



Staff Council General Meeting minutes for February 15, 2023
Zoom Meeting 10:00 AM – 11:00 AM

Minutes Recorded by Maria Estrada, Staff Council Secretary

Board: Tremaine Kwasikpui, Staff Council President; Maria Estrada, Staff Council Secretary; Gerrelyn Davidson, Staff Council Treasurer

Guests: Dr. Deborah E. Bordelon, Senior Vice President for Academic Affairs; Javier “Jay” L. Zambrano, Vice President of Advancement and University Relations; Caroline Smith, Associate Director Community Engagement and Service Learning.

Call to Order: The Staff Council general meeting was called to order by Staff Council President, Tremaine Kwasikpui around 10:03 a.m.

Reports: Mr. Kwasikpui greets and welcomes attendees to the Staff Council General Meeting for February 2023.

Approval of Meeting Minutes: A motion to approve the January 25, 2023, minutes was made and seconded. The minutes were approved.

Welcome New Gators

Mr. Kwasikpui introduces the new UHD gators/employees.

- Reynol Mata, Support and Training Specialist
- Jay Abouassi, Contact Center Representative
- Stacie Spikes, Director, Administration and Operations
- Tasia Parker, Parking Assistant

Edge Grant Recipient

Ms. Davidson introduces the Edge Grant recipients for the month of February.

- February Recipient: Lynnette Gulley

Give To Gators Presentation

Javier “Jay” L. Zambrano, Vice President of Advancement and University Relations, Presentation on the Give To Gators Campaign

Mr. Zambrano introduces himself and begins his discussion.

- Mr. Zambrano speaks about the Give To Gators Luncheon that was held on February 14th and its success.

- He encourages staff to donate any amount they can towards the campaign and provides examples of how the funds help students in various areas, such as attending conferences.
- Sandra Jacobson provides the link to the campaign <https://www.uhd.edu/faculty-staff/campaign/Pages/Campaign-Home.aspx>

Question: Can we recognize our contribution on our annual staff evaluation?

Answer: Giving is a choice, not a requirement of your job, so I don't think it could be an official criterion. However, I would recommend employees put it in the comment section.

Provost Presentation

Dr. Debroah E. Bordelon, Senior Vice President for Academic Affairs and Provost, Provost Presentation

Mr. Kwasikpui introduces Provost Bordelon and informs staff about her open office hours.

- Provost Bordelon introduces herself and begins by congratulating Ms. Jacobson on the success of the Give To Gators Luncheon.
- She reminds staff that she will be deliver pizza to any department that has 100% participation in the campaign.
- Provost Bordelon encourages staff to stop by her office during open office hours.
- She informs staff about the National Institute for Student Success and the importance of everyone making students feel welcome. She encourages staff to share any ideas that will expand student success.
- Enrollment for the spring semester was down, specifically for continuing students. Therefore, it is important that those on the front-line share information and ideas.
- The President Lecture Series will be held on February 20th at 9:30 a.m. in the Tour Room.
- The Staff Retreat will be held on February 17th.

Question: What are the open office hours:

Answer: They are held the second Wednesday of the month from 1 p.m. to 3 p.m. and the third Tuesday of every month from 10 a.m. to 12 p.m.

Staff Poll

Mr. Kwasikpui asks staff to please answer the two poll questions regarding the UHD Chili Cook-Off and what Staff Council can do.

Community Engagement Grant Presentation

Caroline Smith, Associate Director Community Engagement and Service Learning, Presentation on the Center for Community Engagement & Service Learning (CCESL)

Ms. Smith introduced herself and began her presentation.

- Ms. Smith informs staff that UHD provides grants to students and staff who would like to take on projects in service of local neighborhoods in our community.
- Staff is encouraged to submit proposals to manage a student-led grant project during the Fall 2023 semester. The application proposal link for students closes on March 5th.
- The application for staff to complete a grant project will be sent out by the end of the week.
- The Community Engagement Showcase will take place on March 22nd. The event celebrates the work students, faculty, and staff do to benefit the community. Presenters share their work

related to volunteering, service learning, community engagement internships, and grant projects. A poster session will also be an excellent opportunity to add a conference proposal to a resume.

- Ms. Smith informs staff that they can email her if they have questions or know a student needing a mentor.

Upcoming Events

- February 17- Staff Retreat
- February 20 & 21- Blood Drive in A300 from 11:00 am to 3:30 pm
- February 21- Harlem Night's Event in OMB 11th floor at 3:00 pm
- February 22- President's Lecture Series in TDECU Tour Room from 9:30 am to 1:00 pm.
- February 28- Crown and Glory Event in GSB 307 from 11:30 am to 1:00 pm

President's Report

- Commitment to Change- Mr. Kwasikpui was able to meet with a consultant and discuss staff needs relating to ESO.
- Recruitment of Colleagues- There are several positions available at UHD, so please promote them to anyone interested in a higher education position.
- Joint Staff Council- UHD Staff Council will meet with the other UH systems on February 24th to discuss system concerns.

General Q&A

Question: At the November meeting, I submitted a question about when the elevators would be fixed. Staff Council was to find out, but it was not talked about in the January meeting. Any updates? We have elevators that have been out of service for months and its problematic for getting around campus.

Answer: The elevators take roughly six months to repair as long as all things to accordingly as planned. With that being said, the south tower that is being worked on should be done by the end of the spring 2023 semester and then the north tower elevators will commence.

Question: Please request that a full agenda be provided with enough lead time for planning by units. With existing meeting schedules, the need for offices to remain open, and work that needs to be done in units, it would help for staff and supervisors for planning.

Answer: Agenda was requested and has been posted!

Other Items

The poll had 83% participation, with 85 people participating. 53% stated you participate in the Chili Cook-off, 38% of you do not, and 9% need to know what that is. Regarding the question on what you want Staff Council to work on, 44% answered that they want communication between staff and administration, 28% are looking for networking opportunities amongst staff, 18% want events and programs, 8% responded with policy, and 2% said other, which can be sent to Staff Council anonymously. These results will be presented at the next President's Cabinet meeting.

The meeting was adjourned by Mr. Kwasikpui at 10:45 am.