



## Staff Council Minutes for December 2, 2020— Zoom Meeting, 9AM-10AM

Minutes recorded by Yesenia Sanchez, Staff Council Secretary

[https://uhdowntown-my.sharepoint.com/:v/g/personal/hannana\\_uhd\\_edu/EZeSaphB\\_IRFkYRxFJnOxMcBC9t0A4JSh-eLv9vINgVMFQ?e=h7B5ni](https://uhdowntown-my.sharepoint.com/:v/g/personal/hannana_uhd_edu/EZeSaphB_IRFkYRxFJnOxMcBC9t0A4JSh-eLv9vINgVMFQ?e=h7B5ni)

**Board:** Bobbi Shaw, Caroline Smith, Brian Drake, Andrew Hannan

**Guests:** No special guests in attendance for this meeting.

### Reports:

Bobbi Shaw opens the meeting and discusses UHD COVID-19-Orange step and the campus going into Step 3- “Yellow” following state guidelines. The UHD President and Administration team continue to have several discussions and will update staff accordingly with any changes. **00:00:30 – 00:02:03**

Bobbi Shaw discusses the several door entries into campus, such as the one in the OMB (One Main Building) and reminds staff that masks are required to enter in all entries. Anticipation of UHD going into Step 3- Yellow is recalled. **00:02:03- 00:03:10**

Bobbi Shaw mentions UHD website where staff can find links for each division (ex. Administration, Finance) which provides information regarding staffing for Red, Orange, and Yellow steps. School Administration will let staff know about changes going into “Yellow-Step”. **00:03:10-00:03:50**

- UHD Parking Questions: As it stands, parking has been renovated to 50% until the end of May. Visitor parking has been reduced to \$5/day. **00:03:50-00:04:38**
- Holiday Giving Campaign: The Police department met with a family of a UHD student to provide food and toys. They continue to collect money for the fall. **00:04:38-00:05:13**

Bobbi Shaw begins answering questions live: **00:05:13-00:8:30**

- Parking in the fall, Staff paid a reduced amount during this period and received some free parking until the month of June. Contact Vanessa Turner in Parking for refunds.
- The day for change when staff return is January 2<sup>nd</sup>, 2021 anticipating Step 3- Yellow. Numbers in COVID-19 cases will determine any changes to this date.
- Today, is the last day for the Presidential Search.

- Door Policies: There are several methods to use for identification including the TouchNet One Card app, UHD School ID, or have your PeopleSoft number entered.

Andrew Hannan begins answering questions live: **00:08:30-00:10:58**

- Old IDs: IDs will only work if they have a barcode in the back, older IDs with no barcode will require an update to the new UHD Staff ID.
- The guidelines for reopening in Yellow will be coming from the Texas Governor as UHD is a state entity.
- Instructions for the TouchNet app will be sent out by Bobbi Shaw.
- The Metro Q Fare: is still available if you use metro but it is a reduced service.
- Fee for a new ID: there should be no fees but double check with Sports & Fitness.

Food court app: Referred to as the “Boost app”. You may receive a 20% discount when using the app for the first time. **00:10:58-00:11:36**

Live Question & Answer: When will the next meeting for the COVID Task Force take place? Bobbi Shaw mentions there is no further information to release to staff at this time and the team will meet later on today. **00:11:36-00:12:58**

Live Question Answer: Sports & Fitness (Wellness Center) is providing new IDs. **00:12:58-00:13:41**

Live Question Answer: UHD is a state institution and therefore staff council is listing the capacity set by the Texas Governor not Harris County. **00:12:58-00:13:57**

Staff Awards: Will take place June 17, 2021 for Service awards only in FY 2020-2021. Lead by Sam Bible and Monica Valencia. **00:14:12-00:15:08**

Chili Cook-Off Information: This event is dependent of COVID-19 figures. Lead by Shyra McMurray and Yesenia Sanchez. **00:15:08-00:16:33**

Andrew Hannan announces and thanks all committees and chairs/co-chairs for volunteering their time & efforts. **00:16:33-00:17:20**

Bobbi Shaw opens meeting for Q&A: **00:17:25-00:20:40**

- News about the vaccine should be taken informally, as of now, it is unknown how effective vaccines will be.
- A link to the Food court app, PowerPoint, and other information in this meeting will be sent via email to UHD staff.
- Information for capacity for the University is not at hand during this meeting, but orange and yellow stages restrict capacity at UHD. Student facing offices may be affected more by the third step-Yellow.

- Staff IDs are not able to be retrieved online and sent via U.S. Mail to home addresses.

Bobbi Shaw addresses that UHD Staff departments should contact Staff records for retrieving more supplies such as disinfecting wipes, masks, etc. Have one designated staff member contact the office via email. **00:20:40-00:21:22**

#### Q&A Continuation...

- Bobbi Shaw discusses the 4 steps (Red, Orange, Yellow, and Green) and what they mean for the University. Each step is also situational with each department and for specific information, suggests speaking with Department Heads' as it applies to individual employees. **00:21:27-00:23:39**
- The Student Life Center is located on 150 Girard St. **00:23:29-00:24:00**
- Telecommuting and Staff Performance Evaluations questions may be answered more efficiently by ESO (Employment Services Office). **00:24:16-00:00:25:12**
- Bobbi Shaw responds that she is unaware of plans for furloughs in the New Year. **00:25:12-00:26:12**
- Student workers will not be paid for days not worked. They do not have the option of sick days. **00:26:32-00:27:40**
- COVID-19 Leave & Protocol related questions should be sent to [benefits@uhd.edu](mailto:benefits@uhd.edu) , look under the UHD COVID website for more information, or reach out to Cynthia Vargas. **00:27:50-00:00:29:45**
- Staff School Reimbursement program is still available. Staff members who qualify should submit paperwork as necessary. **00:29:49-00:30:24**
- Staff Council and staff evaluations representation: Bobbi Shaw mentions SC would need to go through a process and speak to Ivonne, Montalbano about being involved in future decisions. **00:30:27-00:30:31:07**

Bobbi Shaw asks if attendees have further questions or concerns and suggests to email her if necessary. Provides closing remarks and closes meeting. **00:30:24-00:33:03**