

**University of Houston  
Staff Council General Meeting  
March 6, 2008**

**Members Present:** Bill Ashley, Stephen Bangerter, Tina Blakes, Sandy Coltharp, Leslie Coward, Mary Douglas, Debra Frazier, Katherine Frazier, Wendy Gary, Sharon Gates, Ron Gonyea, Jason Gregory, Leticia Henry, Sherry Howard, Keith T. Kowalka, Lateki Lewis, Ann McFarland, Jerry Muye, Natalio Oliva, David Page, Joe Papick, Leslie Pruski, Janice Quiroz, Dee Kahley-Randolph, Norvia Remo, Paul Roch, Cynthia Romero, Maria Saldana, Rebecca Szwarc, Patricia Taylor, Jean Valyan, and Jatindera Walia

**Members Absent:** Carol Barr, Kelly Berry and Marilyn House-Broomfield

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

The meeting was called to order by President, Keith T. Kowalka at 1:45 p.m.

**Minutes:** The February 2008 minutes were approved with corrections.

**Guests:**

**Tom Ehardt, Assistant Vice Chancellor, Assistant Vice President, Budget and Financial Operations, RE: Student Tuition and Fee Committee**

- ❖ **Budget:** Mr. Ehardt presented a PowerPoint presentation explaining the recommended raise for FY09 and other issues. He noted the recommendations must still go through the process for review and approval by the Board of Regents.

**Dr. Veronique Tran, Director, UH Office of Undergraduate Discovery Programs, RE: Quality Enhancement Program**

- ❖ Dr. Tran stated that staff could play a major role in the initiative. A two page executive summary was distributed for review. QEP (Quality Enhancement Program) is a new program developed as a component of the SACS Accreditation process will be online on March 7, 2008. Staff Council members were asked to review and provide feedback. The SACS Accreditation process happens every ten years and is used to help evaluate UH. Staff is involved in the process and it is expected to impact a large number of students (p.2). Other information about the program:
  - Infuse into regular schedule versus extra curricular
  - Formed to tackle/broaden research needs for future of student
  - Goal: retention of graduation
  - Roll out date for students and advisors to have information
  - Funding is not there yet – expected late spring or early summer; if not September 1<sup>st</sup>

Question: How will it effect students already juniors or seniors?

**Officer Reports**

**Announcements/President's Report**

**Keith T. Kowalka**

- ❖ **Staff Excellence Awards:** The Staff Excellence application deadline has been extended to Monday, March 24, 2008. More information can be found on the Human Resources website.

**Immediate Past President:**

**Carol Barr**

- ❖ **Absent.**

**President-Elect:** **Sandy Coltharp**  
❖ **USSEC:** USSEC met after the Board of Regents (BOR) meeting. Sandy said Lucy Bowen from UHD had comments about USSEC and its goals. The major conversations focused on identifying ongoing goals for the group and how USSEC will be a value-added body from a System staff perspective and how UH members will be able to represent the UH Staff Council's perspective, and then as a system.

**Secretary:** **Lateki Lewis**  
❖ **No report.**

**Treasurer:** **B. Renae Milton reported for Jean Valyan**  
❖ **Budget:** B. Renae distributed a copy of the updated budget.

**Historian:** **Nat Oliva**  
❖ **No report.**

**Parliamentarian:** **Wendy Gary**  
❖ Wendy reminded everyone to sign in.

### **Committee Chairs**

**Appointments:** **Sherry Howard**  
❖ **Openings:** Sherry said there is an opening on the Title IX Grievance Committee.

**Communications:** **Tina Blakes**  
❖ Tina reported that the Communications Committee is still making presentations at the new member/hire orientation. The committee plans to schedule a meeting with Cody Pelletier, HR Manager to provide information and communication related to Staff Council in the monthly HR newsletter rather than having a Staff Council newsletter. Magnets were also suggested as a means for publicizing Staff Council.

**Cougar First Impressions (CFI):** **Rebecca Szwarc**  
❖ **CFI Update:** Rebecca reported that the CFI planning committee met and the following is what transpired:

- This year's theme will be "Cool to be a Cougar"
- Continue to use the reasons to be a Cougar
- T-shirts will be red
- Sites will be reviewed
- More volunteers are needed
- Asked for a meeting with President Khator to encourage staff volunteers
- Ice cream will be served
- Posters will be at all tents
- The next meeting will be on Tuesday, March 18<sup>th</sup> at 2:00 p.m., room 106T, M.D. Anderson Library

**Events:** **Dee Kahley-Randolph**  
❖ **Spring Egg Hunt:** Dee reported that candy and donations were still being accepted for the Egg Hunt. On Friday, March 14<sup>th</sup>, help is needed for stuffing eggs and everyone was asked to meet in room 216 of the Hilton Hotel. The next meeting is scheduled for March 7<sup>th</sup>.

**Membership and Elections:** **Maria Saldana**  
❖ **Apportionments:** Maria provided a handout to show the 2008-2009 apportionments. She said there is one increase in the number of members. July 15<sup>th</sup> and 16<sup>th</sup> are the new dates for the elections. The voting sites will be on the first floor of E. Cullen Building and in the McElhinney Building. Ballots will be in English and Spanish and on-line. Nomination forms were placed on the back of the Staff Forum agendas. The next meeting will be in room 441 of the Social Work Building. Ron Gonyea replaced Marshelle Jones in the at-large position. Mark O'Riley accepted the proposal to serve on Staff Council. The M&E committee needs approval of the changes to the election code.

**Staff Affairs:**

**Leslie Pruski & Paul Roch**

- ❖ **Spring Forum:** Everyone was thanked for their participation and attendance at the Spring Forum. The forum webcast will be archived. Questions not addressed will be answered in writing by 4/1/08.
- ❖ **Staff Survey:** The Staff Survey will be posted on the Staff Council website. The survey showed that staff are positive about their UH experience. Anyone who is interested in participating in preparing the next survey should let Leslie and Paul know.
- ❖ **Staff Council Scholarships:** To date only a few applications have been received. Members were asked to inform other staff about the application and the deadline for submission.
- ❖ **Next Meeting:** At the next meeting on March 11<sup>th</sup>, in room 311 E. Cullen, the Staff Affairs Committee members will discuss Fitness Relief Time. They will review other campus policies.

**Standing Committee Reports:**

- ❖ **Commission on Women:** Rebecca said the committee is working to finish the mentoring survey by April. Members were asked to participate in the Campus Environment Survey. In particular, student and faculty responses were needed. Other items being reviewed are related to child care, family issues and safety.

**Old Business:**

- ❖ **Spring Egg Hunt:** Trish reported that she had been asked to have Staff Council consider the official name change of the Spring Egg Hunt. Several staff are opposing its current name as “Easter” was removed from the name and that term is not specifically a religious reference Keith said he would share this information with the administration.

**New Business:**

- ❖ Members approved the nomination of Mark O’Riley as a replacement member. Maria will inform him of the approval.

**Announcements:**

- ❖ **Reference:** Keith noted that members should address the new President as President Khator, as her husband is also “Dr. Khator”.
- ❖ **Invitation:** Keith announced that he and Sandy have been invited to participate in the 100 day post meeting with President Khator and others on May 30<sup>th</sup>. Sandy asked members to share thoughts and ideas of what they might consider priority to represent staff at the retreat. Members were asked to provide their input at next month’s meeting.
- ❖ **Forum Questions:** Paul, Leslie and Sandy were thanked for the revisions of the forum questions.
- ❖ **Scholarship and Financial Aid:** Sharon Gates asked those who have concerns about getting aid and getting PeopleSoft working to contact her. Katherine Frazier questioned how students were dropped from a portion of the classes if not all of their fees were paid. It was explained that this was determined by the last classes added to the student’s schedule.

The meeting was adjourned at 3:08 p.m.

Submitted by: B. Renae Milton, Program Coordinator