



Staff Council Minutes for July 8, 2020 Zoom Meeting

Online via Zoom

https://uhd.zoom.us/rec/play/vMd8JOyrrTI3HdSTtASDU_99W9W9LK-s0iVMrvYImkmzVXIGOlqkZ-

[RBZOKNfE2D03Zfbb6QefWZmX6k?startTime=1594220418000&xzm_rtaid=M9s6kEqwT52Oic_vaWkuoA.1595859172735.099675d278b7af972c273415c63bf46c&xzm_rhtaid=232](https://uhd.zoom.us/rec/play/vMd8JOyrrTI3HdSTtASDU_99W9W9LK-s0iVMrvYImkmzVXIGOlqkZ-RBZOKNfE2D03Zfbb6QefWZmX6k?startTime=1594220418000&xzm_rtaid=M9s6kEqwT52Oic_vaWkuoA.1595859172735.099675d278b7af972c273415c63bf46c&xzm_rhtaid=232)

Minutes recorded by: Caroline Smith, Staff Council Secretary

Board: Brian Drake, Jacob Lipp, Shyra McMurray, Vanessa Rojas, Bobbi Shaw, Rhonda Scherer, Caroline Smith

Attendees: 275 registrants

Guests: Interim President Antonio Tillis, Provost/VPAA Eric Link, ESO VP Ivonne Montalbano, Facilities Management AVP Timothy Rychlec, Enrollment Management VP Jimmy Jung, Advancement/University Relations VP Johanna Wolfe, Emergency Management Director Cynthia Vargas

Attachments: Staff Council Climate Survey presentation
Staff Council election results presentation
Safe return to campus report presentation

Call to Order: The Staff Council general meeting was called to order by Staff Council President, Rhonda Scherer at about 1:00 p.m.

Reports:

Dr. Scherer opens the meeting and introduces Interim President Antonio Tillis.

Dr. Tillis exclaims how excited he is to be here over the next academic year. He states that he has met with current Staff Council President, Dr. Scherer, who has brought him up to speed on some of the issues that were important to staff. He also looks forward to having regular conversations with incoming Staff Council President, Bobbi Shaw.

Dr. Tillis continued to say that he knows that we're living in this COVID-19 world, so the burning questions for staff pertain to a safe return to campus and what the fall semester will look like. He reassures that all protocol and planning will be done in an ethos that safety and health of all are the most important indicators as to how a safer return to campus and fall semester will be planned. Dr. Tillis explains that recommendations from the COVID-19 Task Force were received and the cabinet will meet to discuss action items and communications to staff, faculty, and students and indicates that Cynthia Vargas will provide a brief on those recommendations.

Dr. Tillis explained that cabinet members joined the meeting to engage in conversation about the recommendations and any other questions or conversation points of interest.

Dr. Tillis reiterated that, as we navigate this pandemic, any gubernatorial, municipal, county, national, and CDC recommendations regarding safety protocol and procedures will be taken into consideration. Further, Dr. Tillis ensured that the cabinet is aware of the demographics of the staff, students, and the UHD population which are being considered as a safe return to campus is being created with logistical care. Dr. Tillis said there is an understanding that there are people, students, staff, and faculty that will fall in that most vulnerable population of those who may be immunosuppressed and having other types of challenges relative to the mental stress of dealing with a pandemic. This will be the conversation that the cabinet will have as they walk through planning with procedures in protocol relative to managing and navigating this pandemic and think about bringing people back to campus.

Dr. Tillis closed by saying that he looks forward to a partnership with Staff Council and regular meetings with Bobbi Shaw as she brings to him staff concerns for the cabinet to consider. He also indicated that Dr. Scherer and he are scheduling a time to speak about the outcomes of this meeting as he has another meeting to attend now.

Staff Council President, Rhonda Scherer, thanked Dr. Tillis for his time, introduced the guests and Staff Council membership board, and explained the guidelines for the meeting.

Dr. Scherer shared the agenda:

- Results of Staff Council Climate Survey – Rhonda Scherer
- Results of Staff Council Elections – Bobbi Shaw
- Safe Return to Campus Report – Cynthia Vargas

Dr. Scherer began by explaining that back in early February-March, Staff Council created a survey for staff that was more robust than previous surveys. We wanted to kick this off in spring, but since we did not return after Spring Break, the survey was conducted in April 2020.

154 staff members responded to the survey. Complete survey and the results will be emailed to all staff members and added to the Staff Council website.

Some areas of concern that received less than 70% that we need to work on. Areas such as morale are generally high among staff; however, 49% agreed with that indicating there is an issue with morale.

“I am recognized for the contributions I make.” Only 63% agreed.

“I have input on decisions that affect my job.” 67% agreed.

“I received adequate training for my job.” 63%.

“My job description matches what I do.” 66%.

“There are enough employees in my area to handle the workload.” Only 51% agreed.

“I have the opportunity to advance within the university.” 36%.

“I believe there is a spirit of cooperation.” Only 52%.

Dr. Scherer continued to say that these were areas of serious concern for us and Staff Council and it is our hope and after having visited with Dr. Tillis that we create a strategic action to work in these areas. A three-year plan that will help us address these issues in a manner that we can truly make a change so that the next time we take this survey in a couple of years, we can see these numbers improve. Our administration has already talked about working with us to help do those things. Dr. Scherer thanked those that responded to the survey.

Dr. Scherer said that on the qualitative side, some general comments were made about things needed at UHD.

- Greater support for staff work-life
- Greater support and respect from our executive leaders
- Less social event and more attention to real issues affecting staff
- A better career ladder
- Increased coordination with Faculty Senate
- Enhanced sense of community and pride
- Staff equality and appreciation
- Improved job training
- Cost of living increases
- Equitable pay
- Market survey

Dr. Scherer explained that these were some of the general questions that were shared on the qualitative side of the survey. Again, all of these will be shared next week when the results of that survey are shared. Dr. Scherer continued to say that the survey helped us to get a better understanding of what staff is feeling and we want to work on this.

Dr. Scherer introduced Staff Council President-Elect, Bobbi Shaw, to announce the Staff Council election results.

Ms. Shaw begins by saying that she is excited about everything that has to do with the Staff Council as a participant for some time now. The results for the upcoming board is as follows:

Division Ambassadors

- Academic and Student Affairs
 - Maria Gonzalez, Program Assistant, Talent Search

- Ali Maghoo, Assistant Director, Office of Study Abroad
- Krysti Turnquest, Project Director, Title V Accelerated Transfer Academy, Institutional Effectiveness
- Administration and Finance
 - Jacquelyn Simms, Shipping, Receiving & Mailroom Clerk, University Business Services
 - Augustine Oladipo, SharePoint Administrator, Technical Services
- Employment Services and Operations
 - Ashley Carter, Talent Management & Development Specialist, Employment Services & Operations
 - Donald (Donnie) Kesterson, Coordinator, Talent Development, Employment Services & Operations
- President's Office and Advancement and University Relations
 - Sam Bible, Coordinator, Events, Conference & Event Services
 - Kedrienne Day, Associate Director, Corporate & Foundation Relations, Advancement & University Relations

Staff Council Executive Committee (SCEC)

- Communications Officer
 - Andrew Hannan, Technology Trainer II, Technology Learning Services
- Treasurer
 - Brian Drake, Director, Advancement Services & Business Operations, Advancement & University Relations
- Secretary
 - Yesenia Sanchez, Supervisor, Library
- President-Elect
 - Caroline Smith, Assistant Director, Community Engagement and Service Learning, Quality Enhancement Plan
- President
 - Bobbi Shaw, Assistant Director, Accounting Specialist, General Accounting

Ms. Shaw thanked and welcomed the officers and members. She proceeded by asking staff to let us know how we can start the fiscal year off right; if there's anything you need, anything we can help with. We will continue to be here as needed for the staff.

Dr. Scherer congratulated both nominees and newly elected membership board and announced a few quick reports.

- The chili cook-off has been canceled for 2020.
- The 2019-2020 Staff Awards ceremony will be combined this upcoming year.
- David Bradley reported that June parking fees will be waived or refunded and monitored month to month.

Dr. Scherer introduced Cynthia Vargas who discussed COVID-19 and provided a report on a safe return to campus. Please note that there were numerous connection issues. Ms. Vargas's presentation is attached for additional detail.

Ms. Vargas thanked the room and started with case trends. She explained that specifically getting impacted is our Hispanic and African American communities so much that the local health department is addressing with a targeting campaign of education to support our communities.

Staff Council Communications Officer, Vanessa Aranda-Rojas, informed Ms. Vargas that her sound is unstable. Ms. Vargas took a moment to fix it.

Ms. Vargas stated that UHD has created a contact tracing team to submit to the local health departments. This team is actively monitoring positive cases reported to the University.

Ms. Aranda-Rojas informed Ms. Vargas to gain that her sound is still going in and out. Ms. Vargas turned off her webcam to secure a better connection.

Ms. Vargas discussed protection strategies at a personal level (using face coverings, physical distancing of six feet or more, actively washing your hands for 20 seconds or more, not going to places that have very high density recommend, limiting our interactions with groups of 10 or more, and using barriers in front of us if we're going to interact with others when possible.)

Ms. Aranda-Rojas advised Ms. Vargas that her sound was still interrupted.

Video Production Specialist, Chris Latson, inquired about Ms. Vargas's internet connection. Ms. Vargas indicated she would leave and try opening the meeting on her desktop in an attempt to solve the issue.

Dr. Scherer decided to move forward with questions.

Ms. Aranda-Rojas presented the first question: *What plan does UHD have to support International students given the recent revisions from ICE regarding their allowed online classroom.*

Provost Link responded by saying the news was received just 48 hours ago about the new ICE regulations so VP Jung and he are in conversation about some communication plans that can be put together to reach that population to make sure they get the information they need. He continued to say that unless the federal government softens its stance, then our International students are going to be anxious about their status. They can take a fully online slate of classes with us from their home country but they cannot do so if they are in the United States.

Provost Link said that we're going to need assistance from the advisory council to help to reach out to students to see if we can put together a slate of hybrid or modified face to face classes

that will work for them. If not, we will have to counsel them about the best way to navigate the fall semester and then return to the U.S. in spring. Provost Link added that it is a very difficult time for the International student population and we need to try to reach out to them as best we can.

Dr. Jimmy Jung added to Provost Link's comments by saying that we are very concerned and have generated a comprehensive list of international students here at UHD. The admissions and enrollment teams were reaching out to the students directly to find out if they're in-country or currently in their home country. For those who are in Houston, we would like to at least find out what their immediate needs are and how we can respond to them. It is going to be a very personalized outreach to gather their concerns and answer any questions. It is going to be a University-wide effort to make sure that those, particularly those who are in Houston right now, get the classes and information they need to continue to stay in status.

Dr. Scherer thanks Provost Link and Dr. Jung for their responses.

Ms. Vargas returned to the meeting and continued speaking about layering multiple protection strategies rather than relying on just one for the greatest personal protection.

Ms. Vargas said that what we know the information coming out on covert is dynamic and changing, so the science is out there and we are trying to keep up with this virus that is also changing. What we do know right now is that the masks do work. We've seen it work in other countries like Japan where they are very crowded and it's been instrumental in stopping the spread.

Moving forward, Ms. Vargas illustrated (see PPT slide 7) and description on how to properly wear a face mask.

Ms. Vargas then stated that UHD has also taken that layered approach to protection and outlined those actions. (See PPT slide 8).

Next, Ms. Vargas addressed the contact tracing. She stated that in April, they started a very small group with just the emergency management group who began tracking any of the travel forums and sick forms that were coming in as people were reporting illness per the UH System guidelines. Ms. Vargas said the group has now expanded to 22 people from different departments around campus that are formally assigned to this team and have been trained to be basic health investigators. There are four steps involved in contact tracing. (See PPT slide 10).

Next, Ms. Vargas provided a timeline of infection, beginning with the incubation period. (See PPT slide 11).

Ms. Vargas then outlined how COVID-19 can be transmitted in the workplace (see PPT slide 12) and provided a refresher of COVID-19 symptoms (see PPT slide 13).

Finally, an update from the COVID-19 Task Force was provided. PPT slide 15 outlined the charges of the task force. PPT slide 16 listed the members for the task force. An overview of committee efforts to date is provided on PPT slides 17-18 and the framework of the task force is summarized on PPT slides 19-22 and the next steps of the task force on PPT slide 23.

Dr. Scherer thanked Ms. Vargas for her presentation, stated that although we have met the hour mark, we would stay on another 20 minutes for questions.

Ms. Aranda-Rojas provided the next question: *Is there an update on enrollment for the fall semester?*

Dr. Jung responded that we are ahead in fall enrollment compared to last year by about 9%; however, there are a couple of things to keep in mind:

- 1) A lot of these students have an outstanding, amazing, deep need for financial aid and UHD is beginning to attend to that. Students want to employ that UHD, they know we are the option for some kind of continuity and UHD continues to support our student community in that way. The issue is whether or not we can support their financial need, which goes beyond the tuition fee. We have a lot of interest in many people attending our orientations both freshmen and for transfer students and are still waiting to see how falls play out for them.
- 2) We're seeing record applications for new graduate students which is similar to other sorts of economic downturn—people come back to universities and colleges to be tools to get their masters so by all indication, we should have a very strong, large, new graduate class.

Dr. Jung continued to say that enrollment and UHD are stable for fall, but there were depending on how this pandemic turns and how our students had to change, we're going to continue to push hard to make sure that enrollment gets to where we expect it for the fall semester.

Dr. Scherer thanked Dr. Jung and wished him luck then asked the next question.

Ms. Aranda-Rojas provided a question for someone from ESO: *What considerations will be taken when it's time for faculty and staff yearly evaluation.*

Ivonne Montalbano that she had not given any thought to it and that her assumption is that we will conduct the annual performance appraisal process which we've done in the past of the evaluations, as you all know, for staff are online. This appraisal and the manager's evaluation are both done online and there could be a Zoom meeting between the manager and the employee to go over evaluations.

Ms. Aranda-Rojas indicated that she believes the employee was wanting to know if working from home will affect their yearly evaluation.

Ms. Montalbano responded that there has been a sense throughout the university that everybody has been performing, for the most part, all staff has been performing very well, so she does not see how that would impact their evaluation.

Ms. Aranda-Rojas proposed the next question for ESO: *When it comes to COVID leave if a staff member has tested positive, who do they need to contact, and is there a designated leave for this?*

Ms. Montalbano responded by saying that if an employee is a diagnosed COVID positive, they need to self-report; that self report automatically goes to Emergency Management who will advise the employees to self-quarantine, contact the employee's supervisor or advise the employer to contact their supervisor.

Ms. Montalbano continued to say that the employee would use their sick leave and report it as COVID Sick Leave. They can also apply, if they cannot work remotely, for accommodation. She closed by saying that some of the emails sent in the past explained the two federal needs that are available to employees. One of them is the emergency paid sick leave, which is basically for employees that have symptoms or have been diagnosed as COVID-positive.

Ms. Aranda-Rojas posed the question: *What should someone do if an employee seems to be sick but does not want to test.*

Ms. Montalbano responded by saying that if the employee is on campus, the supervisor can ask the employee to leave. The moment the employee exhibit some type of symptoms, the supervisor can request the employee to go home and in the supervisor can request the employee to be tested before coming back.

Ms. Vargas added that the other thing that we would like employees to do is report symptoms using one of those forms because we're going to play it safe. We want to create a safe environment and work environment as we can so we are going to err on the side of caution.

Ms. Vargas emphasized that if there is somebody that is exhibiting those symptoms that we talked about, I'm going to ask that that area get cleaned up, going to ask that employee who they have been around, who did they potentially expose in case we may need to quarantine any coworkers. Again, this is out of an abundance of caution because we don't want this thing to spread on campus, we're probably going to ask those folks to go home until we can get some tested and we can start sorting things out but we don't want to leave people here on campus while we try to figure things out because that's actually how that virus will start to spread.

Dr. Scherer thanked Ms. Montalbano and Ms. Vargas before asking a question for Mr. Rychlec: *What other things around the restrooms have been done to protect us when we return.*

Timothy Rychlec said they've installed hands-free soap dispensers throughout the entire one main complex and also the science and tech building, added on the bottom of every door a foot

opener on all public restrooms so if the door doesn't have an automatic opener for the door to open that you push the button on you can place your foot on it and pull the door open.

Mr. Rychlec also stated that the restrooms have been sanitized twice using Clorox 360 which is found on the EPA list and is the list of all the products approved by the CDC and the EPA for use on COVID. They are also using a special spray disinfectant that will be kept by every one of the housekeepers to use in restrooms 2-3 times per day, in addition to all touch surfaces and the rest of the University.

Dr. Scherer thanked Mr. Rychlec and if Staff Council members have any other questions.

Ms. Shaw introduced the next question: *Is there a recommendation on how many times a pull off our mask and private and then it says every 10 minutes.*

Ms. Shaw then stated that she thinks that was if you need to take a breather, take your mask off and do that in private sometimes just having that on all day can affect you and that there isn't a recommendation on how many times to take it off.

Ms. Vargas added that she hasn't seen any guidance out there from CDC or world health or anyone or any of the medical professionals and that mask use is a very individual thing in that how it affects us. Whenever the mask starts to bother, go take a mask break somewhere, either outdoors or somewhere social distancing is possible.

Dr. Scherer thanked Ms. Shaw and Ms. Vargas, then invited Provost Link to share.

Provost Link said he has two things he would like to add.

- 1) As most of you are aware, we are really in the weeds right now and reframing and reengineering the fall and instructional program. We anticipate having the complete reengineering done by about the 13th of this month and then it will be a matter of getting students reregistered in the right classes and so forth and thanked everyone for their monumental efforts.
- 2) Everyone is working very quickly to respond to the task force recommendations; meetings are happening this week about the task force recommendations and then responses will be forthcoming very shortly; everyone is trying to put together a plan for the fall that as Dr. Tiller said at the beginning of the hour, take safety and health as the topmost priorities.

Dr. Scherer thanked Provost Link for his message and for joining the meeting.

Dr. Scherer began closing the meeting by saying that all unanswered questions will be addressed off-line and shared very soon.

Ms. Aranda-Rojas stated that there is still some uncertainty about what the type of leave or sick leave needed if an employee does test positive for COVID.

Ms. Montalbano responded by saying that when the employee tests positive, some type of accommodation can be requested; however, if somebody in their household tests positive they can reach out to the benefits team and we'll work with them in accommodating them.

Ms. Montalbano continued with, if the employee himself or herself tests positive, then they would self-report and they would get an email from Emergency Management, but also the benefits team will send an email to that employee advising them what type of leads that can use. Remember, there is the accrued sick leave. Secondly, there are two types of federal leads for which an employee can qualify, so it depends.

Ms. Montalbano closed by saying that it's on a case by case basis but in most cases, the employee that tests positive will be entitled to two weeks, 10 working days, of the emergency paid sick leave, which does not go does not take into account the employees accrued sick leave.

Dr. Scherer thanked Ms. Montalbano and apologized for going so far over time, thanked the UHD family for being there.

Dr. Scherer closed by saying that everyone is missed. Our executive leadership is doing everything in their power to figure out where we go next. Staff Council will be sending responses to all questions that went unanswered. She then thanked all the special guests once again and closed the meeting.



Staff Council Climate Survey Results

July 8, 2020
Online via Zoom

Staff Climate Survey Preliminary Results

- Conducted in April 2020
- 154 staff members responded
- Complete survey results to be emailed next week and available on Staff Council website.
- Areas of serious concern (less than 70%)...
 - Morale is generally high among the staff I know. 49% Agree
 - I am recognized for the contributions I make at work. 63% Agree
 - I have input into decisions that affect my job. 67% Agree
 - I receive adequate training for my job. 63% Agree
 - My job description matches what I really do. 66% Agree
 - There are enough employees in my area to handle work load. 51% Agree
 - I have the opportunity for advancement within the university. 36% Agree
 - I believe there is a spirit of cooperation among different departments. 52% Agree
 - I believe UHD values employee retention. 52% Agree

Staff Climate Survey Preliminary Results

- General comments
 - Greater support for staff work life
 - Greater support / respect from executive leaders
 - Less social events and more attention to real issues affecting staff
 - Better career ladder program
 - Increased coordination with Faculty Senate
 - Enhance sense of community and pride
 - Staff equality / appreciation
 - Improved job training
 - Cost of living increases, Equitable Pay and Market Survey



Staff Council

FY2020-21 Elections

Wednesday, July 8th
Via Zoom

Method & Response Rate

- Opened on June 19, closed on July 6 at 5pm
 - All full-time and part-time, benefits-eligible UHD staff are members of the UHD Staff Council and qualified to vote.
 - 144 of the 643 staff members responded
- Nominees on the ballot were reviewed by ESO to ensure eligibility
 - New term begins September 1, 2020

Results

Division Ambassadors

- Academic and Student Affairs
 - Maria Gonzalez, Program Assistant, Talent Search
 - Ali Maghoo, Assistant Director, Office of Study Abroad
 - Krysti Turnquest, Project Director, Title V Accelerated Transfer Academy, Institutional Effectiveness
- Administration and Finance
 - Jacquelyn Simms, Shipping, Receiving & Mailroom Clerk, University Business Services
 - Augustine Oladipo, SharePoint Administrator, Technical Services

Results (cont.)

- Employment Services and Operations
 - Ashley Carter, Talent Management & Development Specialist, Employment Services & Operations
 - Donald (Donnie) Kesterson, Coordinator, Talent Development, Employment Services & Operations
- President's Office and Advancement and University Relations
 - Sam Bible, Coordinator, Events, Conference & Event Services
 - Kedrienne Day, Associate Director, Corporate & Foundation Relations, Advancement & University Relations

Results (cont.)

- Communications Officer
 - Andrew Hannan, Technology Trainer II, Technology Learning Services
- Treasurer
 - Brian Drake, Director, Advancement Services & Business Operations, Advancement & University Relations
- Secretary
 - Yesenia Sanchez, Supervisor, Library
- President Elect
 - Caroline Smith, Assistant Director, Community Engagement and Service Learning, Quality Enhancement Plan
- President
 - Bobbi Shaw, Assistant Director, Accounting Specialist, General Accounting



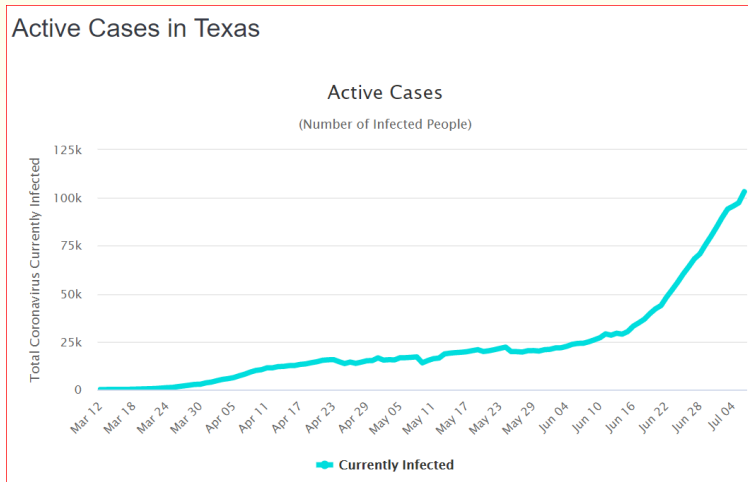
COVID-19 / Safe Return to Campus Report

Cynthia Vargas
Director of Emergency Management

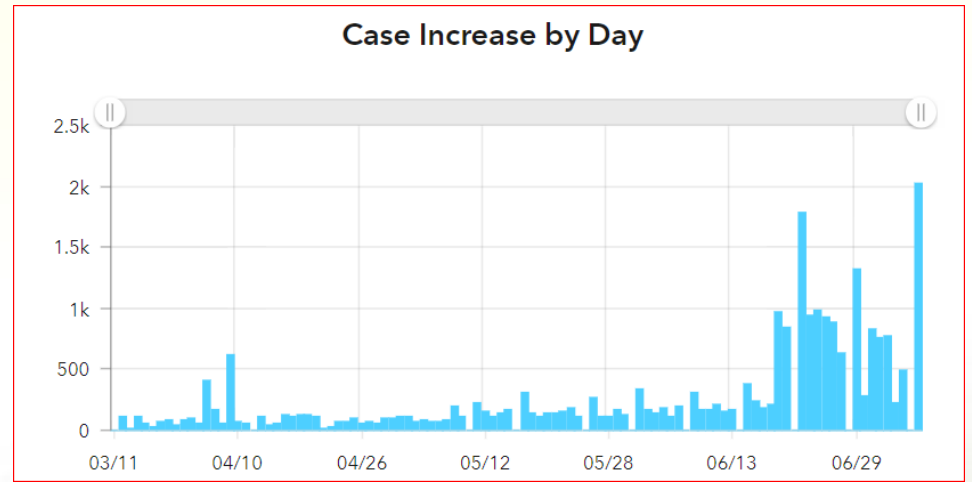
Trends & Forecasts

nonfile

CASE TRENDS



Texas



Houston

LOCAL FORECASTS

- **Currently growth phase in US, Texas, and Houston Region**
- **UHD Contact Tracing Team is monitoring 29 active cases**
- **HHD has noted cases disproportionately in Hispanic and African American communities**

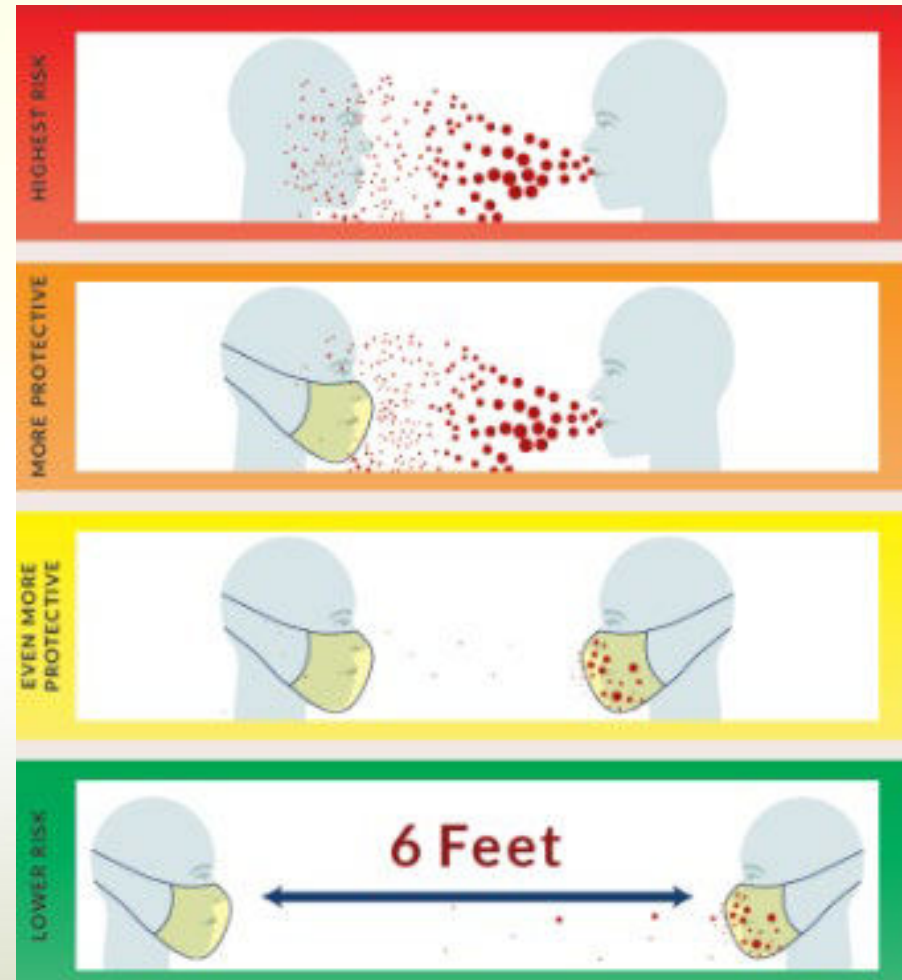
COVID-19

Best Practices

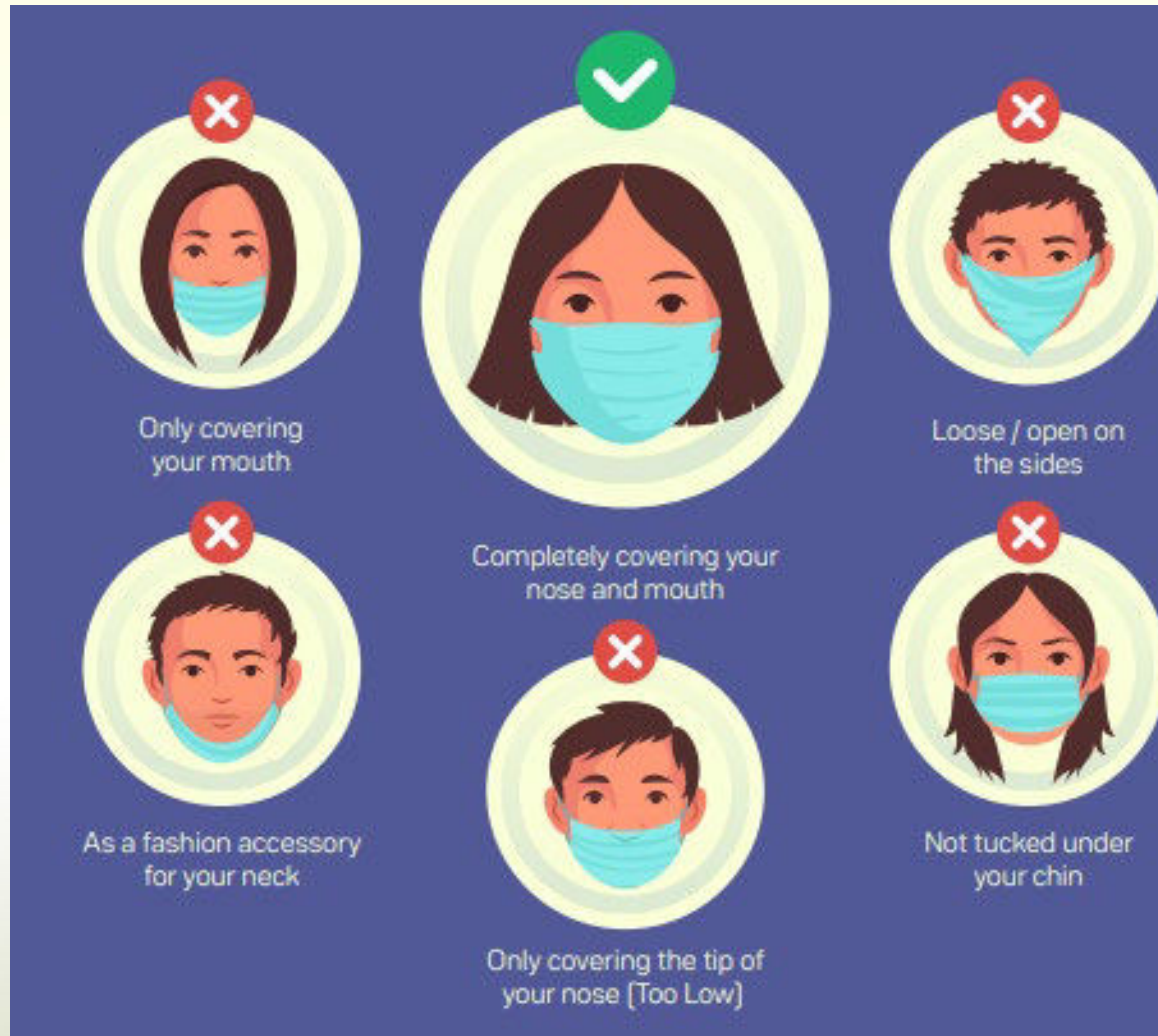
Downloadable

Layer Protective Strategies

- **FACE COVERS**
- **DISTANCING**
- **HANDWASHING**
- **REDUCE INDOOR DENSITY**
- **CLEAR BARRIERS**



Proper Way to Wear a Mask



UHD Enhancements on Campus



Contact Tracing

© 2020-2021

4 Steps to Contact Tracing



1. Person under investigation (PUI) is identified



2. Interview PUI

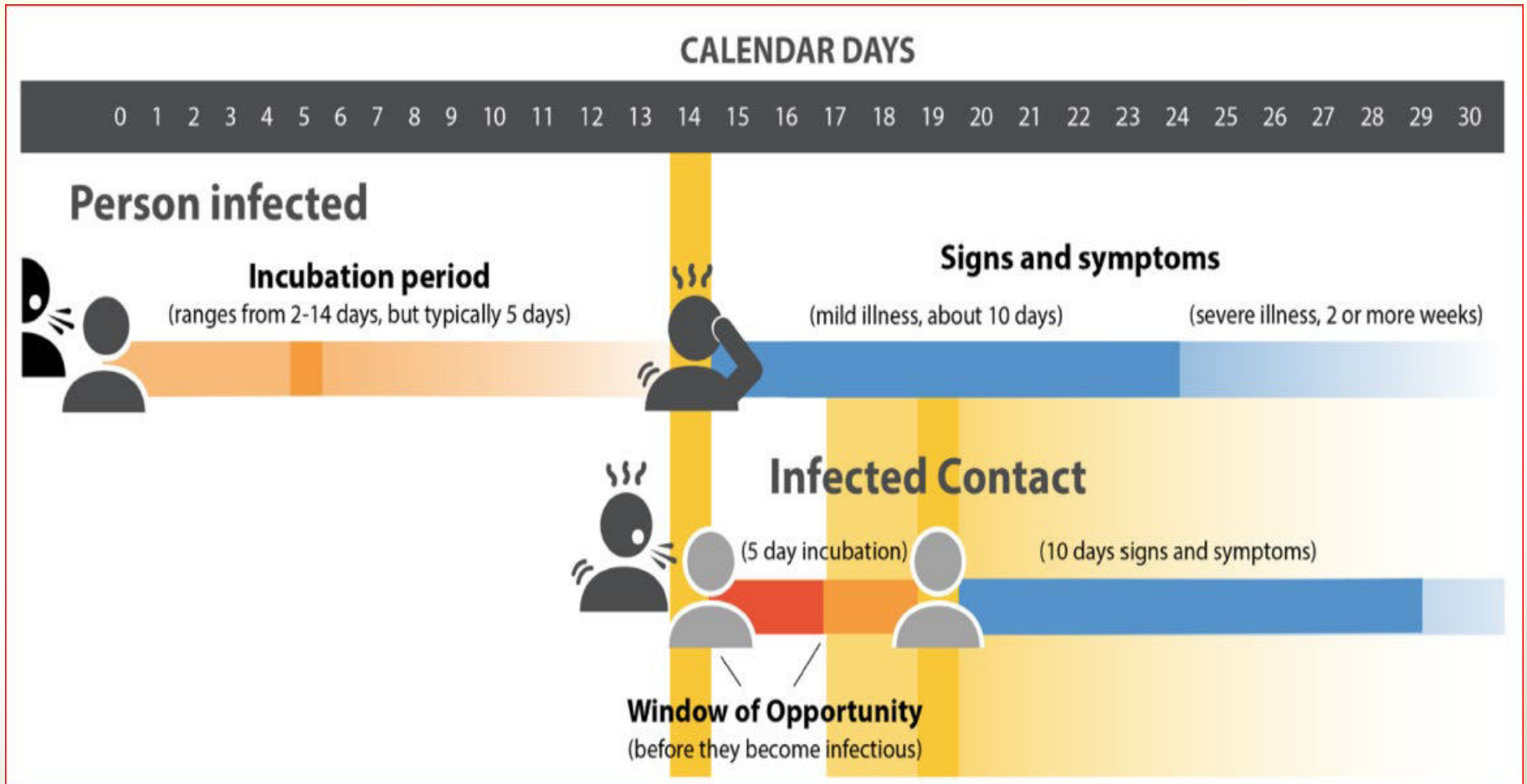


3. Notify Exposed Contacts



4. Monitor Contacts for 14 days or illness resolves

Timeline of Infection = Window of Opportunity



COVID Transmission in Workplace

Primarily spread via droplets – standing within 6 feet

- Mitigation: physical distance, masks, lower density

Transmission via contaminate surface – touch surface then eyes, nose, mouth

- Mitigation: enhanced cleaning, daily cleaning, handwashing

- Mitigation: hand washing, hand sanitizer

Symptoms Refresher

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhea**

COVID-19 Response Taskforce Updates

12/10/2020

Taskforce Charge

- 1. Conduct a thorough review of the Safe Return to Campus Plan**
- 2. Develop a set of recommendations that enhances the Plan**
- 3. Revise the return to campus timetable, and in light of the current surge of COVID-19 cases in Houston/Harris County.**

Taskforce Members

- **Ron Beebe, Professor, Urban Education and Faculty Senate President-Elect**
- **Pamela Hurley, Assoc. Professor, Mgmt & Insurance Risk Mgmt and Faculty Senate Senator**
- **Jerry Johnson, Associate Vice President, Faculty, Research and Sponsored Programs**
- **Jimmy Jung, Vice President, Enrollment Management**
- **Alan Modrow, President, Student Government Association**
- **Ivonne Montalbano, Vice President, Employment Services and Operations**
- **Michelle Moosally, Associate Vice President, Programming and Curriculum**
- **Elisa Olsen, Executive Director, University Relations**
- **Rebecca Quander, Associate Professor & Assistant Chair, Math & Statistics**
- **Vanessa Rojas, CHSS Academic Advisor III & Staff Council Communications Officer**
- **Rhonda Scherer, Associate Director, Sports & Fitness and Staff Council President**
- **Meritza Tamez, Interim Dean of Students**
- **Cynthia Vargas, Director of Emergency Management**
- **Liza Alonzo, Director, Events & Alumni Relations, Taskforce Facilitator (ex-officio)**
- **Jennifer Bloom, Senior Assistant General Counsel (ex-officio)**
- **Pat Ensor, Executive Director, Library, Taskforce Secretary (ex-officio)**

Overview of Committee Efforts to Date

June 10

Taskforce appointed

June 12

Campus return plans temporality postponed

June 19

Taskforce held its first meeting focused on charge, overview of current local and university conditions, summary of action to date from ESO, open group dialogue regarding plans and efforts to date

June 22

Second meeting was comprised of a presentation by Administration and Finance related to campus mitigation efforts and physical enhancements, an overview of the contact tracing process for campus, members asked to participate in a SWOT exercise on current Return to Campus plan

June 24

Third meeting focused on an overview of current local and university conditions, a presentation by Provost Link related to academic planning efforts to date, including an update on classroom planning and scheduling, an introduction of the results from SWOT exercise on current Return to Campus plan presented to group

Overview of Committee Efforts to Date

June 26

General themes from SWOT exercise presented for group discussion, work groups created

June 29

Meeting time spent in three work groups drafting recommendations for group consideration

July 1

Work group recommendations presentations hosted for group input and discussion, draft narrative based on presentations uploaded to Teams page for input

July 2-6

Taskforce finalizes narrative and recommendations for cabinet

July 6

Taskforce sent finalized summary to cabinet for consideration

Taskforce Framework

- **The Task Force submitted its first round of recommendations on Tuesday, July 7.**
- **UHD Leadership is now working to apply the recommendations to an operational plan for fall that will guide faculty, staff and students.**
- **The UHD Community can expect more details about this plan by July 20.**

Taskforce Framework

- **The return-to-campus should be framed as a preparation for fall semester, primarily in support of student needs, rather than a general effort to establish a “fully open campus.”**
- **Priority focus is on the health and safety of our staff, faculty and students.**
- **All decisions should be guided by the status of public health, as reflected by the threat assessment level identified for Harris County, using the color-based system presented by county officials.**

Taskforce Framework

- **Given the current *Level 1 Red* threat for Harris County and the projected timeline for relief, any return to campus should assume that we are at *Level 2 Orange* at best, with plan for *Level 1 Red* as well.**
- **Until now, much of our efforts have focused on short-term goals, but the issues we face are likely to persist well into 2021. We plan for a long-term strategy to be implemented over the next 12 to 24 months.**

Taskforce Framework

- **Messaging to the UHD Community should continue to emphasize that most services and classes will be provided online at some point in the Fall Semester.**

Taskforce Next Steps

- **Convene on Friday, July 10 to hear feedback from senior leadership.**
- **Establish long-term and short-term needs to develop an on-going action plan and related work groups.**
- **Exploring the need to expand Contract Tracing efforts and training.**

Questions?

www.fppt.com