

University of Houston
Staff Council General Meeting
September 6, 2007

Members Present: Bill Ashley, Stephen Bangerter, Carol Barr, Tina Blakes, Sandy Coltharp, Leslie Coward, Mary Douglas, Debra Frazier, Katherine Frazier, Wendy Gary, Sharon Gates, Leticia Henry, Sherry Howard, Marshelle Jones, Keith Kowalka, Lateki Lewis, Ann McFarland, Lupe Munoz, Jerry Muye, Natalio Oliva, David Page, Joe Papick, Leslie Pruski, Dee Kahley-Randolph, Paul Roch, Cynthia Romero, Brian Shaw, Rebecca Szwarc, Patricia Taylor and Jean Valyan.

Members Absent: Kelly Berry, Enrique Cardenas, Jason Gregory, Marilyn House-Broomfield, James McDow, Geoffrey Pierce, Janice Quiroz, and Maria Saldana.

Guest List is in Staff Council Office.

The meeting was called to order by Immediate Past President, Carol Barr at 1:40 p.m.

Guests: Joan Sigler, Executive Director of Human Resources and Cody Pelletier

Re: Performance Communication & Development (PCD) Update: Mr. Pelletier provided a PowerPoint presentation to the Council about PCD training and usage.

- ⊖ Approximately 35 training sessions conducted during May and June.
- ⊖ Approximately 310 supervisors/managers were trained.
- ⊖ 3,000 PCD eligible employees.
- ⊖ 64% of staff employees are exempt; 36% staff employees are non-exempt.
- ⊖ There was a 95% PCD submission rate versus 50% in 2006.
- ⊖ 857 Exceeds Expectations (30.5%); 1869 Meet Expectations (67%) and 77 Needs Improvement (2.5%).
- ⊖ 283 staff members met expectations but did not receive merit and 39 staff who exceeded expectations did not receive merit.
- ⊖ HR was not aware of what group of employees received merit.
- ⊖ Employees have to at least meet expectations to be eligible for merit.
- ⊖ No projected PCD changes for 2008.
- ⊖ Additional training will be available for staff, supervisors and managers.
- ⊖ Paperless PCD will be available in the near future.

Benefit department updates: William Kimble is the Senior Benefits Liaison for the Faculty and Work-Life Balance Program. Linda Leggett is the Senior Benefits Coordinator for Retirement & Leaves. Debra Rose-Ward is the Compensation Coordinator and Angela Dean is the Benefits Assistant.

Guests: Patrick Daniel, Director of Learning & Assessment Services and Trish Taylor

Re: Staff Council Staff Survey: The purpose of the Staff Council Staff Survey is to assess the current needs of benefits-eligible staff members at the University of Houston. Mr. Daniel offered his assistance by designing and administering the survey, and analyzing and reporting the data. The survey will address three categories: Communication/Information Sharing, UH Performance Communication Development Program (PCD), and Compensation/Benefits. Mr. Daniel stated that the Staff Survey will be administered online and available in Spanish.

Announcements/ President's Report

Keith Kowalka

- ⊖ Keith thanked Carol for her leadership as president.
- ⊖ He announced the 2007-2008 chairpersons for Staff Council Committees:
 - ♣ Appointments: Sherry Howard
 - ♣ Communications: Tina Blakes
 - ♣ Cougar First Impressions (CFI): Rebecca Szwarc

- ♣ Membership and Elections: Maria Saldana
- ♣ Staff Affairs: Paul Roch and Leslie Pruski
- ♣ Events: Sandy will contact group to find a chairperson

⊞ Membership information form should be faxed or sent to B. Renae Milton by Monday, September 10th.

Minutes: The August 2007 minutes were accepted unanimously.

Officer Reports

Immediate Past President:

Carol Barr

Carol stated that the search for UH System Chancellor/UH President is continuing. There is a strong pool of candidates.

President-Elect:

Sandy Coltharp

⊞ No report.

Secretary:

Lateki Lewis

⊞ No report.

Treasurer:

Jean Valyan

⊞ No report.

Historian:

Nat Oliva

⊞ Nat will purchase a new photo album.

Parliamentarian:

Wendy Gary

⊞ Staff Council members are required to sign in. The sign in sheet is the official record of attendance. Three absences are allowed.

Former Committee Chair Announcements

Appointments:

Jean Valyan

⊞ Jean stated that there are openings for appointments on university committees.

Communications:

Lupe Munoz

⊞ Lupe stated that 54 welcome cards were sent to new staff hires.

Cougar First Impressions (CFI): Rebecca Szwarc and Joe Papick

⊞ **CFI Update:** Rebecca made a presentation to Jerry Muye for his contributions to CFI. In recognition of the 10th anniversary of CFI Judi Goodman, Ty Houston and Dick Cigler received service awards.

⊞ There were over 40,000 drinks, 9,568 frozen treats, over 10,000 pounds of ice, and “Cool to be a Cougar” posters. CFI was advertised on two local radio stations: Majic 102 FM and Mix 96.5 FM and had a color advertisement in the Transitions Magazine.

⊞ CFI debriefing meeting will be held on Wednesday, September 19th 2:00 p.m. in room 106T Library.

Events:

Debra Frazier

⊞ New/Old Member Luncheon is scheduled for Thursday, September 13th.

Staff Affairs:

Keith Kowalka

⊞ Keith thanked Trish for her work with the Staff Survey.

Committee Chairs

Communications:

Tina Blakes

⊞ Tina announced that the communications committee will attend Human Resources New Hire Orientation every Monday to present information about Staff Council. New staff will be invited to a designated Staff Council meeting.

Membership and Elections:

Maria Saldana

⊞ Absent.

Staff Affairs:

Leslie Pruski/Paul Roch

- ⊖ Staff Affairs will meet on September 11th in room 220 E. Cullen at 3pm to plan for the Fall Forum.

Old Business:

- ⊖ **None.**

New Business:

- ⊖ Leslie Coward, Sherry Howard, Lateki Lewis and Tina Blakes will represent Staff Council at the Achieving the Dream Luncheon on September 11th.
- ⊖ Brian Shaw suggested a volunteer listserv.

The meeting was adjourned at 3:06 p.m.

Submitted by: Lateki Lewis, Secretary