



Staff Council Minutes for September 30, 2020— Zoom Meeting

Minutes recorded by Yesenia Sanchez, Staff Council Secretary

https://uhdowntown-my.sharepoint.com/:v/g/person/shawb_uhd_edu/Ebt8atpLXi9Ojg0hPUIZQgBEDbHimibxr58f7MHoSFXHg?e=VQ8eNn

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

Guests: Liza Alonzo – Director, Events and Alumni Relations

Hossein Shahrokhi— Associate Vice President, Information Technology

Ivonne Montalbano— Vice President, Employment Services and Operations

Jennifer Bloom –UHD’s primary legal contact

Cynthia Vargas— Director, Emergency Management

Reports:

Bobbi Shaw opens the meeting and introduces guest speakers, following an explanation of the procedures for the meeting regarding DUO authentication, updates from the COVID-19 Task Force and matrix. **00:00:30 – 00:03:59**

Chief Information Officer (CIO) Hossein, opens the meeting by discussing DUO Factor Authentication, its background, purpose, and practice at the UHD campus moving forward. All students, faculty, and staff will be required to enroll with DUO after October 13, 2020.

00:03:59- 00:14:07

Bobbi Shaw introduces COVID-19 Task Force presenter, Liza Alonzo. PowerPoint presentation is shared— *COVID-19 Updates*. Presenters for this section include, Liza Alonzo, Cynthia Vargas, Jennifer Bloom, and Ivonne Montalbano. Q & A made available at the end. Topics of discussion include:

- Task Force members: Faculty, Students, UHS Representative, Staff, and Ex-Officio. (Liza Alonzo). **00:16:36**
- Recent Highlights: ex. hired 14 students to staff designated entrances. (Liza Alonzo). **00:17:42**

- Contact Tracing: Tracking of cases at UHD, required self-reporting, steps to contact tracing. (Cynthia Vargas). **00:20:00—00:28:30**
- University Guidance: UHD is considered a state agency and falls under Governor Abbot's orders and directives. UHD also follows guidelines from the UHS Board of regents and Chancellor. Pivot to Step 2- Orange. (Jennifer Bloom). **00:28:35— 00:36:52**
- Current Status: Updates and reminders are provided regarding COVID-19. Ex. UHD is currently at Step 2- Orange and therefore, required to be open Monday-Friday 8AM-5PM. UHD will remain in Step 2 through the Fall Semester 2020. Anticipation to transition to Step 3- Yellow in early January 2021. (Ivonne Montalbano). **00:37:06 – 00:43:50**

Ivonne Montalbano acknowledges all who attended the presentation and turns the meeting back to Bobbi Shaw. **00:43:51— 00:44:13.**

Bobbi Shaw fields questions for the presenters being asked by staff members in Zoom. **00:44:13 – 00:52:38**

Question regarding exposure to COVID-19 and when it is required to use sick leave when working from home. Ivonne Montalbano responds **00:44:30— 00:45:20**

Questions regarding list of departments providing student services and how each should be staffed. Such as hours of operation and number of staff members working in-person on campus. Ivonne Montalbano responds **00:45:30 00:47:37**

Bobbi Shaw addresses attendees regarding further questions for her or the panel. **00:47:46-00:47:58**

Reminder from Liza Alonzo that there are multiple COVID-19 Task Force members and for further questions/information they can be reached out to individually. **00:47:58— 00:48:34**

Bobbi Shaw thanks all guest speakers for their presentation. **00:48:33— 00:48:48**

Question regarding student workers and where they can attain more PPE kits. Liza Alonzo responds **00:49:01— 00:49:26**

Questions regarding hand sanitizer stations on campus and refills. Cynthia Vargas responds **00:49:26— 00:50:17**

Ivonne Montalbano thanks “anonymous” for their kind words thanking the leadership team **00:50:19— 00:50:49**

Question regarding a formal list of student facing offices. Ivonne Montalbano responds **00:50:50— 00:51:46**

Bobbi Shaw asks if attendees have further questions or concerns. Provides closing remarks and closes meeting. **00:51:54— 00:52:38**