UCSC members plan for FY21 at virtual retreat

BY JESSICA VANDERPOOL
Development Writer II
Office of Development

New, current, and outgoing members of the University Classified Staff Council (UCSC) came together on August 21 for UCSC’s Annual Retreat, during which they planned for the upcoming fiscal year, conducted business, recognized outgoing members, and welcomed incoming members. Like so many other events in 2020, the retreat was held virtually to protect the health and safety of participants and comply with regulations and best practices.

The UCSC is comprised of members from operating units across UTHealth whose mission it is to advise the president and other UTHealth leadership on behalf of the classified staff. This is done by making recommendations on existing and proposed policies; weighing in on procedures and programs that impact the classified staff or are of particular interest to them; and voicing questions and concerns from classified staff members. In addition, the UCSC holds its Annual Workshop for classified staff members; publishes newsletters throughout the year with informative articles, feature stories, and activities; fosters personal and professional development through UCSC Brown Bag Sessions; and raises funds for and administers the UCSC Educational Awards Program, a competitive, merit-based program.

INSIDE THIS ISSUE
Farewell from FY20 Chair.......2
Welcome from FY21 Chair.......3
UCSC Accomplishments.........5
Educational Awards.............6
Former Member Spotlight.......7
Technology Corner.............8
Recycling Program...............9
HOOP Policy Updates...........9
Wellness Tips....................10
Brown Bag Session...............11
New UCSC Representatives...13
Fall Word Search.............13
Annual UCSC Workshop.......14

UCSC FORMER MEMBER SPOTLIGHT - Former UCSC member Bethany Roachell (second from right in front) sees transformative work of UTHealth impact her own family (see Page 7).

See RETREAT on PAGE 4
News from the Council

BY WILLIAM “BILL” SEVERSON
Audio-Visual Specialist
McGovern Medical School Conference Operations

While it is hard to believe, Fiscal Year 2020 is already over! Your University Classified Staff Council (UCSC) has been hard at work this year to make meaningful change for you and to provide resources and educational sessions that expand your understanding of certain topics!

In light of the global pandemic that has taken hold of our community and our world, I want to express UCSC’s commitment to classified staff members at UTHealth. We have worked hard this year to ensure that the Classified Staff have been heard from in regard to all UTHealth decisions surrounding COVID-19. So many of us are now facing new challenges as we stay safe at home, take mandatory days off, or continue to come in to provide essential services to the university. Whether it is juggling work-from-home responsibilities on top of caring for loved ones or perhaps navigating our community while dealing with your own health issues - know that UCSC is here for you. Please visit our website to contact us or find other helpful resources as we continue through these challenging times, together.

We recently held our virtual Workshops. These events are designed to enhance our understanding of what work from home entails as well as how to cope with the new work from home environment. There will be three workshop sessions which will be tailored to the role of classified staff in the work from home model here at UTHealth. A big thank you to Jimaya Tates and Elizabeth Vinson for all of their hard work in switching this event to an online event quickly.

I would like to congratulate our Educational Awards Committee led by Beth Watson on a phenomenal year. We awarded just over $27,000 in educational awards to 22 applicants. The Educational Awards Committee has done an excellent job of raising funds this year, teaming up with the Office of Development to create a permanent donations web portal. I would also like to thank the Selection Committee for all of their hard work in selecting the 22 finalists through the pandemic which forced the process to take place entirely online. The Selection Committee this year was composed of five members: William ‘Wes’ Stewart, Dr. Pedro Mancias, Dr. Charles Beasley, Dr. Allison Edwards, and Catherine Doughty. Thank you for all of your hard work and dedication.

At the time of this writing, our Staff Development Committee is working on setting up our third Brown Bag Session for the year. This Brown Bag is about technology and how we can use technology to better fulfill our job duties and requirements. The previous two Brown Bag Sessions were very successful, bringing development opportunities to classified staff members regarding leadership and wellness. A big thank you to Lexus Bradford for heading up this committee.

In our effort to keep more classified staff members up-to-date on events happening at UTHealth, our Communications Committee delivered two newsletters this fiscal year, as well as to regularly communicate about other events. To that end, I would recommend that all classified staff members subscribe to the UCSC Mailing List so that you can get the latest announcements and news about events here at UTHealth! Join here: go.uth.edu/UCSCMailingList. We would like to thank Jessica Vanderpool and the Communications Committee for producing newsletters this fiscal year and continuing the work of increasing the number of people on our mailing list. Thank you, Jessica.

UCSC has finished elections and the new elected representatives will begin their terms in September of 2020. We are happy to have all who have been elected on the Council and many thanks to those who ran but were not elected. A big thank you to Alainna Talton and Colin Dunham for their leadership on this important committee. I would also

A Farewell from the FY20 UCSC Chair

Reflecting on progress despite a strange year

BY WILLIAM “BILL” SEVERSON
Audio-Visual Specialist
McGovern Medical School Conference Operations

William “Bill” Severson

A Farewell from the FY20 UCSC Chair

Reflecting on progress despite a strange year

BY WILLIAM “BILL” SEVERSON
Audio-Visual Specialist
McGovern Medical School Conference Operations

While it is hard to believe, Fiscal Year 2020 is already over! Your University Classified Staff Council (UCSC) has been hard at work this year to make meaningful change for you and to provide resources and educational sessions that expand your understanding of certain topics!

In light of the global pandemic that has taken hold of our community and our world, I want to express UCSC’s commitment to classified staff members at UTHealth. We have worked hard this year to ensure that the Classified Staff have been heard from in regard to all UTHealth decisions surrounding COVID-19. So many of us are now facing new challenges as we stay safe at home, take mandatory days off, or continue to come in to provide essential services to the university. Whether it is juggling work-from-home responsibilities on top of caring for loved ones or perhaps navigating our community while dealing with your own health issues - know that UCSC is here for you. Please visit our website to contact us or find other helpful resources as we continue through these challenging times, together.

We recently held our virtual Workshops. These events are designed to enhance our understanding of what work from home entails as well as how to cope with the new work from home environment. There will be three workshop sessions which will be tailored to the role of classified staff in the work from home model here at UTHealth. A big thank you to Jimaya Tates and Elizabeth Vinson for all of their hard work in switching this event to an online event quickly.

I would like to congratulate our Educational Awards Committee led by Beth Watson on a phenomenal year. We awarded just over $27,000 in educational awards to 22 applicants. The Educational Awards Committee has done an excellent job of raising funds this year, teaming up with the Office of Development to create a permanent donations web portal. I would also like to thank the Selection Committee for all of their hard work in selecting the 22 finalists through the pandemic which forced the process to take place entirely online. The Selection Committee this year was composed of five members: William ‘Wes’ Stewart, Dr. Pedro Mancias, Dr. Charles Beasley, Dr. Allison Edwards, and Catherine Doughty. Thank you for all of your hard work and dedication.

At the time of this writing, our Staff Development Committee is working on setting up our third Brown Bag Session for the year. This Brown Bag is about technology and how we can use technology to better fulfill our job duties and requirements. The previous two Brown Bag Sessions were very successful, bringing development opportunities to classified staff members regarding leadership and wellness. A big thank you to Lexus Bradford for heading up this committee.

In our effort to keep more classified staff members up-to-date on events happening at UTHealth, our Communications Committee delivered two newsletters this fiscal year, as well as to regularly communicate about other events. To that end, I would recommend that all classified staff members subscribe to the UCSC Mailing List so that you can get the latest announcements and news about events here at UTHealth! Join here: go.uth.edu/UCSCMailingList. We would like to thank Jessica Vanderpool and the Communications Committee for producing newsletters this fiscal year and continuing the work of increasing the number of people on our mailing list. Thank you, Jessica.

UCSC has finished elections and the new elected representatives will begin their terms in September of 2020. We are happy to have all who have been elected on the Council and many thanks to those who ran but were not elected. A big thank you to Alainna Talton and Colin Dunham for their leadership on this important committee. I would also

See FAREWELL on PAGE 4
Where does the time go? It’s a question many of us are asking more and more these days. For some of us, we blinked and March mysteriously turned into November. For others, time seems to be barely creeping along. Nevertheless, it is now the new fiscal year, and I have the privilege of serving as the Chair for the University Classified Staff Council (UCSC). I wish to thank our former chair, William “Bill” Severson, for his tireless efforts last year and his dedication to classified staff members here at UTHealth. I also want to thank our outgoing UCSC representatives for their commitment and hard work during their time on the council. We continue to be successful due the efforts of these colleagues. To our new UCSC representatives, I say, “Welcome!” Whether you are brand-new to the council or have returned for another term, you have joined the council at a pivotal time in our shared history. The work we do this year is as important as ever. I have every faith that you will help make this the best year yet for classified staff members at UTHealth. I promise to be here for you and support you as we work together. I also want to challenge you to think outside the box and get creative. The programs and resources we provide are important to our shared goals here at UTHealth.

And now I turn to classified staff at UTHealth. The global pandemic we are enduring together has changed almost every facet of our work and society. Some of us are working remotely and have been for months. Others have continued to go into the office and perform essential functions for the university. Regardless of where we are working, there’s no doubt that life has been challenging this year. Know that you are valued. Know that the work you do helps further the mission of the university and that all our contributions help bring success to all of UTHealth. If you have any questions or concerns that UCSC can assist you with, please contact us at UTHealthUCSC@uth.tmc.edu.

We look forward to a year full of activities in Fiscal Year 21. Our Communications Committee is revamping our website so we can share important information more promptly. If you haven’t signed up for our mailing list yet, we encourage you to do so at go.uth.edu/UCSCMailingList. Our Staff Development Committee is already hard at work scheduling Brown Bag Sessions that will provide content to aid classified staff members as we traverse a more remote working environment, as well as other great topics! Our Staff Recognition Committee is prepared either to offer an in-person annual workshop or again bring excellent content in a virtual format should we be unable to offer in-person events next summer. Our Educational Awards Committee is excited to raise funds to support children of classified staff and to oversee the selection process for these awards. Our Elections Committee recently put on UCSC’s first-ever virtual retreat. They will have a short reprieve until it is time to start the election cycle again and plan for next year’s retreat!

I look forward to the meaningful work to be accomplished this year, and I welcome your input and support as we begin another year!

Make your voice heard!
Do you have an issue you want to bring before leadership? Email the University Classified Staff Council at UTHealthUCSC@uth.tmc.edu.
FAREWELL
Continued from PAGE 2

like to introduce the next Chair of the University Classified Staff Council, Colin Dunham. Have a great year!

May and June of 2020 brought about a new heightened awareness of Diversity and Inclusion measures as well as discussions of how all can work together for a greater purpose. To that end, we invited the Office of Diversity and Inclusion to join us and answer questions we as staff had regarding the Diversity and Inclusion efforts. A big thank you to Deanna Moylan, Dr. Latanya Love, and Dr. Asia McCleary-Gaddy for being willing to join us and answer tough questions about what the vision and goals are regarding diversity issues here at UTHealth. I would also like to note that the classified staff will be represented on the new Diversity and Inclusion Task Force at UTHealth.

The UCSC welcomed Mr. Kevin Dillon to our May meeting to discuss how the University is responding to the budget hits brought about by COVID-19 and what austerity measures are being put in place. We appreciate the enhanced communication provided by him during these unprecedented times and his willingness to communicate with classified staff members.

We would like to thank President Giuseppe Colasurdo for allowing us to have a voice and taking the time to listen and respond to items that we as classified staff value and hold as important.

At our core, UCSC exists to advise the President and the Executive Council on matters of importance to classified employees. We, as a council, do not take this responsibility lightly. This year, we have been able to present several items of importance to classified staff members to executive leadership here at UTHealth. While solutions do not always happen overnight, know that your voice and the voices of your colleagues matter. We relish the opportunity to hear from you and your ideas for improvements. A list of our representatives is available on our website, or you can reach us via email at UTHealthUCSC@uth.tmc.edu.

RETREAT
Continued from PAGE 1

awards program that offers financial support for higher education to selected, eligible children of classified staff. The UCSC also helps with UTHealth activities and initiatives and participates in select UTHealth and UT System committees and councils.

The retreat kicked off with words from fiscal year 2020 UCSC Chair William “Bill” Severson, and fiscal year 2021 Chair Colin Dunham (hear more from Severson and Dunham on Pages 2 and 3).

Along with hearing from Severson and Dunham and recognizing new and old members, the group heard reports from UCSC’s five standing committees about their accomplishments over the past 12 months (read highlights from each committee on Page 5).

In addition, the group conducted important business, including the election of officers. Fiscal year 2021 officers are: Dunham, Chair; Lexus Bradford, Chair-Elect; Kristina Fern, Secretary; Nena Fairbanks, Treasurer; and Jessica Vanderpool, Parliamentarian.

At the end of the day, members were assigned to one of UCSC’s five standing committees. These committees then each spent time electing a chair and making plans for how to serve staff in the upcoming year. Committees and their chairs are as follows: Jessica Vanderpool, Communications Committee Chair; Wan-da “Dennie” Clemons, Educational Awards Committee Chair; Qiana Allen, Elections Committee Chair; Laura Rademaker, Staff Development Committee Chair; Jimaya Tates, Staff Recognition Committee Chair.

In addition, Pauline Monseg-ue-Bailey was voted UCSC’s Inter-Faculty Council representative, and Susan Bell was voted UCSC’s HOOP Advisory Committee representative.

To learn more about UCSC or find a list of representatives, visit uth.edu/ucsc. To join our mailing list and stay up-to-date on council news, visit go.uth.edu/UCSCMailingList.

To bring your concerns to UCSC, contact us at our email address: UTHealthUCSC@uth.tmc.edu.
## UCSC accomplishments from FY2020

### Elections
- Created a way to hold elections for UCSC officers virtually
- Held a first-of-its kind virtual meet and greet to introduce classified staff to UCSC
- Hosted the first-ever virtual version of the annual UCSC Retreat
- Maintained membership roster throughout the fiscal year

### Communications
- Promoted UCSC, its events and the Educational Awards Program
- Shared news relevant to classified staff through newsletters
- Grew the UCSC mailing list from 150 to 405 contacts (170% increase)
- Emailed 1,251 new hires with information about UCSC
- Maintained the current website and began work on a new website
- Finished the previous year’s project to create and print 1,500 copies of a two-sided UCSC brochure
- Helped develop a solicitation request that was sent to upper leadership to garner support for the UCSC Educational Awards Program

### Staff Recognition
- Created a new online model for holding the UCSC Annual Workshop virtually. This included holding several sessions on separate days throughout the year to make attendance more feasible
- Coordinated the distribution of goodie bags for randomly selected UCSC Annual Workshop participants and thank you gifts for speakers

### Staff Development
- Held the Journey to Leadership Brown Bag Session focused on the progression of career development by selecting various speakers that have developed their career at UTHealth
- Held an informative Brown Bag on Health and Wellness, which provided information regarding health services, healthy life choice, and Employee Assistance Programs that UTHealth provides
- Planned a third Brown Bag Session to focus on providing training on e-learning technology such as UTH-Share, Office365, Microsoft Teams, and WebEx. (This session was rescheduled for October.)

### Educational Awards
- Awarded monetary amounts varying from $200 to $4,600 to 22 qualified applicants
- Educational Awards Committee held a fundraising campaign and two silent auctions to raise money for the Educational Awards Program
- Organized a Selection Committee responsible for determining the number of student award winners

---

**From your University Classified Staff Council, thank you for a wonderful year!**

Learn more about us at uth.edu/ucsc.

---

**Curious about the University Classified Staff Council?**

**Visit the UCSC website:**
uth.edu/ucsc
Educational Awards awarded to 22 students

BY BETH WATSON
Senior Program Manager
Radiology

Each year, the University Classified Staff Council (UCSC) works hard to provide support to classified staff by providing Educational Awards to high school students who are children of current, full-time UTHealth classified employees and pursuing higher education. This fiscal year, we had 22 qualified applicants.

This competitive award ranks the students based on their schoolwork and well-rounded high school lives. Students are scored on the difficulty of the courses they took, their ACT or SAT score, their grades, and their grade point average. Additionally, they are scored on their volunteer work and extra-curricular activities that make them good citizens and team players. Lastly, they are scored on two letters of recommendation that are provided by their teachers or school administration.

The UCSC Educational Awards Program is a competitive award that provides various amounts of awards to applicants based on the scoring from the Selection Committee. The Educational Awards Program always receives remarkable applications and this year proved no different! These children will be attending colleges and universities this fall, and we are so happy to be able to award something to our winners.

We extend our heartfelt appreciation and thanks to our Selection Committee: William “Wes” Stewart, Dr. Pedro Mancias, Dr. Charles Beasley, Dr. Allison Edwards, and Catherine Doughty. These five dedicated UTHealth colleagues donated their time and attention and met several times to assess the applications.

Our winners will be attending the following colleges and universities: Brazosport College, Tarleton State University, Stephen F. Austin State University, Prairie View A&M University, The University of Texas at Austin, University of Houston, Texas Tech University, Houston Community College, Texas A&M University, Park University, Texas Woman’s University, Rice University, Texas Southern University, and Sam Houston State University. We are excited to be part of their future.

Through donations and two silent auctions, we were able to provide $28,600 in awards.

Congratulations to all of the winners from the Educational Awards Committee. We are so proud of you and can’t wait to see you soar!

Educational Awards Committee Members FY20: Beth Watson (chair), Bethany Roachell (vice-chair), Lt. Gaudencio Arenas, Tricia Hill-Thomas, Dana White, Felicia Davis, and Tracy Maclin.
Former Member Spotlight: Bethany Roachell

Witnessing the transformative work of UTHealth

BY JESSICA VANDERPOOL
Development Writer II
Office of Development

Former University Classified Staff Council (UCSC) member Bethany Roachell personally witnessed the impact of The University of Texas Health Science Center at Houston when her step-father received deep brain stimulation surgery at the talented hands of UTHealth’s Dr. Albert Fenoy. Diagnosed with Parkinson’s disease, her step-father, AJ Dike, knew he needed medical assistance so he opted for deep brain stimulation. The procedure was successful and helped control his symptoms, thereby improving his quality of life.

“It’s great to see firsthand how the work done here at UTHealth can impact the everyday lives of people,” said Bethany. “I love being a small part of something that, on a grand scale, literally changes lives for the better.”

Bethany is one of UCSC’s outgoing members, having served a two-year term. She served both years as a member of UCSC’s Educational Awards Committee and as secretary for UCSC. In her role, she helped raise more than $50,000 cumulatively in order to award financial assistance for higher education to selected, eligible children of classified staff.

“I joined UCSC to be an advocate for classified employees of UTHealth and to help make a positive difference within the institution where possible,” she said.

Bethany has worked in Human Resources (HR) at UTHealth for five years, first on the Employee Services team and now on the HR Technology team. Currently, she serves as Senior HR Systems Support Specialist.

“You’d know me as the person who works behind Learn2Succeed,” said Bethany, who has a Master of Science degree in Human Resource Management. “When first hired by UTHealth, I played a part in implementing the Learn2Succeed system, and currently, I work with numerous departments throughout UTHealth to ensure their trainings are working properly and the employees who need to complete specific trainings on the system are able to do so. In August 2019, I was part of a team that redesigned the look and feel of Learn2Succeed to make it more intuitive for users.”

Bethany has also served for several years as part of the HR Events Committee, the goal of which she says is to “plan engaging activities that help build department-wide relationships.”

When she is not at work, she enjoys playing board games with friends, putting her “green thumb” to good use with her many plants, working on the merchandise team at her church, hiking, running, and even participating in some races. She also describes herself as an “avid reader.”

She enjoys spending time with her tabby cat named Abraham and her Pembroke Welsh Corgi named Lincoln. She said the coordination of names was a happy accident, as she named Lincoln first and later met Abraham and just knew she had to adopt him due to his name.

To Bethany and our other outgoing members, UCSC would like to say thank you for sharing your time and talents for the sake of classified staff.
Technology Corner

Part 3: Microsoft Teams

BY COLIN DUNHAM
HR Reporting Analyst
Human Resources

Imagine that you’re instant messaging with a coworker about an upcoming project. She tells you that she has questions about the scope of the first objective and she is also curious about how to show the results of the third objective in a graph. You quickly look at the project outline document, and then show her a pivot chart that should work to communicate outcomes about the project. You set up a meeting to make sure you and your coworker are on the same page.

Now, pretend you did all that from one application.

Microsoft Teams (MS Teams) is the ultimate application for your work group — a workspace for real-time collaboration and communication, meetings, file and application sharing, and even the occasional emoji! As a truly collaborative tool, you can set up a team and then create different channels so the correct communication is shared in the correct space. Additionally, you can link various Microsoft applications right to your team so there’s never a need to leave the Teams application; all the work takes place in one location with everyone together.

A team is the group of people whom you work with on a daily basis or on a project. Create a team and include everyone who will need access to the files you’re creating or the messages you’re sharing.

A channel is a specific section of a team. Let’s say the team is working to put together a conference. One channel could be “presenters,” and another channel could be “food.” You would only post messages or files in the specific channels that have to do with that part of the conference. This makes it easier to break up the work and make sure other channels don’t get clogged up with posts about other items. If you are the team owner, you even have the ability to create a private channel so only the folks who need access to that channel have it — no one else will see it.

On your way to a meeting but want to make sure you receive notifications of an important update? Download the MS Teams app on your phone or tablet! The same functionality that exists on your computer also exists when you’re on the go! Quickly check any important updates, make comments, or upload files from your device as needed.

The search bar at the top of the MS Teams app is your best friend. You can quickly find a file, conversation thread, or even type a command to expedite your workflow. Commands are shortcuts in MS Teams that allow you to quickly do a multitude of useful things: check all your new notifications, set your messenger status, or even see a list of keyboard shortcuts!

Each channel in each team has the possibility to have its own tabs. The tabs could be a document you are constantly using, a new website, a OneNote notebook, a Microsoft Planner board, or a host of other things. If something needs to be close by for that team/channel — make it a tab!

No more searching for emails with the correct attachments. No more files with names like V3, V4, FINAL, FINAL_FINAL. All work can be done together in real time and, even better, updates are saved automatically. If you feel like V3 was better than V4, that’s okay — feel free to restore that version from the automatically saved version in the file’s history.

Besides working in real time with ultimate collaboration, you can also get someone’s attention by mentioning them. Whether in a comment, a reply to a post, or anywhere

See TECHNOLOGY on PAGE 11
Recycling program for toner and cartridges benefits environment

BY VALERIE BUCHANAN
AV & Conference Services Senior Manager
McGovern Medical School Conference Operations

McGovern Medical School Employee Relations Committee became partners in sustainability with TODAY’S Business Solutions and Clover Environmental Solutions in July 2013 to reduce the waste stream by keeping ink and toner cartridges out of landfills. McGovern Medical School ERC welcomed the University Classified Staff Council (UCSC) as partners in the program to increase efforts supporting toner recycling across the university in 2018.

The program is an environmentally preferred disposal of empty cartridges. It is free and easy to participate in. The focus is on collection, reuse, and recycling of cartridges that are remanufactured, remarried, or recycled and resold through Today’s Business Solutions. UCSC uses rewards they receive from the program toward the Educational Awards Program. McGovern Medical School ERC continues to manage the program and donates a portion of rewards they receive on behalf of the school’s pickup sites to support UCSC with donations for the Education Awards Program annually.

You can recycle all brands of empty printer cartridges including original HP, Brother, and Lexmark, as well as used cartridges from other manufacturers. Join the program and set up a toner collection box in your area. Contact Suzanne.J.Paramore@uth.tmc.edu or Amity.Browning@uth.tmc.edu for more information.

Updates to HOOP policies 28, 52, 116, 101

BY SANDY SOUTHERN
Senior Administrative Coordinator
Pediatric Cardiology and Critical Care

The HOOP Advisory Committee met in August.

HOOP 28 Vacation was updated this spring/summer to conform to current practices.

As a reminder, each department sets its vacation approval processes, but vacation requests still need to be completed. If you are transferring within state institutions, you need to contact the prior state agency regarding transferring your vacation time and years of service.

HOOP 52 Reductions in Force was updated regarding employees whose position was funded (50% or greater) by expiring sources of funding or a project that has been cancelled or discontinued. Employees will be given as much notice as possible in this situation.

Classified employees who are separated in a formal reduction of workforce, can have their remaining sick leave balance restored if they resume state employment within 12 months of the end of the month of separation.

HOOP 116 Editorial, Graphic, Web, Signage: University Brand Standards was updated to conform to current practices and some new standards.

It is our employees’ responsibility to ensure our communications that we create and send comply with Brand Standards.

HOOP 101 Disability Accommodations with new animal guidelines: HOOP 101 provides definitions for many terms within the scope of disability accommodations. This HOOP policy also describes the steps to request a workplace accommodation. It also addresses the definition of an emotional support animal and a service animal and the situations where they are allowed.

Got something on your mind? Contact UCSC at UTHealthUCSC@uth.tmc.edu.
Wellness Tips: Caring for yourself during a difficult year

BY MONICA GUIDRY
Executive Director
UTHealth Employee Assistance Programs

This year’s challenges have impacted many UTHealth employees emotionally, physically, financially, and spiritually. On a daily basis, we strive to be resilient for ourselves, our families, our colleagues, and those whom we serve. During stressful times, it may be difficult to know where to turn for support, guidance, and resources for yourself and even your family members. Employee Assistance Programs (EAP) and Wellness Services can help!

Here are some EAP and Wellness Services that many employees have used to not just survive, but also to build a foundation of resilience.

**EAP Counseling and Consultation Services**
Confidential individual, family, and group counseling are available to you and family members living in your household. Depression, anxiety, loneliness, fear, grief, and stress are normal emotions during these difficult times. Our staff is available for “in-the-moment-support” and can be a confidential sounding board for what you are experiencing, even to discuss work-related concerns. In addition, our goal is to help you identify options available to you. Free EAP counseling appointments are available virtually or in-person through our network of EAP licensed clinicians throughout Texas. We can also discuss mental health services available through Blue Cross Blue Shield. UTHealth employees and their family members can access convenient and confidential services at no cost.

For staff: Employee Assistance Program 713-500-3327*
For faculty: Faculty Assistance Program 713-500-3880*
Residents and fellows: Employee Assistance Program 713-500-3327* *24/7 for crisis calls

**Debt, Spending, and Financial Well-Being**
Your Money Line is a financial wellness program consisting of a live financial call-in helpline and an interactive online financial dashboard. The program focuses on changing spending behaviors to promote financial change, regardless of income.
Financial questions can be emailed to answers@yourmoneyline.com or by calling 833-890-4077. Available in English and Spanish. Participants can register online at www.yourmoneyline.com/uthealth.

For questions about these services, call our main number at 713-500-3327 or go online at https://inside.uth.edu/eap/employee- assistance/.

**Mindfulness, Resilience, & Stress Relief**
Studies show that meditation is associated with improvement in a variety of psychological areas including stress, anxiety, addiction, depression, eating disorders, and cognitive function among others. Other benefits include improved sleep, reduced blood pressure, and improved memory. As with any skill or new habit, practice is important. It takes repetition to train the mind and body to adjust to being still. In this time of social distancing, EAP offers free 15-minute virtual meditation sessions every week to the UTHealth community. We invite you to join your colleagues virtually on Wednesdays and Thursdays. You can find the calendar of events on Inside UTHealth.

Be sure to check out this article about the benefits of mindful meditation with quotes from Alejandro Chaoul, Ph.D., which might serve as a motivation to try this evidenced based resource.

Additional resources and services are available but are too numerous to mention. EAP is here for you as well as your department. Please visit our website (www.uth.edu/wellness) to learn more. Let us help you and your family.
else, all you have to do is type @ and then the person’s name to select them from a list! They will instantly receive a notification that will guide them to that file, comment, post, etc.

Need to have a private conversation with someone outside of the channel or even the team? Head on over to the chat app housed in MS Teams to contact anyone inside the UTHealth organization. Using the chat app, you can have real-time conversations using the instant messenger function with one or even a group of people. It’s also easy to send files and utilize other collaborative options as well.

If you cannot wait to create your own team and get started, contact the Help Desk today and they will create it for you.

Do you want some additional training before you dive headfirst into MS Teams? Try Microsoft’s training as well as LinkedIn Learning!

---

**Brown Bag Session focuses on technology uses**

BY COLIN DUNHAM AND JESSICA VANDERPOOL

G Suite for Education, Microsoft Teams, and Cisco Webex were the center of conversation during the Brown Bag Session on technology organized by the University Classified Staff Council (UCSC). During the virtual session, held Oct. 6, attendees heard from Gregory Orcutt, senior learning management administrator, and Carly Walker, e-learning technologist specialist and Google Certified Trainer, about how these programs operate and can benefit employees in their work.

**UTH-Share**

UTH-Share is UTHealth’s implementation of G Suite for Education. All faculty and staff members have access to UTH-Share, but will need to activate their account. UTH-Share has several tools for online collaboration and real-time work efficiency.

One of these tools is Google Drive, where you can store all your online documents in an easily accessible space. Whether you need to access your files via computer, phone, or tablet, it is easy to see where you left off and invite others to collaborate with you. You have plenty of storage space in your personal drive, but another great feature of Google Drive is Shared Drives. Shared Drives allow you to create a place for teams to share documents, edit, and ultimately succeed in their tasks through cooperation. When creating a Shared Drive, the owner can add team members and edit their permissions. For instance, you can give someone access to view or comment only, or you can make someone a manager with similar permissions to the Shared Drive owner. The great thing about Shared Drives is that if a team member leaves the organization or for any other reason no longer has access to the drive, all the files still remain in the shared folder for the team. There is no need to fear losing any work!

Another UTH-Share tool is Google Docs, which is similar to Microsoft Word and useful if you are co-writing something with team members. You can share your document with others via a button in the top right corner and work on it together in real-time, with changes saving automatically. Any time you want to directly notify someone of something, you can include their name preceded by the “@” or “+” signs. You can also customize the document with photos and other items or create a table of contents.

Other tools include, but are not limited to, Google Slides, which is similar to Microsoft PowerPoint, and Google Forms, which is similar to Microsoft Forms. With Google Slides, anyone can create and present beautiful, professional presentations with ease. These presentations can be customized with photos, videos, sounds, closed captioning and more. The Speaker view allows you to see your notes on each slide so you don’t forget to say anything you’ve rehearsed. Google Forms allows you to create items like polls, event registrations, and surveys that will display instant results. Keep in mind never to use these forms for sensitive information like passwords or patient data. Like Google Docs, both Google Slides

See BROWN BAG on PAGE 12
and Google Forms can be worked on collaboratively, with changes being automatically saved.

Microsoft Teams
Microsoft Teams (MS Teams) stands out by being chat-centric, designed to help people get organized with a specific focus on their conversations. A “team” is considered an overall group of people working on a project. This could be an entire department or a diverse group from across the university brought together to work on a collaborative project. And it is entirely possible that you will have multiple teams for multiple projects.

In order to start a team, you will need to contact the Help Desk and have them set up your team. You can read more about starting with MS Teams here.

The hallmark of Microsoft Teams is threaded conversations, which appear on the front page of each team you have set up. These threaded conversations allow you to follow messages and reply as necessary. Additionally, if you need assistance from a specific person, you can mention them by using the “@” sign and their name. They will receive a notification and respond to your mention. This also works for the entire team or channel!

Microsoft Teams is built for collaboration. You can upload a file, start a new one, and work together in real time. No longer do you have to worry if you got the latest version of a document hiding in your email somewhere. In Microsoft Teams everything is saved automatically and you see any changes as they are made.

Aside from communicating within the team as a whole, you can have private conversations with a colleague or group of colleagues in the “Chat” tab of the Microsoft Teams application. Here you can exchange files, chat, and work together on a smaller scale, similar to Skype for Business.

Cisco Webex
Cisco Webex is the principal supported real-time conferencing tool offered by UTHealth to all faculty and staff. All UTHealth staff have a Cisco Webex account whether they know it or not. To update your picture and other settings, you can visit https://uthealth.webex.com and sign in with your single sign-on credentials. From here you can access your Webex Personal Room, a virtual location that retains the same, specific URL, enabling you to give it out to friends or use it to schedule meetings. You can also schedule meetings that generate a one-use virtual meeting room using a unique URL.

Meeting attendees can either attend online or via phone, though they will need to enter a special code when calling in on their phones. In fact, you can combine the two and use your computer for video and phone for audio. Each time you enter a Webex meeting, you are presented with a screen to test your video and your audio. This is important and allows you to verify your settings before actually entering the meeting! Keep in mind, you will usually retain the ability to mute and unmute your self and turn your camera on and off as needed.

During a meeting, the host can mute or unmute participants and even record the meeting if it needs to be shared at a later date. (Email video@uth.tmc.edu to have this ability turned on for you.) Another fantastic feature is the ability to remind individuals to attend from within the Webex meeting. Webex can even call someone for you and connect them that way!

The presenters did offer advice on how to make your virtual conferences run more smoothly. They advised not to use Webex if you are on a Virtual Private Network (VPN) as it is more complicated and can slow down the bandwidth. They also advised not to use Webex while remoting into a computer at another location. Webex will try to use the computer audio and camera of the desktop you are remoting in to and may leave you unable to participate in the meeting. However, you can always attend Webex meetings from your internet browser on whatever device you are using at your current location. Lastly, if you receive a low bandwidth error message, keep in mind that it could be due to your network connection or another attendee’s network connection. To minimize any potential issues, you can try turning off your video to help resolve the problem.

Attendees left the virtual webinar with many helpful tips and ideas for new ways to use technology.

A recording of the Brown Bag Session will be online soon at the UCSC website for all who would like to learn more about these programs.
UCSC welcomes 2020-2022 representatives

Every year, a new group of representatives joins the University Classified Staff Council (UCSC) to fill the positions of those rotating off the council. Each representative serves for a two-year term during which they help represent the needs and concerns of UTHealth classified staff to leadership. In addition, every representative serves on one of UCSC’s five standing committees: Staff Development, Staff Recognition, Communications, Elections, and Educational Awards. We are excited to welcome this year’s incoming members, who began their two-year terms in September. We look forward to the contributions they will make.

Mariamma Abraham
Brenda Adams
Teshana Alexander
Michelle Balderas
Kevin Banks
Susan Bell
Deb Blesener
JR Bright
Miguel Chavez
Joan Dela Cruz
Cora Duhon

Meagan Everett
Nena Fairbanks
Amanda Fields
Regina Gallardo
Trudy Jacobs
Nikita Jones
Pamela Lewis
Rachel Lowry
Catherine March
Lariza McBean

Priscilla Meyers

Akillah Moy
Diane Ortiz
Laura Rademacher
Dana Richard
Natasha Shoaf
Daphne Sigaran
Frances Sokoloski
Jessica Vanderpool
Dana White
Dennie Clemons

UCSC Fall Word Search

Baseball
Camp
Garden
Mask
Parks
Takeout
Travel
Webex

Binge Watch
Family
Home Office
Online
Sunshine
Task Force
Vacation
Webinar

Created by Puzzlemaker at DiscoveryEducation.com
UCSC holds Annual Workshop virtually

BY JESSICA VANDERPOOL
Development Writer II
Office of Development

For more than a quarter century, the University Classified Staff Council has held Annual Workshops to promote professional and personal development among classified staff members at UTHealth. This year, however, there were no streamers, balloons, or confetti lining a conference room, but that did not stop the council from planning a one-of-a-kind event.

Due to restrictions on public gatherings because of COVID-19, UCSC’s 26th Annual Workshop went virtual this year! Taking full advantage of the opportunity, the committee that planned the event decided to spread what is usually a one-day workshop over multiple days. This allowed people to more easily attend the workshop since they did not have to take an entire day off work to attend. It also prevented the fatigue that often accompanies all-day conferences and workshops, hopefully allowing listeners to better soak in information.

The theme for the workshop was “2020 – Get a Clear Vision” and included four sessions spread between June and September.

- Session 1 explored the topic: “Staying Sane and Being Safe: Self-care Strategies for Managing Mental Health During the COVID-19 Crisis.”
- Session 2 explored the topics: “LinkedIn Learning” and “Who is in Charge of Your Career?”
- Session 3 presented UCSC Educational Awards Program winners (see related article on Page 6)
- Session 4 explored the topic: “The Importance of Making Self-Care a Priority”

In all, the series of sessions offered bite-sized opportunities for classified employees to get re-energized through helpful advice presented for the first time in a virtual setting.

The University Classified Staff Council looks forward to working with you and being your voice during fiscal year 2021!