UH Staff Members,

It is with great pleasure that I present our Strategic Plan for this fiscal year 2014. We will use this as a guide to fulfilling the purpose of Staff Council as listed in our Constitution. We hope that by communicating our plans, we can garner support from all of you who have selected us to represent your voice to our great University of Houston.

Sincerely,

Pam Muscarello
President, UH Staff Council

Purpose of Staff Council

In Article 2 of the Constitution of the Staff Council of the University of Houston:

“The Staff Council shall be an advisory body to the University of Houston Administration, to promote a positive and meaningful interchange among staff, faculty, and students” and “to promote recognition of the staff contribution to the mission of the University of Houston and to involve the staff in decisions affecting their activities.”
STRATEGIC GOALS

SC as an Advisory Body to UH Administration

Internal Communication
Provide feedback to University leadership on communication concerns and provide possible solutions.

SC Promoting Recognition of the Staff Contribution

Promote Staff Recognition and Awards
Develop, maintain, or advise on staff recognition programs. Work with HR to update the Staff Excellence Awards, add a team award, and automate Cougar Cudos.

Performance and Merit
Strengthen the line between performance and merit by providing input on the performance and merit processes.

Professional and Career Development
Develop or advise on the development of programs and strategies to increase professional and career development.

SC’s Involvement in Decisions Affecting Staff

Multi-Tier Onboarding Process
Advise HR in developing a multi-tier onboarding process, to make clear the tasks that are covered by orientation, by the division, and by the unit in which a new hire is working.

Compensation Feedback
Advise HR in an effort to keep the compensation plans competitive to the market and equitable within the university.

SC as an Entity

Staff Council Resources
Assess staffing and resources that are supporting Staff Council and take actions necessary (if any) to sustain support of and collaboration with the University community.

Generate New Revenue Streams
Work with Advancement to generate new revenue streams to sustain Council initiatives.
Staff Council President

Administrative Leave with Pay Procedure
Coordinate with Human Resources and administration to increase use of the Administrative Leave with Pay policy.

Compensation Pay Range
Provide feedback on compensation pay range increases as appropriate to keep up with the market.

Departmental/Group Excellence Award
Work with Human Resources and administration to increase department/group/team recognition. Determine and propose an appropriate venue for such an award.

Invite Administration to Meetings
Invite members of Administration as needed to discuss topics of concern at Eboard and General SC Meetings.

Required Manager Training
Continue to work with Human Resources to provide feedback on the upcoming required Supervisor Excellence Program.

Staff Council Immediate Past President

TRAM Rollout Input
Continue to provide HR with input on the TRAM rollout process. Review training materials created for staff and provide input.

Appointments Committee

Develop an Appointments Listserv
Develop an appointment committee list serv to communicate efficiently with standing committee representatives.

Develop an Appointments Roster
Develop a roster of all Staff Council appointed representatives to University Standing Committees, including the contact person for each committee and member term. Log reports monthly, followup, and report the roster at the Eboard and General meetings.

Obtain Standing Committee By-laws
Obtain and review bylaws for University Standing Committees.
UH Staff Council Strategic Plan FY 2014

INITIATIVES

Participation in Monthly Reports
Achieve a 100 percent participation and response rate of monthly reports from University Standing Committee members.

Appointments Committee
Form an appointments committee to assist when called upon in the review and selection of candidates to University Standing Committees.

Communications Committee

Constituent Communications
Collect information from minutes, the SC Program Manager, or the SC President to report to constituents. Develop communications, either via a newsletter or emails from the SC President, and submit to the SC President/Program Manager for approval to send to constituents.

Newsletter
Develop a SC newsletter to send periodically to constituents. Collect information from minutes, the Program Manager, and the President for content, and include a “Staff Pulse” poll from Staff Affairs.

Representative Communication
Provide guidelines to SC members to communicate more effectively with their constituents.

Host Staff Council New Member Orientation
Conduct the new member orientation in August each year, coordinating with Events’ Staff Council Leadership Luncheon.

Maintain Updated Website
Provide more frequent updates on the SC website, including photos.

Cougar First Impressions Committee

Flash Drives for CFI
To keep students informed by providing them with valuable information about UH colleges and services on flash drives to be distributed during the CFI Fall event and on our Staff Council website.

Increase Marketing for CFI
Increase marketing for CFI, on the front end to increase volunteerism and on the back end to show appreciation.
Spring CFI Appreciation Event
With financial support from the President’s office, provide a volunteer appreciation event for Spring CFI.

Volunteer Survey for CFI
Develop and distribute a volunteer survey to gain feedback from all volunteers to CFI.

Water Distribution for CFI
Review the feasibility of distributing water using less bottled water, and implement if possible.

Host the Fall Cougar First Impressions
Coordinate and host the Fall 2014 CFI. Assist students with their experience on campus in order to increase student retention, create a welcoming environment, and increase staff knowledge of the university.

Host the Spring Cougar First Impressions
Coordinate and host the Spring 2014 CFI. Assist students with their experience on campus in order to increase student retention, create a welcoming environment, and increase staff knowledge of the university.

Events Committee

Increase Events Committee Infrastructure
Provide food for volunteers assisting in key background work for events, increase the number of committee members in Events, and use of carts, etc., for events needing such assistance.

Little Cougars Day
Discuss with SGA and Human Resources the feasibility of developing a day’s event associated to the Spring Egg Hunt and Frontier Fiesta, joined by a SC-worked luncheon.

Open Spring Egg Hunt to Students
Discuss with SGA, Faculty Senate, and Staff Council the feasibility of opening the Spring Egg Hunt to students, at the same time increasing the number of volunteers supporting the event.

Staff Mixers
Restart the Staff Mixers, planning and executing the events by arranging a venue and advertising.

Cougar First Impressions Luncheon
Plan and execute the Luncheon for Cougar First Impressions, setting up the venue, getting bids, ordering the food for the luncheon, purchasing decorations, and setting up and tearing down for the event.
UH Staff Council Strategic Plan FY 2014

INITIATIVES

Holiday Luncheon
Plan and execute the Annual Staff Council Holiday Luncheon by setting up the date and reserving the venue, sending out a list of foods for everyone to sign up to bring to the luncheon and sending out reminders.

Host Staff Council Leadership Luncheon
Host the Leadership Luncheon in August each year, coordinating with Communications’ Staff Council New Member Orientation.

Orientation and Leadership Luncheon
Plan and execute the Orientation and Leadership Luncheon; setting up the venue, ordering the food for the luncheon, sending out reminders of attendance from Staff Council members, purchasing decorations and setting up and tearing down for the event.

Sock and Blanket Drive
Plan and execute the 16th Annual Sock and Blanket Drive, gathering clothing and household needs and providing them to the Star of Hope and the Harris County Adult Protective Services Program.

Spring Egg Hunt
Plan and execute the 23rd Annual Spring Egg Hunt, organizing our event with other events on campus, soliciting donations, stuffing eggs, organizing the games, selecting the venue, advertising the event, and inviting the university community to attend.

Memberships and Elections Committee

Increase Membership Nominations
Increase membership nominations by more frequent and earlier marketing for nominations.

Election Code
Establish and maintain an election code.

Membership Election Procedures/Guides
Distribute procedures and voters’ guides for Staff Council elections as per the Election Code.

Nomination for Membership
Revise and distribute nomination forms to all eligible staff for Staff Council Elections.

Nomination of Officers
Run the nomination process for Staff Council Officers during the General Meeting in July.
UH Staff Council Strategic Plan FY 2014

INITIATIVES

Recruit SC Members
Recruit members for vacant positions and get them for voting in the coming Staff Council General Meeting.

Review and Adjust Representation Apportionment
Review the apportionment of representation among the University’s Divisions as required by the Constitution and Bylaws, and make adjustments as necessary.

Run the Membership Elections
Run the Staff Council Elections for general membership.

Run the Officers Elections
Run the SC Officers elections during the General Meeting in August.

Validate/Announce New Members
Validate the elections and announce new members per the by-laws.

Staff Affairs Committee

Cougar Cudos
Improve the Cougar Cudos program to increase participation.

Mentor Program
Explore the feasibility of a PALS-type or other mentor system for staff.

New Hire Onboarding
Present a proposal to Human Resources regarding the feedback received at the Conversation regarding new hire onboarding.

Pride in UH
Present a proposal to the President’s Division and Human Resources regarding the feedback received at the Conversations on increasing Staff Pride.

Promote Professional Development
Present a proposal to Human Resources regarding the feedback received at the Conversation regarding professional development, and explore internally other options to increase and improve professional development at UH.

Staff Affairs Initiatives
Compile and determine appropriate goals from feedback from the Conversations with Staff Council, and create at least one new initiative.
INITIATIVES

Staff Pulse Polls
Monthly, submit to the Communications Committee a poll question for distribution in the Newsletter for feedback from the general staff body.

Host a University Staff Address
Coordinate, plan, and conduct a University Staff Address in the Spring at which the University President will speak along with other administrators and the SC President.

Host Conversations with Staff Council
Coordinate, plan, and conduct the Conversations with Staff Council in the Fall.

Review Policies and Procedures
Coordinate review of University policies and procedures assigned by the University Coordinating Commission to Staff Council or determined to be affecting Staff on campus, and provide feedback to the policy makers.

Staff Scholarship Awards
Set Staff Council Scholarship Award guidelines and application form, distribute, collect, and review applications, and determine final awardees at least a month prior to the HR-hosted Staff Awards Luncheon.

Professional Development Ad Hoc Committee

Rodger Peters Professional Development Scholarship
The Ad Hoc Committee will meet with representatives from the UH Advancement. The committee will review, discuss and seek advice from Advancement on how to proceed with the existing scholarship/endowment.

Rodger Peters Professional Development Stipend
The Committee will create a procedures and an application form for implementation of the Rodger Peters Professional Development stipend.

Rules Ad Hoc Committee

Propose Updates to By-laws
Propose and seek Council approval for by-laws updates.

Review previous by-laws updates
Review previous by-laws updates for historical information in determining future changes.