle's registration information. The system is called Flock Safety and it should be in place hopefully before the start of the fall semester but definitely before the end of it.

Chief moves on to talk briefly about the programs that UHDPD has. One of his favorites is R.A.D. program, which is the Rape Aggression Defense course. It is free for all female students, faculty, staff

and even family members, church members. Any female who may benefit from this class are welcome to attend, free of charge. This program takes place in the Student Life Center and has a 3-class requirement. Female instructors lead the class in case anyone is uncomfortable about having a male in close quarters during the training. Officer Barajas, Detective Jackson, and Officer Julie Gonzalez all assist. The only male who may be present is Office Wilkins, wearing a padded suit, for the sole purpose of provided attendees the opportunity to practice techniques on him.

There is also a physical work out boot camp led by Lieutenant Delafance that takes place in the fall when it cools down on Thursday afternoons. This is another opportunity to meet the officer to build a relationship and voice any concerns or praises to the department. Feedback from the campus community is always encouraged.

Next Chief Davis shares that he was speaking with Mr. Branson Harris about ways to implement a Citizen Police Academy into community He believes Mr. Harris simply wants to ride a Segway or ATV, but this could be a great opportunity for the University. There have also been conversations about civilian emergency response teams where the Harris County Fire Marshall's Office teaches basic search and rescue techniques along with basic EMS principles so civilian can assist in case of an emergency. Cynthia Vargas, the Director of UHD's Emergency Management, has been included in these conversations and could be a resource.

Civilian Response to Active Shooter is another course led by Lieutenant Delafance. He will visit any department to talk about what is expected as a citizen during an active shooter incident. He also shares about how to respond and how to react so you can be identified from the subject of interest if a search of the building is being conducted.

Chief Davis then describes his favorite event, Pizza with the Police, when UHDPD share pizza and sodas while sharing about issues and concerns affecting the campus community. This is yet another great way to get to know each other.

Chief Davis reminds attendees that everything talked about in this presentation is on the UHDPD website www.uhd.edu/police-department. Information about campus carry, crime prevention, racial profiling and more can be also be found on the website.

Chief Davis ends his presentation by providing staff contact information and reminders.

- Contact us @ 713-221-8065 - UHD PD Dispatch Center
- Emergency – 713-221-8911 or at UHDPolice@uhd.edu
- Call – 911
- UHD PD Facebook Page
- Blue light Call Boxes
- Yellow Call Boxes
- Stop and speak with a Campus Police or Security Officer

Chief Davis encourages staff to use the resources available and to talk to any officer because they want to know the UHD community and want the community to know them.

Ms. Smith reads questions from staff to Chief Davis.

Q: During the last Staff Appreciation Day at the Astros game, a few staff members got stranded for almost an hour because of the rain, lightning, and flooding as they walked back. They thought about calling UHDPD for escort but were not sure if they could or if anybody could pick them up, because they were three blocks away from campus?

A: That is a great question. In that situation since it was a university outdoors function, if we have the manpower, and they are free, then yes, the supervisor can make that call and it would have not been an issue.

Q: Does the license plate recognition feature pose a substantial cost to the University since information is shared among law enforcement agencies? If so, is that cost shared?

A: No, the cost is not shared. It comes out of the UHDPD budget, so it is something that it has been taken care of and allotted for. The cost is not substantial per year. It is a great tool at a reasonable cost.

Q: Is there any interest in bringing back the public safety liaison program? It sounds very similar to the citizen's police academy.

A: We can meet and discuss that. It is something I have not had the opportunity to participate in but we can meet and discuss it. Any initiative that brings the police and the community together are great and I want to endorse them.

Q: Can you review what it means to Shelter in Place.

A: Thank you for bringing that up. The protocols for K-12 are very familiar with this verbiage and these words, "Shelter in place". Normally this language is used when there is an event or a police investigation taking place that is not a high level threat but something that needs to be explored. To keep everyone safe and without interference, everyone is asked to stay in place. So, shelter in place is used for investigative purposes for any community. Further, regardless of what the issue is on the outside the main thing to remember is to stay in place so UHDPD can focus and take care of the issue. There is a time to ask questions and offer additional information, but at the time the issue and investigation are going on, people should remain in place so officers can do their jobs and provide an all clear as soon as possible.

Q: Had there had been an active shooter on campus, what would the community had been told as a warning?

A: That is another great question. If there is an active shooter on campus or an active threat meaning and actual person trying to cause harm on campus, a dispatcher is going to immediately sent out a notice that there is an active threat on campus. They would give you the building and the area that is in and they will tell everyone to remain in their areas. The verbiage would be a little different and more urgent in regard to where people need to be and stay. It would not be a surprise or something that would be difficult to interpret. The message will say there is an active threat and remain in place while UHDPD responds and investigates.

C: It is sad that we need to go through all this but this is the world we live in these days so this information is most important to have and know.

C: Someone from the Commerce Street Building is saying that they do not recall hearing or seeing anything about this during last week's event.

A: They were there. Four officers were dispatched to that building and they swiftly and meticulously made sure it was clear. Everything is recorded through our automatic dispatch if records are needed.

Ms. Smith calls for any more questions from attendees. There were none.

Ms. Smith comments on the fantastic job done by the UHDPD. Being located downtown Houston, they have a lot on their plate and it is always busy. She recalls when she was an undergraduate student here and used to walk to her car to the Daly lot after night class. She always felt safe because officers were always there to make sure she was safe, no matter the time. She always remembers that and believes that they have kept that same level of services and thanks everyone at the UHDPD for putting their lives on the line for us.

Chief Davis thanks Ms. Smith for her comment and he will make sure to pass it along to the other officers because they feel the same way about keeping everybody safe.

Ms. Smith reminds staff that all this information will be shared in the minutes and thanks Chief Davis for his presentation.

PARKING & TRANSPORTATION SERVICE PRESENTATION

Ms. Smith introduces Mary Torres, Director of Auxiliary Services.

Ms. Torres thanks Ms. Smith for the opportunity to come to the meeting to address the issues and concerns related to parking expressed to Staff Council and to provide some information on some operational changes coming for the fall semester.

With the implementation of the Alternative Work Arrangement (AWA), Parking and Transportation is introducing a staff hybrid parking permit program. It will help those that have been approved for hybrid schedules, starting in the fall semester. With the maximum allowable work hours on hybrid schedules at 40%, rates have been established for this new staff hybrid permit at 60% of the full cost of an annual parking permit. At this time it is going to be a manual process to get things set up, but those with the approved hybrid schedules can submit an email notification to parking@uhd.edu and Parking and Transportation staff will verify those hybrid schedule approvals with ESO.

Ms. Torres reviews the slide with the hybrid parking permit costs (see attached slides in Ms. Torres' presentation). These new rates will be effective August 22, which is the first day of the fall semester.

Another change coming up is the visitor parking rates will increase. She refers to a chart that can be viewed at Ms. Torres' presentation attached hereto. This new increase will align the UHD visitor's garage with other parking locations downtown and may still be a little less than parking downtown.

This will affect departments because the sponsor department discount rate in the past has been \$1 for a long time. Now UHD is going to provide that at a 50% discount. 50% discount of that \$10 will be a \$5 per validation cost to our departments.

Parking violation fines will increase, as well. A table now available on the Parking and Transportation website (*see attached slides or website for list*). Ms. Torres explains that most of the violations will increase from \$20 to \$50 but there are a few violations that are more severe so the fee will be more than \$50. Visit the website and on the left hand side navigation list; a heading for parking violation fees can be found. **These rates will take effect on the first day of the fall 2022 semester.**

Ms. Torres addresses parking concerns:

- **History of parking separation/rationale behind having separate faculty and staff parking.**
 - With the construction of the Girard Building and Garage with one less parking level than originally planned, the decision was made to carve out limited parking for faculty who normally arrive after staff typically report to work. Establishing faculty-only parking enabled a portion of the faculty to find parking in time for attending their classes.
- **What alternate options are there for transportation?**
 - In partnership with Metro, UHD Parking & Transportation offers the UHD community an opportunity to participate in a Ride Sponsor Program.
 - UHD commits to subsidizing 25% of the monthly fare cost, which is determined by zones.
 - More information about the UHD Ride Sponsor Program can be found on the UHD Parking & Transportation website under “Alternative Transportation”.
- **Girard Garage Parking Level 3 – Staff Access to Interior Rows of Faculty-nested parking area**
 - Concern relates to the time frame of when all three interior rows are not open to Staff access.
 - Parking & Transportation Services is not aware of course scheduling or faculty teaching schedules to know if any interior parking spaces will be needed for faculty in addition to the perimeter parking spaces. UHD President Blanchard has established the goal of returning to at least 60% of course delivery to be face-to-face.
 - Utilize the first week of each semester, including summer to determine if faculty will need the first interior row of parking spaces.
 - Pre-COVID, the presence of faculty on campus exceeded the number of perimeter parking spaces.
 - Area of Improvement: Follow Up Communication to Announcements/Reminders

Ms. Torres expounds by admitting that the department has an area of improvement. Although, staff are notified that during the break between spring semester and summer when few students or faculty are here, that space has been opened during that timeframe because it was understood that it is hot outside making it difficult to walk from the other parking lots. A time frame was not specified so that when summer started that first week could be used to determine whether it could be opened to staff. There probably should have been a second reminder sent the week before releasing it back entirely to faculty so that staff were reminded in case arrangements to arrive to work a little earlier to find a parking space needed to be made. The Parking and Transportation Office is working towards having calendar with reminders so that the different changes will be communicated at appropriate times so that staff are prepared prior to drive into campus.

Ms. Torres returns to responses to staff concerns expressed to Staff Council.

- **Safety Measures in Place for People Who Park at Daly Lot or MDCOB Shea Garage**
 - Shuttle services
 - Pick up from the North Dock Lobby on Girard Street and drop off at the Daly Lot. Shuttle drivers mostly drop off at the two gazebos and watch as passengers

walk to their vehicles. When there are just a few passengers, drivers will often drop off the passengers at their individual vehicles.

- Summer Hours of Operation: 2 buses running Monday – Thursday 6:30am to 10:45pm
- Perimeter Doors Accessing MDCOB Shea Garage accessible from 6:30am to 10:15pm. If accessing the garage outside of those hours, the call box at the door will connect you to the UHD Police Dispatch Office. They can provide access.
- UHD Police offers escort services to vehicles parked at other parking locations. Visit the UHD Police Dispatch Office in N118 and make the request for a police escort to your vehicle. You can also contact the UHD Police Dispatch Office from any police call box.

Ms. Torres emphasizes that the hike and bike rail and parking lot are well lit. If anyone feels they have concerns and just do not want to make that walk alone, as Chief David suggested, an escort can be requested and a security officer will provide company.

Ms. Torres continues to go over the parking spaces available throughout campus for staff, faculty, and students and the different categories (*see attached slides for table with information*).

Ms. Torres reminds attendees that staff are allowed to park in unoccupied students parking lots.

The table is also broke down in how many parking permits were sold for the last three years. In 2021 because of hybrid schedules, it was decided to sell parking permits per semester so that staff could decide whether to buy it depending on their schedule. There were hopes that once UHD was fully operating things would go back the way they were pre-COVID. With hybrid schedules varying, there will be a release of pressure on parking facilities because schedules are going to be different and not everyone is going to be here every day.

- **“What is needed for one to get a reserved parking space? Paying for one is not an option.”**
 - 4.18 Reserved parking permits are available to Academic Department Chairs, Associate/Assistant Deans, Deans, Associate/Assistant Vice Presidents. Reserved parking permits are available to Executive Directors contingent upon reserved parking space availability. Executive Directors will be placed on a wait list for a reserved parking space. Due to the nature of their jobs, select employees may be assigned a reserved parking space. Exceptions require approval from the respective divisional vice president and the Vice President for Administration and Finance and contingent upon reserved parking space availability.
- **“Why isn’t it clarified on UHD Parking website that some permits are only available to upper-level administrators.”**
 - Auxiliary Services is working on improving webpages and will include a link to the Traffic and Parking Policy for clarification of qualifying criteria (*see attached slide for more information*).

Ms. Torres explains the department is in the process of updating their webpages. A link to the traffic and parking policy will be included to demonstrate the criteria for reserved parking.

Ms. Torres asks if there are any questions.

Q: How much does an employee have to work from home to get a reduced parking permit. Is the 60% based on staff member working from home one day or two days or both?

A: It is hard to distinguish in our system between one day working remotely from a two day working remotely. Whether you are working one or two days off campus, you are still eligible for the 60% discounted rate.

Q: Will contractors continue to be allowed to park in the academic Girard garage?

A: The number of contract employees allowed to park in our garage has been drastically minimize. The only ones allowed to park there are the Chartwell Food Service Group and only the manager and two other people so that is only 3 parking spaces and one bookstore manager. Everyone else park in our student lots.

Q: Will motor bike spaces will be added to the Commerce lot, if not, where does a bike park when attending the Commerce building?

A: That parking lot is a very small parking lot. The table shows only 21 parking spaces. We could take maybe two parking spaces and turn them into motorcycle parking. It is a very tight squeeze over there, so either we take spaces away in order to allow that or the alternative is that the person parks in the Girard garage and walk down the hill.

Ms. Smith suggest the Washington street lot.

Ms. Torres agrees and adds that there is a shuttle route that drops off at Commerce and makes a stop at Washington lot then makes a second drop at Commerce Street building before it heads back to the Daly lot. I would think that it would be more secure to park in the Girard Street garage because it is covered and attended.

Q: Will the cost for parking requirements change or decrease for staff members that are required to report full time to campus?

A: Those rates will stay the same. We did not increase our parking permit cost this year. It will remain the same.

Q: Will parking violations in the Shipping & Receiving loading dock be enforced? Will the number of contractors' vehicles be reduced at the loading dock?

A: If you do not have a parking permit to park on campus you cannot park anywhere, so yes, we will issue citations.

The loading dock is one bay of parking, which we do not allow contractors to park. The other two bays are under Facilities Management responsibility and their oversight. When their parking becomes an overflow and impedes with the dock areas, and it impedes deliveries, we do work with Facilities Management to get those vehicles moved and we try to work with them to stay within their area. It is a little more difficult to issue a citation when it is more of an internal operational issue between two departments. It is not the contractor's fault if they are being allowed to park there so it is something we will continue to work with facilities.

Q: Is there a discount for employees with compressed schedules?

A: We had not considered those but we can go back and look at things again. If they are here one day less a week that is like them working remotely.

Q: What about the undercover police cars? Do they work and can they be moved?

A: Where are they? What location, what garage? There are locations around by the police department and it is configured a certain way because it is not ideal parking everywhere.

C: The first floor parking garage.

A: If I am not mistaken those are under the ramp to the upper levels with was designated for police vehicles when they are not in used so it is designated space for them. Those are tight fitted spaces, there are pipes and we do not want people's vehicles to be damaged. We can talk with him about removing their vehicles that are not working. I did not realize that they were not working.

Ms. Smith asks if there are any more questions from staff. There are none.

Ms. Smith thanks Ms. Torres for taking the time to come share all this information and for addressing all the questions and concerns from staff that Ms. Smith forwarded to Ms. Torres.

Ms. Torres encourages staff to email her with any more questions.

Ms. Smith states that Ms. Torres has given very thorough responses but if they have questions to contact Ms. Torres and that all this information will be included in the minutes in the Staff Council website or they can visit the Parking & Transportation website as well. Ms. Smith thanks Ms. Torres once again for joining the meeting and sharing all the information and responding all questions.

Ms. Smith moves forward with the meeting agenda.

THE EDGE GRANT

July Recipient of the EDGE Grant is Tan Tidwell, Program Advisor II, Urban Education. Ms. Tidwell will be using the funds to attend the NACADA's 2022 Annual Conference which will advance her professional development by teaching the cultivation of cut-edge advising techniques.

Ms. Smith congratulates Ms. Tidwell and reminds staff to apply for the \$500 EDGE grant.

UPCOMING EVENTS

- **Jobs4Gators – Student Staff**
Thursday, July 21, 2022
12:30 PM – 2:30 PM | Student Life Center
*Provides opportunity for all departments on campus to recruit student workers for fall.
- **Employee Appreciation Day at the Astros**
Wednesday, August 3, 1:10 PM | Houston Astros vs. Boston Red Sox
To celebrate your dedication to UHD and your determination to ensure the success of our students, President Blanchard is hosting 'Employee Appreciation Day at the Astros'.

Tickets will be available on a first come, first served basis and will be available at no cost to employees. All non-temporary employees are eligible to participate, with a limit of one ticket per employee.

- **Gator Gateway Orientations**
July 25 – 27 August 1 – 3, 8 – 10
- **Transfer Orientations**
July 22, 29 August 5, 13

Q: Can a shuttle be provided for the Astros game?

A: I do not know. Is anyone from ESO here that could answer this question?

A: No, there is no shuttle service arranged for the Astros game.

- **Week of Welcome (WoW)**
Ms. Smith invites Mr. Kwasikpui to talk about Week of Welcome. Mr. Kwasikpui informs staff that week of welcome will be from August 22 through the 26th and informs staff that an email will be send out calling for volunteers for the Gator Pit Stops where students can get information about locations and get a snack or just have a smiling face greet them. Mr. Kwasikpui also informs staff that if they have an event going on that same week that they can added to the calendar of events by sending him all the information about your event.
- **UHD Staff Eyeglass Donation Drive**
Ms. Smith invites staff to donate glasses. Ms. Deborah Evans is hosting an eyeglass donation drive. Look for the collection boxes on campus. Donations will be accepted until August 5.

STAFF COUNCIL CLIMATE SURVEY

The survey was scheduled to close on Friday, July 15, but was extended to July 18 at the request of staff. Responses are being analyzed and compared to past 2 years of data. A report will be share at the August Staff Council general meeting.

STAFF COUNCIL TEES

There are still shirts available! If you have not received your FY22 Staff Council tee yet, let us know. Email uhdstaffcouncil@uhd.edu to make arrangements.

GENERAL UPDATES / RESPONSES TO ONLINE FORMS

Question: Will staff be receiving merit increases this year?

Response: Yes, a 1.5% merit pool has been ear marked for FY23 merit increases for meritorious employees. A university-wide announcement was made on June 29.

Question: When will the Alternative Work Arrangement (AWA) fall eligibility review occur?

Response: As stated in the AWA Policy, "Requests for alternative work arrangements will only be accepted over a two-week period prior to the beginning of each semester." Thus, it can be anticipated that this two-week period will be from August 1 to August 12.

Question: It appears that directors and managers were not consulted or given the option to discuss their individual staffing needs and the eligibility of each position within their department. Can Staff Council shed insight on the eligibility review process for the upcoming fall semester, and will this process include an opportunity for director/manager input?

Response: Decisions for position eligibility for 100% remote, hybrid, or 100% on-campus were made by the president, vice presidents, and their direct reports. However, the first line of approval is the employee's immediate supervisor. Thus, this process provides an opportunity for "director/manager input."

Question: How does E.S.O. plan to combat the low morale created within departments when some positions were approved and others denied A.W.A.

Response: This was not an ESO decision; the policy and list of eligible positions were developed by the University leadership. The AWA policy outlines which positions are/are not eligible for alternative work arrangements based on a number of factors. Please refer to sections 3.3.2 and 3.3.3.

Question: Will the rising fuel cost be considered in the fall review process to extend A.W.A.

Response: When reviewing the current AWA policy, many factors will be considered.

Concern: The fact that until recently if a staff member has a terminal degree the degree information was forbidden to be posted online is a mirror of, "I'm not going to call you Mr... I'll just call you... (boy/or your first name)".

Response: For the past 17+ years, this has not been the practice at UHD. If a staff member obtains a terminal degree, they need to notify ESO and provide ESO an official copy of their transcript showing conferral of the terminal degree. This transcript is then uploaded to their official UHD personnel file, and their prefix is updated in the PeopleSoft HR management system to reflect their new terminal degree. Tenured/Tenure-track faculty hired at UHD are required to submit official college transcripts before an employment offer is extended. Their terminal degree is reflected in PS accordingly.

Question: Can further consideration be given to the loaner IT equipment approach for staff approved to work remotely? Staff being responsible for internet access while working remotely feels punitive and counterproductive. To ensure safe VPN connections and that Staff have the needed resources to work remotely, all loaner IT devices should remain available during this initial phase of the workplace reimaged.

Response: The Alternative Work Arrangement (AWA) policy states that employees are responsible for internet access at their own expense. During the height of the pandemic UHD was able to provide a few hotspots to employees due to the quick and urgent need at that time. However, with the official return to campus UHD is now bound to the AWA policy. There would be a substantial cost to the University to provide mobile hotspots for all staff as well as an additional manpower (labor) need to support any type of IT loaner program.

Question: Parking is an issue and it creates a situation in which we are not at all equitable.

Response: Refer to presentation provided by Mary Torres.

Question: We'd like more information on the 'threat' that occurred on July 14 , we received a 'shelter in place' but no additional information and it is concerning, especially with the amount of violence we have seen nationally recently.

Response: Refer to presentation provided by Chief Davis.

GENERAL Q&A

Ms. Smith calls for questions from the audience. There were none.

Ms. Smith reminds staff that they can submit their questions, comments, or concerns on the Staff Council website or through the Staff Council email uhdstaffcouncil@uhd.edu.

Meeting adjourned at or about 11:13 AM.

Q&A Key: Answer, Comment, Question