



**Staff Council General Meeting minutes for May 17, 2023**  
**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:** Adriana Penabad, Sustainability Coordinator; Dr. Daniel Villanueva, Vice President, Division of Enrollment Management; Eddie Arias, Director, Environmental Health and Safety

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

**Reports:** Mr. Kwasikpui greets and welcomes attendees to the Staff Council General Meeting for May 17, 2023.

**Approval of Meeting Minutes:** A motion to approve the April 19, 2023, minutes was made and seconded. The minutes were approved.

**Welcome New Gators**

Mr. Kwasikpui introduces the new UHD gators/employees.

- Adilene Mendoza, *Specialist, Web Support and Publications, Academic Affairs*
- Wendy Broadhead, *Contracts Supervisor, Facilities Management*
- Bibiana Reyna, *Police Officer III, UHD Police*
- Janice Mack, *Department Business Administrator I, Enrollment Management*

**Edge Grant Recipient**

Mr. Sears introduces the Edge Grant recipients for the month of May.

- May Recipient: Christian Purdy

**Center for Urban Agriculture and Sustainability Presentation**  
**Adriana Penabad, Sustainability Coordinator**

- Ms. Penabad elaborates on the student garden program.
  - The program is divided into semesters, with nine to ten students being chosen for fall and spring.
  - Students are provided with a \$500 stipend for working two to four hours a week.
  - The educational materials for the program are provided by Dr. Bob Randall's book, "Year-Round Food Gardening for Houston and Southeast Texas." One chapter is covered per week.

- The UHD campus has two gardens that produce herbs, fruits, and vegetables.
- Staff interested in receiving fresh produce from the garden can email Ms. Penabad at [penabada@uhd.edu](mailto:penabada@uhd.edu)
- Staff for the center is available at the garden Wednesdays from 8 am to 10 am to allow for vegetable selection. Alternative pickup or drop-off can be arranged during lunch hours if needed.
- The center is seeking volunteers. If interested, please email Ms. Penabad.
- Ms. Penabad presents information on the CUAS Recycling Program.
  - The recycling program is provided in the fall and spring semesters for six students who are provided a \$500 stipend for working two to four hours a week. In the summer, it is run on a volunteer basis.
  - The program is funded through a partnership with Coca-Cola. The objective of the program is to collect all plastic bottles on campus.
  - The program is looking to expand by establishing a dashboard that will incorporate all the data on the CUAS website, which could be shown to external shareholders to provide further funding. Internally the program is hoping to develop a department liaison.
  - Promotion for the program included an April tabling event, E-ads on TV, and publicity.
  - How to recycle at UHD:
    - The blue bins on campus should be used to recycle plastic bottles and containers, mixed paper, and cans.
    - Remember to empty all the liquid/contents of your container.
    - If the bottle/container had a liquid other than water, please rinse it.
    - Do not recycle dirtied paper.
    - Consider being a champion for your department by being a liaison between CUAS and your department.
    - The recycling station is located on the first floor of the main building.

**Question:** Can staff help tend the garden?

**Answer:** Yes, staff can help. The center staff will be at the garden beginning May 24th through August, every Wednesday from 8 am to 10 am. The volunteering initiative is in its early stages. Therefore, opportunities to volunteer may be expanded.

**Question:** Will we have a farmer's market open for the community?

**Answer:** It depends on the expansion of the garden.

## **Enrollment Management Presentation**

### **Dr. Daniel Villanueva, Vice President, Division of Enrollment Management**

- Dr. Villanueva begins his presentation on summer and fall enrollment.
  - Summer applications overview:
    - FTIC applications are up 19%
    - FTIC complete applications are up 61%
    - FTIC admitted students are up 58%
    - Transfer applications are up 25%
    - Transfer complete applications are up 33%
    - Transfer admitted applications are up 33%
    - Returning student applications are up 35%

- Returning student's complete applications are up by 38%
- The returning student admitted applications are up 46%
- Transient applications are up 21%
- Transient complete applications are up 20%
- New graduate applications are up 16%
- New graduate complete applications are up 74%
- New graduate admitted applications are up 75%
- Enrollment for summer is down 10% for headcount and semester credit hours. Continuing undergraduate enrollment is down 11%. Continuing graduate student enrollment is also down.
- Fall applications overview:
  - FTIC applications are up 11%
  - FTIC complete applications are up 24%
  - FTIC admitted applications are up 24%
  - Transfer applications are up by 3%
  - Transfer complete applications are up 9%
  - Transfer admitted applications are up 9%
  - Returning student applications are up 38%
  - Returning student's complete applications are up 37%
  - The returning student admitted applications are up 44%
  - Transient student applications, but these are minimum numbers.
  - New graduate student applications are up 31%
  - New graduate complete applications are up 30%
  - New graduate admitted applications are up 23%
  - Enrollment for Fall is up by 5% for headcount. For semester credit hours, undergraduate enrollment is up 8%, and graduate enrollment is down 10%. Freshman enrollment is down. Transfer, continuing undergraduate, and new graduate enrollment are up. Continuing graduate enrollment is down. The concern is continuing undergraduate student enrollment.
- Dr. Villanueva continues with the commencement presentation.
  - Commencement will be held May 20th at NRG Stadium.
  - The MDCOB and CST ceremony will begin at 11:00 a.m., and the CHSS and CPS ceremony will begin t 4:00 p.m.
  - Graduates attending the ceremonies are as follows:
    - 414 MDCOB
    - 178 CST
    - 334 CHSS
    - 271 CPS
- Dr. Villanueva speaks on the impact enrollment has on the university's budget.

**Question:** Do you have any suggestions on supporting enrollment?

**Answer:** The enrollment management team is working with UHD high school and community college partners and admits preparing them for orientation and registration.

**Question:** What strategies are being implemented to increase enrollment, and do our numbers mirror other institutions?

**Answer:** That falls within Student Success, Student Life, and the Provost, who work hand-in-hand with Enrollment Management. Several methods are taking place in terms of strategies, including the

Enrollment Management team spending time engaging with students to complete their applications and register. We have been more aggressive in Enrollment Management than the previous year. We are ahead of every other institution in the system for Fall, but we are behind for summer. Regarding Houston, we were trending for Fall, but now we have fallen behind. Enrollment is a moving target based on events, etc.

## **Environmental Health & Safety Presentation**

### **Eddie Arias, Director, Environmental Health and Safety**

- Mr. Arias begins the presentation by reviewing the department's organizational chart.
  - The department is housed under the Police Department.
  - Eddie Arias, Director of EHS
  - Eric Zett, Manager of EHS
  - Sadarion Cerf, Coordinator of EHS
  - Adam Valdez, Technician of EHS
- EH&S Office Responsibilities
  - Interpret government responsibilities.
  - Promote UHD policies.
  - Conduct inspections and investigations.
  - Consult with employees, departments, and vendors.
  - Train on safety.
- Incident/Injury Reporting
  - To ensure the injured person receives proper medical care.
    - 1st: Contact your supervisor.
    - 2nd: Contact UHD EHS Office.
    - 3rd: The supervisor will contact ESO.
  - For medical care beyond First Aid, call UHD Police at 8911.
- Why must the EHS Office be contacted?
  - To enable us to investigate all incidents properly.
  - Implementing corrective actions that will prevent further accidents.
- What is a near-miss?
  - A box falls from a top shelf and misses hitting your coworker.
  - You trip over an obstacle, but you don't fall.
- Promote Safe Work Practices
  - Identify and eliminate hazards.
  - Correct unsafe practices.
- Team Effort-
  - Safety is everyone's responsibility.
- Work from Home
  - We do access upon request.

**Question:** Have we traced or celebrated the number of days without incident?

**Answer:** We do. We follow all guidelines and codes.

**Question:** Do you collect or have rates on employee health conditions based on physical location?

**Answer:** Employee health conditions are different. We do not track those problems.

### **Staff Good News**

- Barbara Partaka has been a full-time employee at the UHD Criminal Justice Training Center (police academy) for over five years. She will graduate on May 20, 2023, with her Bachelor of Science in Sociology.

### **President's Report**

- Staff Council Elections- We are seeking recommendations and nominations.
- USSEC Summer Meeting- The meeting will be held at the Downtown campus on July 28. You're invited to participate in the meeting. If you're interested in attending, please let us know.
- Town Hall- We are planning to have a conversation regarding auxiliary services.

### **Questions from Staff**

**Question:** There should be a Gator support group for staff. I understand EAP is available, but there should be services on campus that regularly support staff. Some staff deal with stressful environments daily.

**Answer:** EAP does offer onsite services but at an additional cost. We have brought them in for group counseling before when there have been deaths of employees. Usually, when there is an event is when we bring them in. The contract is not set up to have them onsite. I have also asked our counseling department for assistance for some special circumstances, and unfortunately, they are not set up or licensed to provide services to employees. We also don't have the HR staff licensed that can spearhead a Gator support group. An option for employees is to contact our insurance; they offer online mental health services covered 100% for employees under the Health Select of Texas plan. The majority of our employees are under that plan. I have sent communications about this via our newsletter. University Relations also sent an article about this and included mental health data.

### **General Q&A**

**Question:** Please update the monitors in front of the events room. The monitors have been displaying staff awards names since before the pandemic. I suggest displaying only the names of recipients for the last four-five years.

**Answer:** We will forward the suggestion to the appropriate department.

**Question:** Any word on the staff climate survey that was done a few months ago?

**Answer:** The information has yet to be released. We will make sure to present the information when it becomes available.

**Question:** When will we be able to see the ESO recommendations from the consultant?

**Answer:** I can send the information in next month's newsletter or this week.

The meeting was adjourned by Mr. Kwasikpui at 11:05 a.m.