

University of Houston
Staff Council General Meeting
January 10, 2008

Members Present: Bill Ashley, Stephen Bangerter, Carol Barr, Kelly Berry, Sandy Coltharp, Katherine Frazier, Wendy Gary, Jason Gregory, Leticia Henry, Sherry Howard, Keith T. Kowalka, Lateki Lewis, Jerry Muye, Natalio Oliva, David Page, Joe Papick, Leslie Pruski, Dee Kahley-Randolph, Norvia Remo, Paul Roch, Cynthia Romero, Maria Saldana, Rebecca Szwarc, Patricia Taylor, Jean Valyan, and Jatindera Walia

Members Absent: Tina Blakes, Leslie Coward, Mary Douglas, Debra Frazier, Sharon Gates, Marilyn House-Broomfield, Ann McFarland, and Janice Quiroz

Guest List is in Staff Council Office.

The meeting was called to order by President, Keith T. Kowalka at 1:36 p.m.

Minutes: The December 2007 minutes were accepted with the following corrections.

- ❖ Under **Members Present**, add Bill Ashley, Carol Barr and Joe Papick
- ❖ Under **Members Absent**, add Lateki Lewis, Cynthia Romero and Maria Saldana
- ❖ Under **Guest:** Teri Longacre, add her title: UH Ombudsperson and Associate Professor, Management and RE: UH Ombudsperson Report
- ❖ Under **Communications**, reword last sentence to read: “The committee plans to review and update the brochure and review its distribution”.
- ❖ Under **Events: Meeting**, the last sentence should read, “Recommendation for changing the name of the Sock and Blanket Drive needs to be presented to the Staff Affairs Committee”.
- ❖ Under **Staff Affairs: Meeting**, the last sentence should read, “A representative regarding the Fair Trade Group will be invited to attend the meeting”.
- ❖ Under **Standing Committee Reports:** Smoke Free Environment, it should read: “Keith reported that the Smoke Free Environment for the University Arbor was approved”.

Announcements/ President’s Report

Keith T. Kowalka

Tuition and Fee Committee: The first meeting was held in December. The committee is being Co-Chaired by Mr. Jim McShan and Dr. Donald Foss this year. Meetings will be on Tuesdays and Thursdays to discuss proposals for FY 2009 tuition and fees. A sub-group is reviewing the option(s) of a tuition and fee contract.

“Coffee with Dr. Khator”: Keith said Staff Council was asked by Karen Clarke, AVC/AVP for University Relations, to host the **“Coffee with Dr. Khator”** on Friday, January 18th from 9:00 a.m. to 10:30 a.m. at the UC Houston Room. A message to the staff listserv will go out highlighting the event. Faculty will have a similar event on Tuesday, January 15th.

Officer Reports

Immediate Past President:

Carol Barr

No report. Carol did say that if the by-laws pass on University System Staff Executive Council (USSEC), she would tender her resignation so Sandy can become a designated representative.

President-Elect:

Sandy Coltharp

❖ **No report.**

Secretary:

Lateki Lewis

❖ **Absent.**

Treasurer:

Jean Valyan

❖ **Budget:** Jean distributed a budget report. She said she did not complete the updates for CFI, but would have that available next month. It was noted in response to a question from the floor that Staff Council would not be paying for the “*Coffee with Dr. Khator*” event.

Historian:

Nat Oliva

❖ **No report.**

Parliamentarian:

Wendy Gary

❖ **New Book:** Wendy reported that a new book had been purchased to assist with the parliamentarian duties.

Committee Chairs

Appointments:

Sherry Howard

❖ **Meeting:** Sherry said the next meeting would be held on Wednesday, January 23rd at 4:30 p.m. at the Child Care Center. The committee will discuss the timeline for next year’s appointments, collecting follow-up information and new positions.

Communications:

Wendy Gary reporting for Tina Blakes

❖ **Welcome Cards:** Wendy said 167 welcome cards had been sent to new hires.
 ❖ **Meeting:** The next meeting will be held at 1:00 p.m. prior to the next Executive Board meeting.

Cougar First Impressions (CFI):

Rebecca Szwarc

❖ **CFI Update:** The CFI meeting is scheduled for January 22nd at 2:00 p.m. in the M. D. Anderson Library on the first floor.

Events:

Dee Kahley-Randolph

❖ **Sock and Blanket Drive:** Dee reported that the Sock and Blanket Drive was a great success.
 ❖ **Spring Egg Hunt:** The committee is preparing for the Spring Egg Hunt, which is scheduled for March 15, 2008. The event will take place in the same location as past years (the Lynn Eusan Park).

Membership and Elections:

Maria Saldana

❖ **No report.**
 ❖ **Meeting:** The next meeting is scheduled for January 23rd. An email will be sent to announce the location.

Staff Affairs:

Leslie Pruski & Paul Roch

❖ **Meeting:** The next meeting will be held on Tuesday, January 25th at 2:00 p.m. in room 311 E. Cullen.
 ❖ **Spring Forum:** The Spring Forum is scheduled for March 6, 2008 at 10:00 a.m. in the Shamrock Room of the UH Hilton Hotel. Questions and volunteers

are needed. This will be the first event where Dr. Khator will speak to the staff.

- ❖ **Students for Fair Trade:** All Staff Council members are invited to attend the meeting with Students for Fair Trade. It will be a fifteen minute session.
- ❖ **Students Against Sweatshops:** A letter was read from Brittaney Keel in response to the resolution submitted from Staff Council, requesting an opportunity to address concerns. The committee will discuss this topic at the next meeting.
- ❖ **Staff Survey:** Trish said the survey was extended for an additional two weeks and there had been a good response. Patrick Daniel is reviewing the data and the anticipated date for receiving results is early February.
- ❖ **By-law Changes:** Joe said the committee was suggesting adding a section (Section 16) to the by-laws with details on how Staff Council would elect members of the USSEC.

Standing Committee Reports:

University Commission on Women:

Rebecca Szwarc

- ❖ **Survey:** The University Commission on Women survey was extended through the end of January and is open to staff, students and faculty.

Safety and Security Committee:

Jean Valyan

- ❖ **Police Department Openings:** Lt. Rita Bazile said there are eight positions open in the Police Department. The department has a new assessment panel which takes all day and applicants must provide five written presentations on handling situations and demonstrate one of them. Jean said potential candidates are dropping out. Volunteers are needed for the assessment process and interested parties should contact Lt. Rita Bazile.
- ❖ **Walk in the Dark:** Four teams participated in the “*Walk in the Dark*”. Seven pages of concerns were identified and the department is working to resolve the concerns. During the first two weeks of school, the Police Department will be more visible and patterned after the Staff Council’s CFI of letting students ask questions and directing them to their classrooms. Also, fourteen new AED’s (automated external defibrillators) have been purchased. The State Fire Marshall identified problems with some of the doors, but reconsideration was made about disabling versus replacing them which would save the University over a million dollars. Sandy requested Jean provide the Council with a list of items identified on the walk.
- ❖ **Full Time Food Inspector:** The University now has a full time food inspector; Mr. Huey Joseph.
- ❖ **Police Officer’s Vest:** There was a question about the police officer’s having to pay for their vest. It was suggested that this question be submitted to the Staff Affairs committee.

Old Business:

- ❖ **None.**

New Business:

- ❖ **None.**
- ❖ **Resolutions:** Resolutions for Drs. John Rudley and Renu Khator were reviewed. The Council accepted the resolutions with suggested edits.

The meeting was adjourned at 2:22 p.m.

Submitted by: B. Renae Milton, Program Coordinator