

**University of Houston
Staff Council General Meeting
June 7, 2007**

Members Present: Carol Barr, Kelly Berry, Tina Blakes, Sandy Coltharp, Leslie Coward, Mary Douglas, Debra Frazier, Katherine Frazier, Sharon Gates, Ronald Gonyea, Jason Gregory, Charles Henry, Marilyn House-Broomfield, Sherry Howard, Lateki Lewis, James McDow, Ann McFarland, Lupe Munoz, Jerry Muye, David Page, Joe Papick, Geoffrey Pierce, Leslie Pruski, Cynthia Romero, Maria Saldana, Mary Schulz, Rebecca Swarc, Patricia Taylor, and Jean Valyan

Members Absent: Enrique Cardenas, M. Angela Clifton, Wendy Gary, Keith Kowalka, John Matthews, Natalio Oliva, Mary Reed, Paul Roch, and Susan Williams

Guest List is in Staff Council Office.

The meeting was called to order by President, Carol Barr at 1:35 p.m.

Announcements/ President's Report

Carol Barr

Chancellor/President Search Committee: Carol briefly discussed the first meeting of the search committee that was used to discuss traits that members would like to see for the next Chancellor/President. Carol shared the five traits that she would like which included knowledge of an urban university, strong interpersonal skills, appreciation of active participation of staff in university governance, proven experience in fund raising, and appreciation for a dynamic undergraduate program as well as a graduate program. Carol reminded staff council members to provide her with any names of potential candidates for this position.

Salary Increases: Carol stated that the amount of the salary pool should be available next week. She thanked all members who helped her develop the Staff Council recommendations to administrative staff. She also stated that representatives of all the campuses within the UH system mentioned the problems with performance evaluations and the process. The use of the letter recommending staff salary increases was approved and accepted unanimously.

Next Meeting: Carol mentioned that Bob Bowden would present at the next meeting the new procedures for responding to emergency events at the University.

Minutes: The May 2007 minutes were accepted unanimously.

Officer Reports

Immediate Past President:

Charles Henry

- ❖ Charles discussed the USSEC meeting on May 17, 2007. He shared that members were invited to attend the President's reception on the evening of May 16th and then members met with the Presidents of UH-Downtown, UH-Victoria, and UH-Clearlake on the 17th. The Presidents expressed support for many staff issues, shared concerns about the process of staff raises and the merit process, and supported continued meetings with USSEC members. The next USSEC meeting is August 16, 2007 at UH-Alumni Center.

Vice President:

Tina Blakes

- ❖ Tina mentioned that she is taking Carol's place on the Emergency Response Committee and will be serving on a grievance hearing in the near future.

Secretary:

Joe Papick

- ❖ No report.

Treasurer:

Jason Gregory

- ❖ No report.

Historian:

Nat Oliva

- ❖ Absent.
- Parliamentarian:**
- ❖ Absent.

Wendy Gary

Committee Chairs

Appointments:

Jean Valyan

- ❖ Jean mentioned that the traffic court meeting was coming up on May 22nd and a grievance hearing was coming up in the near future.

Cougar First Impressions (CFI):

Rebecca Szwarc

- ❖ **CFI Update:** Rebecca reported that all plans are progressing well. She shared the ad for the Transition magazine and the T-shirt design which are including the theme “Cool to be a Cougar”. The date for the luncheon is August 30, 2007 and she mentioned that there would be an air conditioned tent where ice cream would be given to students and there would possibly be a snow machine for the tent.

Communications:

Lupe Munoz

- ❖ Lupe stated that 54 welcome cards were sent to new staff hires today.

Events:

Debra Frazier

- ❖ Debra stated that the next meeting for the Events committee is scheduled for June 13, 2007 at 11:30 a.m. in AH 441.

Membership and Elections:

Maria Saldana

- ❖ Nomination Forms for staff council elections has been sent to all staff. There are 12 open positions and the deadline is June 13th. After that Maria will prepare the voter’s guide and elections are scheduled for August 1st and 2nd. So far, Maria stated that she has received 4 nominees for positions. She also presented some updates for the Election Code related to the position of President-elect and these changes were approved by Staff Council. The next Membership and Elections Committee meeting is scheduled for June 20, 2007 from 10:00 a.m. to 11:00 a.m.

Staff Affairs:

Keith Kowalka

- ❖ Rebecca presented the recommended by-law changes regarding committees and their expectations. The major changes included clarification on the number of committees staff council members were required to serve on, procedures for University wide committees, and required reports. A motion was made to approve the by-law changes as presented, was seconded, and approved unanimously. The changes in the by-laws will take effect on 9-1-07.

Old Business: None.

New Business:

- ❖ Carol asked if there were any new issues to be considered for next year. She mentioned that the new administrative leave policy should be out soon and that there should be follow up to ensure it is implemented as expected. Carol also continued to encourage members to find ways to get other staff members interested in Staff Council and to bring guests to future meetings. It was mentioned that we needed to be sure to invite Vice Presidents to future meetings. It was also discussed that we needed to be sure to follow up on the PCD process and to try to get a distribution report on merit. It was suggested that the report should be provided based upon grade and job title. Also there was a need to see how many PCD’s (Performance Communication Development) were completed and what percentage was meets or exceeds expectations. There was also mention of the need to invite Dave Irvin to a future meeting to discuss the new Paw program in his area.

The meeting was adjourned at 3:00p.m.
Submitted by: Joe Papick, Secretary