

**University of Houston
Staff Council General Meeting
February 1, 2007**

Members Present: Carol Barr, Kelly Berry, Tina Blakes, Sandy Coltharp, Leslie Coward, Debra Frazier, Katherine Frazier, Wendy Gary, Sharon Gates, Jason Gregory, Charles Henry, Marilyn House-Broomfield, Sherry Howard, Angie Joe, Keith Kowalka, Lateki Lewis, John Matthews, Jerry Muye, Natalio Oliva, Joe Papick, Geoffrey Pierce, Leslie Pruski, Paul Roch, Maria Saldana, Mary Schulz, Rebecca Szwarc, Patricia Taylor, and Jean Valyan

Members Absent: Staria Anderson, Enrique Cardenas, Mary Douglas, Ronald Gonyea, James McDow, Ann McFarland, David Page, Lupe Pesina, Mary Reed, and Susan Williams

Guest List is in Staff Council Office.

The meeting was called to order by President, Carol Barr at 1:40 p.m.

Guest Presentations:

Dr. John Rudley, Vice Chancellor and Vice President for Administration and Finance spoke to members about major Human Resources changes and new structure. He discussed the major contributions of the last two directors of Human Resources-Karl Sparks and Bob Harrington- and the changes in technology and the use of People Soft that led to the decision now to merge Human Resources and Payroll. As a result Jim McShan will assume overall leadership of Human Resources and Payroll and Joan Sigler will be the Executive Assistant Director for Human Resource. This consolidation should allow for more efficiency and more cross training for these areas. This organizational change takes effective immediately and will begin focusing on fixing some basic processes for the new area.

Dr. Joseph Kotarba, President, Faculty Senate and Professor, Sociology Department then spoke to members about his desire to interface more between faculty and staff and the need to work together in the areas of shared concern. His main emphasis today was to discuss the University Coordinating Commission (UCC). The UCC was established last school year in May, 2006. It is in pilot study and it will be determined after May, 2007 whether to keep it or not. Representatives are from all segments of the University and include the Staff Council President. The purpose of the UCC is to make sure that anytime any group at the University proposes new policy or makes policy changes that require the Provost or President signatures that everyone has had a chance to review the changes. His hope is that there will be more inclusion in policy issues and more recognition for all interested parties. He also stated that the UCC has a 30 day response time so policy requests should not be hung up for long.

Announcements/ President's Report

Carol Barr

Understanding UH Business Services Seminar: Carol stated that B. Renae Milton and Geoffrey Pierce would miss this meeting and next month's meeting because of a 6 week program that is being offered through the University to staff.

Major Staff Changes: Carol announced that Yvonne Norwood is leaving the University after 26 years and she will be missed as she worked very closely with Staff Council.

Absences: Staria Anderson, Mary Douglas, Lupe Pesina, and Susan Williams sent messages about their absences.

Budget Plan: Carol is finishing up the budget plan for FY2008 and will send it to the executive committee and provide a copy for all next month. She stated that Staff Council is not asking for any new funds for next year but is asking for new office space.

Current Budget: Carol stressed that all committee chairs use their allocation or it will be taken back and we will not have it available for carry over as in years past.

Egg Hunt: Carol reminded members that this was coming up and she expects members to help with this effort and she thanked members for their help on past events this year.

Minutes: The January 2007 minutes were accepted unanimously.

Officer Reports

Immediate Past President:

Charles Henry

- ❖ **University System Staff Executive Council (USSEC):** Charles reported that there will be a USSEC meeting on February 15 at Clearlake. He said he will speak before the Board of Regents at 9AM.
- ❖ **March of Dimes Event:** The annual March of Dimes activities will occur on April 29th and they are expecting over 11,000 people to be on campus. Charles said to contact the college representatives to find out about ways that you can help and that Juanita Jackson is heading the campaign.

Vice President:

Tina Blakes

- ❖ **Absent.**

Secretary:

Joe Papick

- ❖ **No report.**

Treasurer:

Staria Anderson

- ❖ **Absent:**

Historian:

Nat Oliva

- ❖ **No report:**

Parliamentarian:

Wendy Gary

- ❖ Wendy reminded members about the 3 or 4 absents rule and to be sure to review the attendance roster and let her know if there are any discrepancies.

Committee Chairs

Appointments:

Jean Valyan

- ❖ **Search Committee for HR:** Carol stated that with the organizational changes announced there is no longer a need to appoint a member to this committee.
- ❖ **Deans Search Committee in Engineering:** Jean stated that Carol was asked by the Provost to recommend a couple of staff members from the College of Engineering to be on the committee.
- ❖ **TPAC:** Jean asked if anyone was interested in being on TPAC as Wendy Gary had to resign. Members were asked to let her know after the meeting or by E-mail.
- ❖ **Safety & Security:** Jean participated in the interview process of 6 police applicants for 4 positions in the Department.

Cougar First Impressions (CFI):

Rebecca Szwarc

- ❖ **CFI Update:** Rebecca reported that she has had confirmation from Dr. Gogue that he will participate in the opening ceremonies on August 20th at 10:00. The next meeting is February 21st.

Communications:

Mary Reed

- ❖ **Absent.**
- ❖ **Welcome Cards:** Carol reported for Mary that there have been 226 cards sent to new staff from September to January.

Events:

Debra Frazier

- ❖ **Spring Egg Hunt:** The Spring Egg Hunt is scheduled for March 31st at 11:00. The committee is meeting on February 6th to plan for this event. Debra passed around a sign-up sheet for members to help with face painting, refreshments, stuff eggs, and hide eggs.

Membership and Elections:**Maria Saldana**

- ❖ **Election Code:** Maria passed out the new election code and briefly discussed it. A few questions were raised and addressed by Maria and members of the committee. A motion was made and seconded to approve the election code. It was approved by all members present.

Staff Affairs:**Keith Kowalka**

- ❖ **Staff Scholarship:** Keith said that the announcement has been approved and is available on Staff Council Web site. All staff will receive a copy in the mail as well and the deadline will be March 1st. He asked all members to be sure to remind staff about the availability of this scholarship.
- ❖ **By-law Changes:** There are four areas being discussed for changes and a sub-committee is working on the suggested changes. The executive staff council members gave approval for continued work on these changes and the first change dealing with the creation of President-elect instead of Vice-president will be presented to the executive group in February and then to the full Staff Council at the March 1st meeting.
- ❖ **Staff Forum:** The spring Staff Forum is scheduled for March 6th at 10:00 AM and will be at the Hilton. Invitations will be mailed to staff as well as a general E-mail announcement to all staff. Potential questions should be provided to Keith by February 23rd.
- ❖ **Staff Survey:** Angie Joe is coordinating a sub-committee to look at the current survey and compare it to the previous staff survey and provide feedback and suggestions for future resolutions or work for Staff Council.
- ❖ **GLTBT Resource Center:** We are awaiting some additional information from staff that are interested in this area and will provide recommendations after the information is received.
- ❖ **Administrative Leave Days:** A question was raised about whether the previous resolution by Staff Council on the subject of supervisors being able to provide days off for excellent work had been approved. It was stated that a SAM had been developed for this but not a MAP and that more specification was needed. Keith said he would follow up on this issue.
- ❖ **Veterans/Troops/Family Support & Appreciation Luncheon:** Keith asked Trish Taylor to discuss the meeting that was held to plan a support group for veterans and families of those currently serving in the War Zone. Trish provided a hand out and discussed a luncheon that is planned for February 20th at the AD Bruce Religion Center. After discussion, Trish asked for support of this effort from Staff Council. A motion was made and seconded to support this effort and provide up to \$500 for advertisement of the luncheon. This was passed by all members present.
- ❖ **Next Meeting of Staff Affairs:** The next meeting for the committee is scheduled for February 6th.

Old Business: None.**New Business:**

- ❖ **Staff Council Meetings:** Carol asked members to consider inviting staff members who are not on Staff Council to future meetings in order to encourage more staff across campus to become involved in Staff Council activities. Please let B. Renae know if you are bringing others so she will be sure to have enough seats for all present.

The meeting was adjourned at 2:45p.m.

Submitted by: Joe Papick, Secretary