

**University of Houston**  
**Staff Council General Meeting**  
**August 9, 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, Ann McFarland, Jerry Muye, Natalio Oliva, David Page, Joe Papick, Geoffrey Pierce, Leslie Pruski, Paul Roch, Cynthia Romero, Maria Saldana, Mary Schulz, Rebecca Szwarc, and Jean Valyan

**Members Absent:** Angela Clifton, John Matthews, James McDow, Lupe Munoz, Patricia Taylor and Susan Williams

**Guest List** is in Staff Council Office.

The meeting was called to order by President, Carol Barr at 1:30 p.m.

**Elections of Officers:** The first order of business was the election of officers for next fiscal year. The following officers were elected: President-Keith Kowalka, President-elect-Sandy Coltharp, Secretary-Lateki Lewis, Treasurer-Jean Valyan, Parliamentarian-Wendy Gary, and Historian-Nat Oliva.

**Announcements/ President's Report**

**Carol Barr**

**Recognition:** Carol recognized Mary Schulz who is retiring on August 31, 2007 for her 30 years of service to the University and her many years as a Staff Council member. She also thanked Mary Douglas and Wendy Gary for providing us with this wonderful space at the hotel.

**Minutes:** The July 2007 minutes were accepted unanimously.

**Officer Reports**

**Immediate Past President:**

**Charles Henry**

- ⊖ Charles discussed the upcoming USSEC meeting on August 16, 2007. He stated that there would be a presentation at the Board of Regents meeting at 8:30 a.m. followed by the regular USSEC meeting at 10:30 a.m. He also mentioned that there was a plan to have a dinner/reception the evening of the 15<sup>th</sup> with the representatives from the other universities.

**Vice President:**

**Tina Blakes**

- ⊖ Tina stated that the Emergency Management meeting was cancelled for the month.

**Secretary:**

**Joe Papick**

- ⊖ No report.

**Treasurer:**

**Jason Gregory**

- ⊖ No report.

**Historian:**

**Nat Oliva**

- ⊖ No report.

**Parliamentarian:**

**Wendy Gary**

- ⊖ No report.

**Committee Chairs**

**Appointments:**

**Jean Valyan**

- ⊖ Jean met with the Safety and Security Committee on July 26<sup>th</sup> and handed out to members several door hang tags regarding planning an exit from a building during an emergency. She also stated that the Fire Marshall's office has a film on how a fire

spreads and would be happy to meet with groups to ensure plans are made during a fire emergency. She also mentioned that the police would have new security shirts with high visibility at night so students, staff, and faculty could recognize them more quickly.

**Cougar First Impressions (CFI):**

**Rebecca Szwarc**

- ⊖ **CFI Update:** Rebecca reported that all plans are in place and everything is ready. There will be over 40,000 drinks, 10,000 bars of ice cream and popsicles, and over 10,000 pounds of ice, posters telling why it is “Cool to be a Cougar”. She asked for volunteers for the cool tent for the afternoon and mentioned that the date for the banquet is August 30, 2007.

**Communications:**

**Lupe Munoz**

- ⊖ Carol reported for Lupe that many cards about Staff Council have been sent to new employees and she has received E-mails thanking her and saying it meant a lot to receive them from Staff Council.

**Events:**

**Debra Frazier**

- ⊖ Debra stated that the memorial for Rodger Peters is tentatively scheduled for Disability week which is around the end of September or the first of October. She is still checking on the exact location of the memorial. She also stated that she is working on the Old/New Member Luncheon which is scheduled for September 13<sup>th</sup>.

**Membership and Elections:**

**Maria Saldana**

- ⊖ In addition to conducting the elections for Staff Council, Maria reported on the past Staff Council elections. The voters guide was sent on July 17<sup>th</sup>. Francine Parker sent a reminder to staff about the elections on July 31<sup>st</sup> and August 1<sup>st</sup>. Two polling sites: one at E. Cullen and one at the General Services Building were available on August 1<sup>st</sup>. On-line voting occurred on August 1<sup>st</sup> and 2<sup>nd</sup>. The votes were certified on August 3<sup>rd</sup>. 11.8 percent of staff voted and this was slightly down from last year. E-mail notifications were sent to all winners on August 6<sup>th</sup> and a formal letter will follow. Francine Parker announced the results on August 8<sup>th</sup>.

**Staff Affairs:**

**Keith Kowalka**

- ⊖ Keith passed out information regarding the staff survey for fiscal year 2008. The cost estimate is \$4,145.64 and will cover the cost of an on-line form, printed forms in English and Spanish, the mail out, and the analysis. The time line for the survey is to conduct it in November, have the results by February 1<sup>st</sup>, and provide information to staff at the Spring Forum. It was moved and seconded that Staff Council accepts the cost estimate for the survey pending the budget for the next year. This motion was approved.
- ⊖ Keith discussed the MAPP policy on Administrative Leave and said the expectation was that it would go out University wide for review in September.

**Old Business:**

- ⊖ Ronald Gonyea asked if Carol had received any information regarding the completion of Performance Communication and Development’s (PCD) and what the merit guidelines were for this year. Carol stated that a report had not been received, but should in the near future. Guidelines for merit require the employee have a PCD on file, 6 months or more of employment, a rating that meets or exceeds on the PCD, and then the other definitions were left to the Deans and Administrators discretion. Ron asked what the appeal process was and it was stated that appeals occurred at the college levels. Carol said she would remind the new President of Staff Council to ask for a report on completion of PCD’s, merit awards, and a report from the Ombuds office.

**New Business:**

- ⊖ It was suggested that members try to bring a guest to the September Staff Council meeting and if you do, you will be eligible to win a gift certificate to Eric’s, per Wendy Gary.

- ⊞ Carol mentioned that the Compensation Survey has been removed from the HR web site as it was never finished and never forwarded for final approval. She also reminded members that they are an advisory body and who help to identify areas of staff concerns and provide information to the President, but should not demand a specific course of action. Finally, she thanked everyone for a productive year and looked forward to working with next year's Staff Council leaders.

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

Submitted by: Joe Papick, Secretary