

**University of Houston
Staff Council General Meeting
November 1, 2007**

Members Present: Stephen Bangerter, Kelly Berry, Tina Blakes, Sandy Coltharp, Leslie Coward, Mary Douglas, Debra Frazier, Katherine Frazier, Wendy Gary, Sharon Gates, Jason Gregory, Leticia Henry, Marilyn House-Broomfield, Sherry Howard, Keith T. Kowalka, Lateki Lewis, Ann McFarland, Jerry Muye, Natalio Oliva, David Page, Leslie Pruski, Janice Quiroz, Dee Kahley-Randolph, Paul Roch, Cynthia Romero, Maria Saldana, Brian Shaw, Rebecca Szwarc, Patricia Taylor and Jean Valyan

Members Absent: Bill Ashley, Carol Barr, Enrique Cardenas, James McDow, Joe Papick,

Guest List is in Staff Council Office.

The meeting was called to order by President, Keith T. Kowalka at 1:40 p.m.

Minutes: The October 2007 minutes were accepted with minor corrections submitted by Rebecca Szwarc.

Guest: Dr. Agnes DeFranco, Assistant Vice President for Undergraduate Studies

RE: Achieving the Dream

Dr. DeFranco provided information about UH participation in Achieving the Dream

- ❖ Achieving the Dream began as a community college initiative and has expanded to include UH, UH Downtown, Prairie View and Texas Southern University.
- ❖ UH is conducting focus groups and a student blog to gather data about transfer students to improve retention.
- ❖ Dr. DeFranco invited Staff Council members to attend a discussion forum to offer suggestions that would be helpful in researching transfer students.

Guest: Cody Pelletier, Human Resources Manager

RE: Performance Communication and Development (PCD) Update

Mr. Pelletier stated that of employees who received “meet expectation” on the PCD, twenty- eight (28) received no merit, but received “across the board” increases.

Announcements/ President’s Report

Keith T. Kowalka

Dr. Renu Khator: A reception for Dr. Renu Khator, the UH Presidential finalist, is scheduled for Monday, November 5, 2007. Keith said Dr. Khator would like to meet with Staff Council in January.

Staff Tuition Scholarships: Sandy, Sherry, and Carol will get more information on the procedures for the Staff Tuition Scholarships. Some recommendations are being considered and hopefully more information will be available in the next few months.

SACS QEP: A handout was distributed and ideas requested for undergraduate research. This information is due by November 5, 2007.

Committee on Committees: A motion was made to Faculty Senate (Katy Greenwood) about the Committee on Committees and reviewing all the UH committees to make sure there is staff representation. A resolution will be proposed.

FY08 Budget: The Staff Council FY09 Budget is due November 19th and must be submitted by December 3rd.

Officer Reports

Immediate Past President:

Carol Barr

- ❖ **Absent.**

President-Elect:

Sandy Coltharp

- ❖ **No report.**

Secretary:

Lateki Lewis

- ❖ **No report.**

Treasurer:

Jean Valyan

- ❖ **Budget:** Members were asked to review the proposed budget that was distributed.

Historian:

Nat Oliva

- ❖ **Reception for Dr. Khator:** Nat requested someone to photograph the welcome reception for Dr. Khator.
- ❖ **Holiday Potluck Luncheon:** Members were asked to wear red for the holiday potluck luncheon because he will take the SC holiday photo.

Parliamentarian:

Wendy Gary

- ❖ **Sign in:** Wendy reported that there are two members who will forfeit their positions because absences. Members were asked to sign in.

Committee Chairs

Appointments:

Sherry Howard

- ❖ **Resignation/Opening:** There has been a resignation from the Bookstore Advisory Committee and Sherry said the committee would like to have the nomination for Mary Douglas to fill this opening approved.
- ❖ **Recommendations:** Sherry said there were three openings for the Financial Aid Advisory Committee and approve is requested for Sharon Gates, Lateki Lewis and Ann McFarland to serve on this committee.

Communications:

Tina Blakes

- ❖ **Website:** Tina stated that the committee is planning to meet with B. Renae and Troy Christensen to go over website revisions.
- ❖ **New Employee Orientation:** Tina and Lateki are continuing to provide a Staff Council overview at the new employee orientation held in Human Resources each week. Wendy is sending out welcome cards to encourage new staff to attend the general meetings and to date sixty-one cards have been sent out.
- ❖ **Availability:** Tina stated that if any of the committees need assistance with sending out information, they should inform the Communications Committee.

Cougar First Impressions (CFI):

Rebecca Szwarc

- ❖ **CFI Update:** Gloria Robinson, last year's Banquet Chair has agreed to be the non-Staff Council Co-chair for CFI 2008. Rebecca is still getting other committee chairs. Meetings will be held on the third Wednesday of the month at 2:00 p.m. in room 109T of the M. D. Anderson Library.

Events:

Dee Kahley-Randolph

- ❖ **Sock and Blanket Drive:** This year's Sock and Blanket Drive will run from November 12th to November 30th. There will be a meeting on November 8th to discuss procedures. A list of the drop off areas will be listed on the website and members are asked to forward it to their constituents.
- ❖ **Holiday Potluck:** The Holiday Potluck is scheduled for December 6th at Bering's Restaurant in the UH Hilton Hotel from 11:30 a.m. to 1:00 p.m.

Membership and Elections:

Maria Saldana

- ❖ **Resignations:** Recommendations for the two resignations from the Academic Affairs division are Norvia Remo for Lupe Munoz and Jatindera Walia for Geoffrey Pierce.
- ❖ **Meeting:** The next meeting will be November 13, 2007 at the McElhinney, room 320.

Staff Affairs:

Leslie Pruski & Paul Roch

- ❖ **Fall Forum:** The Fall Forum went well and was a success. Plans are for the Spring Forum to be in the morning.
- ❖ **Staff Survey:** The Staff Survey will go out the week beginning November 5th. Trish thanked those who supplied the prizes as incentives for participating in the survey.
- ❖ **Meeting:** The next meeting will be November 6th at 2:00 p.m. in the Oberholtzer Hall. A representative regarding the sweatshops issue will attend the meeting.

Standing Committee Reports:

- ❖ **Women's Commission:** Rebecca reported that the Women's Commission will submit its Climate Survey in November.

Old Business:

- ❖ **None.**

New Business:

- ❖ **Nominations:** Members accepted the nominations presented by the Membership and Elections Committee and the Appointments Committee.
- ❖ **Review of Budget:** The budget was accepted.
- ❖ **Family Drive:** The Commission on Women and the Women's Studies will have a session on November 14th (Drive Family Friendly in Texas).
- ❖ **Spirit Bell Contest:** Sandy said Staff Council is co-sponsoring the Spirit Bell Contest during Homecoming Week and anyone interested in judging should contact her.
- ❖ **Resignation:** Marshelle Jones resigned from her UH position and her Staff Council position will be open, as well as her position on the Safety and Security Campus Recreation Committee.

The meeting was adjourned at 2:35 p.m.

Submitted by: B. Renae Milton, Program Coordinator
and Lateki Lewis, Staff Council Secretary