

**University of Houston  
Staff Council General Meeting  
April 3, 2008**

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

**Members Absent:** Katherine Frazier, Sharon Gates, Marilyn House-Broomfield, Ann McFarland, David Page and Norvia Remo

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

The meeting was called to order by President, Keith T. Kowalka at 1:32 p.m.

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

**Guests:**

**Beth Burroway, Director of Special Events**

- ❖ **Overview:** Ms. Burroway shared information on her background, which includes previous roles at Texas Children's Hospital (in the Development area), M.D. Anderson Hospital and the University of Virginia.
- ❖ **Staff Picnic/Staff Appreciation Picnic:** The Staff Appreciation Picnic will be on Tuesday, May 20<sup>th</sup> from 11:30 a.m. to 1:00 p.m. in and around the University Center. Renia Lusby will be the contact for this event.

**Officer Reports**

**President's Report**

**Keith T. Kowalka**

- ❖ **Staff Council Member Survey/Staff Council Executive Committee Retreat:** The Staff Council Member Survey was submitted to the members in an effort to list the three top issues staff believed most important for Staff Council to work toward on behalf of the staff for the next 2-3 years. Sandy explained that this information was then used to help direct the Staff Council Executive Committee Retreat. The Executive Board was then able to identify five major goals, with subsets to use for discussion at the Leadership Retreat with President Khator, the Vice Chancellors/Vice Presidents, the Faculty Senate and Student Government Association leaders, college deans, and selected others at the end of May. Two points identified because of this opportunity were: 1) what Staff Council sees as future goals for the University and 2) work to be accomplished. The Council was asked to support the results from the Executive Committee's retreat. There was a show of hands accepting the information.
- ❖ **Candidates for Vice President/Vice Chancellor of Administration and Finance:** Keith, Carol and Sandy were able to participate in the interview process for the three candidates for VC/VP of Administration and Finance. Keith said an appointment should be made by May 4<sup>th</sup>.

**Immediate Past President:**

**Carol Barr**

- ❖ **No report.**

**President-Elect:**

**Sandy Coltharp**

- ❖ **Facilities and Planning Committee:** Sandy shared a synopsis, map and picture on the "Grotto of Meditation".

**Secretary:** **Lateki Lewis**

- ❖ **No report.**

**Treasurer:** **Jean Valyan**

- ❖ **Budget:** Jean distributed a copy of the updated budget.

**Historian:** **Nat Oliva**

- ❖ Nat passed around a new photo album. He also questioned buying a photo printer. He will use funds from the historian's balance to purchase it. It was suggested that the archived photo albums be presented at the Staff Picnic and other different events. Cody Pelletier said Staff Council would have a space at the Benefits Fair this year.

**Parliamentarian:** **Wendy Gary**

- ❖ Two members were contacted about their absences. Wendy stated that she would not be running for the Parliamentarian position next year and if anyone was interested in running they might want to borrow the *Robert's Rules for Dummies*.

#### **Committee Chairs**

**Appointments:** **Sherry Howard**

- ❖ **Absent.**

**Communications:** **Tina Blakes**

- ❖ Tina reported 261 welcome cards had been distributed. A section of the HR focus will be dedicated to Staff Council. Articles will include the elections, CFI and how members represent Staff Council. There will also be a link to the Staff Council website.

**Cougar First Impressions (CFI):** **Rebecca Szwarc**

- ❖ **CFI Update:** Rebecca reported the following from the CFI planning committee:
  - Norvia Remo will be the Banquet chair
  - Barbecue will be on the menu for the banquet
  - There will be a meeting with the Marketing department for some new incentives
  - Plans are being made to have a letter supported by President Khator to encourage volunteer participation
  - A draft of the Transitions ad has been made but some changes are still needed (i.e. map outdated; tenth around cougar and requesting it in color)
  - The next meeting will be on Tuesday, April 15th at 2:00 p.m., room 106T, M.D. Anderson Library

**Events:** **B. Renae Milton reported for Dee Kahley-Randolph**

- ❖ **Spring Egg Hunt:** The Egg Hunt was a success and everyone was thanked for their participation. Carol especially thanked Cynthia Romero for the bag decorating and face painting, along with Dr. Chin's (President of Faculty Senate) daughter.

**Membership and Elections:** **Maria Saldana**

- ❖ **New Member:** Maria welcomed Mark O'Riley as a new member to the Council.
- ❖ **Nomination Form:** The nomination form has been sent to printing and will be put on the web page. Members were reminded that if their term ended this year and they still had an interest in serving on the Council, they should run again. Maria said she would submit an updated list to the members with this information. She solicited nominations. It was noted that someone can be nominated outside of their division, but cannot vote for that person.
- ❖ **Meeting:** The next meeting will be in room 441 of the Social Work Building.

**Staff Affairs:** **Leslie Pruski & Paul Roch**

- ❖ **Staff Council Scholarships:** The committee is in the process of ranking the applicants.
- ❖ **Fitness Release Time:** The Staff Affairs committee is forming a Fitness Release Time Committee. Those interested in serving on this committee should let Leslie or Paul know.
- ❖ **By-Laws:** There are not any suggested changes to address at this time.

- ❖ **Fair Trade Response:** Paul is still working on drafting the response.
- ❖ **Next Meeting:** The next meeting will be on May 8th in room 311 E. Cullen.
- ❖ **Staff Picnic and Awards Ceremony:** Carol suggested the Staff Affairs Committee include working to have the Staff Picnic and Awards Ceremony one event as part of their agenda.
- ❖ **The 2007-2008 Staff Survey:** The survey is now on the Staff Council website.
- ❖ **Spring Forum Questions and Answers:** The responses to the Spring Forum questions are still be prepared.
- ❖ **Hot Shot Shuttle Buses with Metro:** Ron Gonyea inquired about having a bus stop at the back of the General Services Building. Paul said he would follow up on the request.

**Standing Committee Reports:**

- ❖ **None.**

**Old Business:**

- ❖ **None.**

**New Business:**

- ❖ **Campus Child Care Feasibility Study:** The Women's Commission is researching the Campus Child Care issue. Sherry Howard is working on a draft resolution regarding the issue. Concerns include the identified campus need for additional child care services, the state of the facilities for child care services on-campus, drop-in service for students; after hour child care, and sick child care. The committee will determine if it is necessary to present a formal bulleting memo or use the "whereas" format. Sherry is proposing an ad hoc committee with the Women's Commission. It was questioned if UH was on target with Texas A&M and the answer given was "yes". Sandy will form an ad hoc committee for the Child Care Committee.

**Announcements:**

- ❖ **Staff Picnic:** The Staff Picnic is scheduled for May 20<sup>th</sup>.
- ❖ **Survey:** A survey being sent via email from Dr. Elwyn Lee addresses potential options for the University Center Complex and the UC Satellite – including bookstore and food service information. Keith requested all members respond.

The meeting was adjourned at 2:32 p.m.

Submitted by: B. Renae Milton, Program Coordinator