

**University of Houston
Staff Council General Meeting
May 3, 2007**

Members Present: Carol Barr, Kelly Berry, Tina Blakes, Enrique Cardenas, , Sandy Coltharp, Leslie Coward, Mary Douglas, Debra Frazier, Katherine Frazier, Wendy Gary, Sharon Gates, Ronald Gonyea, Jason Gregory, Charles Henry, Marilyn House-Broomfield, Sherry Howard, Keith Kowalka, Lateki Lewis, John Matthews, James McDow, Ann McFarland, Jerry Muye, Natalio Oliva, David Page, Joe Papick, Lupe Pesina, Geoffrey Pierce, Leslie Pruski, Paul Roch, Cynthia Romero, Maria Saldana, Mary Schulz, Rebecca Szwarc, Patricia Taylor, Jean Valyan, and Susan Williams

Members Absent: M. Angela Clifton

Guest List is in Staff Council Office.

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

Announcements/ President's Report

Carol Barr

President's Going Away Celebration: Dorita Hatchett is requesting volunteers to assist with the going away celebration for President and Mrs. Gogue on May 16, 2007, which will be held at Robertson Stadium Pavilions. A lunch and activities will be provided.

Staff Excellence Awards Luncheon: The Staff Excellence Awards Luncheon will be held on May 15, 2007. There will not be a staff appreciation picnic this year. Carol said that continuation of the staff appreciation picnic should be on the agenda for the new president of Staff Council.

Chancellor/Presidential Search Committee: Carol reported that she had been asked to serve on the search committee for the Chancellor/President Committee.

Minutes: The April 2007 minutes were approved with the correction that Leslie Pruski should be listed as a member of the Staff Scholarship Committee. Paul Roch said the correct spelling of his name is "Roch", not "Roche".

Parliamentarian:

Wendy Gary

- ❖ **Resignations:** Wendy reported Mary Reed's resignation from Staff Council.
- ❖ **Appeal:** Leslie Coward appealed her forfeiture of position as a representative and Wendy presented the appeal. A motion was made to re-instate Leslie and the Council voted unanimously to re-instate her.
- ❖ **Order of Business/President-Elect By-law Resolution:** Carol stated that at the April general meeting nominations for the 2007-2008 President should have been entertained, but due to extensive discussion regarding the UH Master Plan and merit, this did not take place. She then gave Joe Papick an opportunity to explain the President-Elect Resolution. A motion was made by Joe to suspend the current by-laws pending the outcome of the vote on the proposed resolution as written and sent out to the general Staff Council members on April 25, 2007 and again on May 1, 2007. A motion was made to approve the resolution and by-laws sent out on 5/1/07. By a show of hands the president-elect by-laws and resolution were accepted. Nominations for President, President-Elect, Secretary, Treasurer, Historian, and Parliamentarian will take place at the July meeting and elections in the August meeting. Carol referenced the number of hours spent serving as Staff Council President and that time away from duties and commitment from the supervisor is a must.

Officer Reports:

Immediate Past President:

Charles Henry

- ❖ No report.

Vice President:

Tina Blakes

- ❖ No report.

Secretary:

Joe Papick

- ❖ No report.

Treasurer:

Jason Gregory

- ❖ No report. Jason said he would have a report sent out before the next meeting.

Historian:

Nat Oliva

- ❖ No report.

Parliamentarian:

Wendy Gary

- ❖ **July 12th Meeting:** Wendy questioned whether or not the July meeting had been changed due to the holiday. It was confirmed that the date change occurred because of the July 4th holiday.

Committee Chair Reports:

Appointments:

Jean Valyan

- ❖ Jean stated that there were not any appointments to fill.
- ❖ **Faculty/Staff Traffic Court:** Jean stated that Mary Brantley from the Faculty Senate Office requested an annual report from her regarding the Faculty/Staff Traffic Court and she distributed copies to members.
- ❖ **Safety and Security Committee:** Jean said the Safety and Security Committee is taking measures because of the incident at Virginia Tech. She said a checklist will be on the website within the next two weeks. Members were asked to make sure their constituents are getting the security alert.

Ad Hoc Committee:

Carol Barr

- ❖ **Merit:** Carol stated that an ad hoc committee (Carol Barr, Joan Sigler, Ann McFarland, Charles Henry, Joe Papick, Keith Kowalka, Tina Blakes, Jean Valyan and Rebecca Szwarc) met and discussed Staff Council's proposal regarding merit. The Performance Communication & Development (PCD) forms have been changed as a result of this meeting. Specifically the checklist changed and best practices were also added to see how to utilize the PCD form. The recommendation to the President would be: 1) 2% across-the-board for benefits eligible staff 2) UH staff below \$30,000 receive 2% across-the board or a guaranteed \$600.00 increase and 3) any funds remaining would be distributed as merit based on the recommendations of the supervisor/administrator of the unit (in accordance with distributed merit guidelines). There was further discussion about a PCD not being completed and how to handle such situations. Carol concluded by stating that the committee will continue to go forward to provide the Council with information.

Cougar First Impressions (CFI):

Rebecca Szwarc

- ❖ **CFI Update:** Rebecca reported that the CFI Planning Committee is moving ahead with plans. The plan to have snow cones was deleted and frozen treats will be served instead. Shasta's cones, etc. from Blue Bell and other vendors will also be given out. The committee is still considering caterers; barbecue or chicken fried steak or chicken fried chicken or other options. Bids for weather proof banners are being taken and the design for the Transition Ad is being worked on.

Communications:

- ❖ No report.

Events:

Debra Frazier

- ❖ **Spring Egg Hunt:** Debra stated that even though the Spring Egg Hunt was rained out, goody bags and stuffed eggs were distributed to the Charter School and Child Care Center, along with other received items. Prizes are in storage for next year.

Membership and Elections:

Maria Saldana

- ❖ **Absences:** Maria said she sent emails and letters to some members regarding their absences.
- ❖ **Nomination Form:** Maria distributed handouts of the nomination form and apportionment provided. She highlighted the changes to the form.
- ❖ **Date Change of August Meeting:** Carol requested a change of the general meeting and/or voting due to elections. The Council agreed to have the elections on August 1 and August 2, 2007. The Staff Council meeting will be changed to August 9, 2007.

Staff Affairs:

Keith Kowalka

- ❖ **Spring Forum:** The Spring Forum is scheduled for May 18, 2007 at 9:00 a.m. in the KIVA, Farish Hall.
- ❖ **Scholarships:** The Scholarship Committee is working to complete the scholarship applications for 2007-2008.
- ❖ **Committee By-laws:** The Committee By-laws are being worked on and Rebecca Szwarc should be contacted with changes, etc. The By-laws should be read and approved/disapproved at the next general meeting.
- ❖ **Next Meeting:** The next Staff Affairs Committee meeting is May 22, 2007.

Old Business: None.

New Business: None.

The meeting was adjourned at 2:49 p.m.
Submitted by: B. Renae Milton