



Staff Council General Meeting minutes for October 19, 2022
Zoom Meeting 10:00 AM – 11:00 AM

Minutes Recorded by Maria Estrada, Staff Council Secretary

Board: Tremaine Kwasikpui, Staff Council President; JR Sears, Staff Council President-Elect; Maria Estrada, Staff Council Secretary; Gerrelyn Davidson, Staff Council Treasurer; Rachael Hudspeth, Staff Council Communications Officer

Guests: Maria Estrada, Assistant Director of Off Campus Operations; Dr. Casey Davis, UHD Chief of Police; Kimberly Thomas, Vice President, Administration & Finance; Debora Evans, Manager of Shipping, Receiving and Mailroom

Call to Order: The Staff Council general meeting was called to order by Staff Council President, Tremaine Kwasikpui at 10:02 a.m.

Reports: Mr. Kwasikpui greets and welcomes attendees to the Staff Council General Meeting for October 2022. Attendees are asked to participate in the anonymous poll, and the meeting agenda is reviewed.

Approval of Meeting Minutes: Mr. Kwasikpui apologizes on behalf of the Staff Council Board for not sending out the September Meeting Minutes. Ensures the meeting minutes for September and October will be approved during the November Staff Council Meeting.

Staff Good News

Mrs. Hudspeth announces the winners of the 2022 Homecoming office and door decorating contest.

- Office decorating contest winner- Main Career Center
- Best door contest winner- Office of Research and Sponsored Programs

Welcome New Gators

Mr. Sears introduces the new UHD gators/employees.

- Ahmed Syed, Technical Services
- Kelsey Mosteller, Sports and Fitness
- Luis Guerra, User Support Services
- Myka Duval, Sciences & Technology
- Khoa Nguyen, Admissions Counselor
- Fabiola Vacatoleo, Instructional Designer
- Jakobi Aguillard, College Career Counselor I
- Naomi Berger-Perez, Director, Counseling Services

Edge Grant Recipients

Mr. Sears introduces the Edge Grant recipients for the months of September and October.

- September Recipient: Craig Heitmiller
- October Recipient: Christian Purdy

UHD Northwest Presentation

Maria Estrada, Assistant Director of Off Campus Operations, presented to Staff Council on UHD Northwest.

Ms. Estrada asked everyone to please complete the UHDNW poll question if they already haven't done so.

- UHD Northwest is located inside Lone Star College University Park. The address is 20515 SH 247, Building 12, 201, Houston, TX 77070. The campus is located off 249 and Louetta, near Willowbrook Mall.
- The UHD Northwest staff are Louis Evans, Executive Director of Off Campus and Online Coordination; Maria Estrada, Assistant Director of Off Campus Operations, Dale Higginbotham and Kimberly Constantine, Advisor/Coordinators, and Camille Routt, Administrative Assistant II.
- UHD Northwest opened its doors in 2010 at LSC-UP, which serves Western Montgomery County, Walter County, Northwest, Harris County, and the Willowbrook area.
- Joint Admissions- UHD has a joint admission partnership with several local community colleges, including LSC. Some benefits of being a joint admission student include waiving the \$50 application fee and UHD advising assistance. UHDNW staff assists prospective students and works with LSC advisors to ensure a seamless transition. LSC to UHD degree transfer maps can be accessed through the UHD Admissions website.
- UHD Northwest offers junior and senior-level courses for the following degree programs: Accounting, B.B.A., Applied Administration, B.A.A.S., Communication Studies, B.S., Criminal Justice, B.A.A.S. and B.S., Core Subjects EC-6 with Bilingual Supplemental, B.A.E., Core Subjects EC-6 with ESL Supplemental, B.A.E., Finance, B.B.A., General Business, B.B.A., Health and Behavioral Science, B.S., Interdisciplinary Studies, B.S., Management, B.B.A., Management Information Systems, B.B.A., Marketing, B.B.A., Political Science, B.S., Psychology, B.S., Supply Chain Management, B.B.A., and Technical Communication, B.S.
- UHD Northwest is equipped with lecture and computer classrooms, computer labs, student resource rooms for criminal justice and urban education, study areas, faculty work areas, and faculty offices.
- Ms. Estrada noted that all UHD staff is welcome to visit UHD Northwest and contact her if they would like to provide their UHD services to students. She indicates that UHD Northwest can host virtual and in-person events. She may be reached at estradam@uhd.edu or 713-237-5405.

Mr. Kwasikpui informs everyone that UHD Student Activities will be hosting an event at UHD Northwest on November 2nd and invites offices or organizations that would like to attend. Ms. Estrada confirms the event will take place from 10: 00 a.m. to 1:00 p.m.

Upcoming Events

- President's Lecture Series- October 26th, can find further information the UHD website.
- Boo Bash- October 31st
- Staff Pumpkin Contest- further details will be provided next week
- UHD Veterans Day- November 11th
- UHD Staff Council Meeting- November 16th at 10:00 a.m.
- Staff Excellence Awards- November 29th, make sure to get in your nominations in by October 26th by 5 p.m. Further information can be found on the Staff Council website.

Question: Will there be a Halloween decorating completion?

Answer: There is nothing in the works for Halloween, but stay tuned for Christmas.

Mr. Kwasikpui also reminds everyone to use the staff awards link provided in the chat to nominate colleagues for the different available categories. Explains that some have a monetary component as well.

Mr. Kwasikpui notes that UHD will be an early voting site beginning October 24th from 7: 00 a.m. to 7:00 p.m. in the Milam and Travis rooms, the Welcome Center, and GSB (Girard Street Building).

Mr. Kwasikpui and Mrs. Hudspeth also note the following events that were shared through the chat and Q&A features.

- UHD Health Fair- November 16th from 9:00 a.m. to 1:00 p.m. in A-300.
- Community Engagement Grant-October 31st is the application deadline. Grants are provided for up to \$1,500. The link to apply for the grant is provided through chat.

Question: Do we get the hour to vote if we decide to vote early.

Answer: I believe the voting leave is only on the Tuesday, the official voting day, and it's at the beginning or end of the day. You can take two hours of vote leave.

Question: I often observe pedestrian traffic issues in front of Starbucks academic building three. Can we use stans to direct people waiting to order to stand out of the center of the hall.

Answer: I believe that would be something that Chartwells would have to address. We can bring it up to them or our Staff Council Ambassador, Eddie Arias. We can also talk to the facilities and events team.

Mr. Kwasikpui continues with the following events shared in the chat feature:

- UHD Chopped-November 15th in the auditorium
- Hunger Homeless Awareness Week- November 12th through November 20th. UHD will unveil a basic needs initiative. Further information will be sent from 3SL.
- Veterans Services Collaboration with the College of Public Service, Domestic Violence Awareness- October 28th, CPS, C100 at 11:00 a.m.
- Study Abroad Office International Education Week- November 14th through the 18th
- Empower Youth and UHD Center for Public Deliberation Candidate Forum-October 24th from 10:30 a.m. to 12:30 p.m.
- Intramural Dodge Ball League begins the week of October 24th. Interested participants can stop by the Student Life Center.
- Latin Fest- October 19th in A-300 from 5:00 p.m. to 8:00 p.m.

- Counseling Services Red Ribbon Week- October 24th through October 28th
- Mrs. Schmetterling Unframed- October 20th through December 14th, Robin Davidson featuring artist Sarah Fisher, O’Kane Gallery
- Halloween Screening of Phantom of the Opera, October 27th, North Deck
- UHD Financial Aid Department Awareness Month-Throughout the month of February 23-24. The FASFA application is also now available.
- Day of the Dead Celebration-November 2nd, N930, 6:00 p.m. to 7:00 p.m.
- Spring 2023 Registration- Begins November 1st

Other Items noted:

- Ms. Hudspeth reminds everyone that events can be sent through the link provided in the email meeting announcement.
- Ms. Baba, with Study Aboard, asks anyone that wants to collaborate to please email her at babac@uhd.edu.

UHD Exterior Door Access

Dr. Casey Davis, UHD Chief of Police, presented on the UHD Exterior Door Access.

- Chief Davis notes that the project is divided into three separate phases. The purpose is to limit prohibited access to UHD buildings and facilities, improve the overall safety of the campus community, and unify ID/access systems.
- UHD already has the technology available to control the ingress and egress of the campus community and visitors.
- Only phase 1 will be discussed today. This phase consists of securing all doors and elevators where faculty/staff enter the building that have not been designated as a general entrance for students or visitors.
- Phase I One Main Building entrances are: entrance #1 Welcome Center/Girard Street Garage, entrance #2 West Tower/Bus stop, entrance #3 parking office/elevator bank area, and UHD Main Street Breezeway entrance that has a security guard is currently assigned to this entrance.
- Phase 1 Card Access: garage access will be used to access the parking 3 garage entrance elevator #13 on level 1 and level 2. Access to the parking garage 3 entrance and elevator will be added to existing card access. You will need to request an access card if you do not already have one, and key fobs will remain active, but once they fail, they will no longer be replaced.
- Phase 1 One Main Building: the south deck doors are the coffee house doors #4, and #2, and the west side cafeteria doors exits. These are the only doors that will all be locked. On the 1st floor, the exterior door near the loading dock, the generator ally exterior door near S103, the P3 entrance from the garage, and elevator #13 (levels 1 & 2) will be closed.
- Phase 1 Academic Building: the 4th floor exterior stairs entry will be closed.
- During Phase 1 no action will be taken in the College of Science and Technology.
- Phase 1 Shea Street Building: both elevators will be on card access only all day, and stair #62 will remain locked.
- Phase 1 Commerce Street Building: the main and patio entrances will remain open during business hours. All the other exterior doors will continue to require card access.
- Standard Response Protocol (SRP): A simple way to notify everyone in the university on what type of emergency is being faced. It will improve communication with emergencies and ensure everyone is on the same page. A take action command will precede it. The commands are the following:

- HOLD! In your room or area. Clear the halls.
- SECURE! Get inside. Lock outside doors.
- LOCKDOWN! Locks, lights, out of sight.
- EVACUATE! A location may be specified.
- SHELTER! Hazard and safety strategy.

Question: What is the timeline for the phases? And what are the business hours for door access into the buildings?

Answer: The timeline is fluid. We want to make sure that we communicate with our Staff Council, faculty, and staff. Originally was supposed to be on October 10th, but it got pushed back. We want to ensure we have time to communicate with UHD News and email. I would say within the next month we should have phase one done. The business hour for door access will remain the same as they're now.

Question: Are all the doors which will be locked in phase 1 going to have card readers, or will people walk around to alternate doors?

Answer: Every door does not have a card reader. For phase 1 they should have card readers.

Question: When will this begin?

Answer: The date is to be determined based on how communication is sent. I would say mid-November to make sure everyone is on the same page.

Question: Some staff members have experienced exiting a coffee house store during the 8 to 5 hours and then not being able to re-enter through that same door. Is that going to be a feature of those doors moving forward?

Answer: For phase 1, no. For phase 3, yes. The goal is to secure every door in the One Main building, except entrance, 1, 2, and 3, and the main entrance off the rail on the Main Street to be secured. The students will eventually get a badge, but access will not be different from faculty and staff.

Question: Will these door access maps be made available on the website for staff to access and review, or will link be provided?

Answer: There aren't plans to do it now, but that is a great suggestion. We can do that.

Question: I saw this week there were police doing rounds on the tenth floor. Will this continue weekly?

Answer: We actually do that every day. I personally walk the tenth floor just about every day.

Question: For those of us that don't park on campus and don't have a garage access key. Will our IDs be able to perform that same function? Are we going to have to get a card?

Answer: That's what we're trying to work. We need to identify what access and functions your current card has. If you only have fob, I recommend getting an access card.

Question: Is there any way that the list of criminal activity displayed in the police station can be emailed weekly or daily, having us stay in the loop with the activity that is occurring on campus?

Answer: If you go on our website, we update the crime log daily. It is located on the left-hand side. We are required to post it by law. We are also going add a monitor downstairs that will display the crime log as well.

Question: Do we still get the card through Sports & Fitness?

Answer: Yes, currently, we will be going through Sports & Fitness. I think in the future there will be additional ways to get cards. We are looking into it.

Meet the Vice President

Kimberly Thomas, Vice President, Administration and Finance introduced herself to Staff Council.

- Ms. Thomas thanked Staff Council for inviting her and proceeded with her introduction and background.
- Ms. Thomas oversees UHD finance functions, including budget, procurement, and general accounting. She also oversees public safety, facilities, information technology and auxiliary services.
- With over twenty years of higher education experience, she joined UHD over four months ago. The last ten years, she worked at Purdue University Northwest. Before that, Ms. Thomas was the Vice President of Administration of Finance at Governor State University. There she worked in the Cabinet with UHD Provost Dr. Bordelon. Before that, she worked at the University of Illinois Chicago, as the Budget Director.
- Ms. Thomas encourages everyone to say hello if they see her in the hallway and looks forward to working with Staff Council this year.

Amazon Presentation

Debora Evans, Manager of Shipping, Receiving and Mailroom presented on Amazon deliveries at UHD.

- Ms. Evans notes that there are problems with Amazon deliveries. Amazon drivers are leaving packages in different UHD areas instead of delivering them to the mailroom.
- Amazon uses flex drivers who use their personal vehicles to deliver packages. These drivers do not always wear the required Amazon vest. The drivers not being in uniform is also a problem because it makes it difficult to identify them as Amazon workers, which can be a security issue.
- Staff needs to edit their delivery preferences if they have a personal or business Amazon account. Ms. Evans asks everyone to change the delivery time to thirty minutes before the mailroom closes. For example, change the mailroom hours to 7:30 a.m. to 4:30 p.m. This will allow enough time for packages to be delivered to the mailroom. Delivery preferences can be edited by going to your Amazon account, selecting orders, and clicking addresses. There you will see the option to edit your delivery preferences. Please make sure to instruct amazon to deliver to the UHD Mailroom.
- In the delivery preferences, also add that Amazon drivers must follow the signs that direct them to entrance 4.
- It is suggested staff use the following delivery address: UHD, Your Name, Mailroom, Suite 101N, One Main, Houston, TX 77002.
- Mailing information can be found on the Shipping, Receiving, Mailroom website.

- For further questions or concerns, you may contact the Shipping, Receiving, Mailroom staff: Debora Evans, Manager; Jackie Simms, SRMR II; Jackie Harper, SRMR or call them at 713-221-8049 or email mailroom@uhd.edu
- Ms. Evans informs everyone that having personal Amazon deliveries is welcomed by her department.

Chief Davis suggests that Ms. Evans not give the security code to Amazon drivers. He also recommends that Amazon drivers deliver packages to the UHD Police department or deliver them the next day.

Question: Will shipping and receiving provide these instructions in writing to the staff and faculty?

Answer: I do have a website that I have to maintain, and I will be meeting with IT in the next week or so to assist me.

Question: The previous Amazon instructions provided the One Main Street address. Is that still correct?

Answer: That is correct, but what has been happening is that we still have people using the other UHD building addresses. I would prefer that One Main with the mailroom be used to ensure we get the packages.

Question: They had a problem locating UHD with the one Main Street address. Is there another address that we can make sure that vendors delivered to the mail room?

Answer: There is another address if you Google it. You must make sure you put it as One St. Street, 77002. I will make sure to add it to the Shipping, Receiving, Mailroom website. First street is not owned by the city of Houston. It belongs to UHD. So that's part of our address and on campus. Google does recognize it, but you must put the zip code.

Question: Any consideration to get UHD a Prime Amazon account to purchase for UHD business.

Answer: You can open a business account with Amazon. I have one for the mail room, so it is not a problem. If anybody wants to open an Amazon business account, they were glad to open up a business account for the UHD Mailroom. They scan your tax-exempt form, and they don't charge taxes. You get a little discount based on what you're ordering.

Mr. Sears clarified that they were talking about Prime. Ms. Evans states that she believes you must pay for Prime.

Mr. Sears reminds everyone to email the UHD Staff Council to request a t-shirt.

The meeting was adjourned by Mr. Sears at 11:26 a.m.