The work of the University of Houston Staff Council (SC) is based on the principle initiatives taken from its charter, below. The following strategic plan outlines the initiatives and goals of the Staff Council committees that have been determined to successfully achieve the Council’s purpose for the 2014-2015 year. Although some aspects of the Council’s success can be measured through quantitative data, much of the work is accomplished through the collaborative relationships established among staff, faculty and students, which cannot always be quantified. This strategic plan will provide a basis for determining how well we have achieved our aims. The Council is proud to represent the staff members who carry out the mission of the University, contribute to the entire UH community and our students’ success.

President, UH Staff Council

STAFF COUNCIL CHARTER

The University of Houston Staff Council is an advisory body to the University administration, to promote a positive and meaningful interchange among staff, faculty and students. The Council also promotes recognition of the staff contribution to the mission of the University, and involves the staff in decisions affecting their activities. http://www.uh.edu/staff-council/about/charter/

PRINCIPLE INITIATIVES

Advise
Serve as an advisory body to the university administration on behalf of staff concerns and issues.

Promote
Promote a positive and meaningful interchange among staff, faculty and students.

Recognize
Create and promote recognition of the staff contribution to the mission and status of the university.

Involve
Engage the staff in decisions affecting their activities, and in service to the UH community and beyond.
APPOINTMENTS COMMITTEE

The Appointments Committee is responsible for recommending staff representatives to standing and other University committees for Council approval. Representatives to standing or other committees are responsible for obtaining and presenting to SC a summary or copy of approved committee-meeting minutes.

**Interest Survey**
Develop a SC Appointments Committee interest survey to assist in placing SC members on University Standing Committees.

**Best Practices Guide**
Create a “best practices” guide for new members who serve on University Standing Committees.

**Online Submission of University Committee Reports**
Collaborate with the SC Communications Committee to create an online submission form for Appointments Committee report.

**Year-in-Review Report**
Build a year-in-review report encompassing the committee work of the University standing committees.

**Increase the University Standing Committees’ Response Rate**

**Provide Reports to SC**
Collect reports from each SC-appointed University Standing Committee members monthly and report to SC executive board meetings and general meetings.

**Field Requests for SC Representation**
Receive requests for SC representation on University standing committees. Recommend staff representatives to standing and other University committees for council approval.

**Obtain University Standing Committee Bylaws**
Obtain and review bylaws for all University Standing Committees.

COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for all external communications to all UH staff, using multimedia tools to inform and engage its constituents.

**SC Website**
Increase the number of updates to the SC website including photos. Post all general meeting minutes to the website by the next meeting.

**Media Development**
Assist with developing flyers and other media to promote SC committee’s events and initiatives.

**Publicity**
Publicize all SC events to all staff through various media, with approval of all official communications from either the SC president or the program manager.
News Releases
Develop news releases for multimedia distribution to UH community on behalf of SC committees and other requesters.

Constituent Communications
Collect information from meeting minutes, the president and/or program manager to report to constituents. Develop communications, either via a newsletter or emails from the President, and submit to the president and/or program manager for approval to send to constituents.

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

Implement SharePoint
Implement various reporting and document storage strategies for SC materials and activities in SharePoint. Work with members to be able to use the system and work with co-chairs and other officials to meet their needs.

Newsletter
Continue to create and develop the 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.

New Hire Orientation
Welcome new UH staff members, including providing up to date information about SC at new UH staff orientation. Develop a video for use during the New Hire Orientation.

Host SC New Member Orientation
Conduct the new SC member orientation in August of each year, coordinating with Event’s SC Leadership Luncheon.

COUGAR FIRST IMPRESSIONS (CFI)

CFI is sponsored by SC. The event provides students with maps, directions to class and bottled water from UH staff members stationed across campus during the first two days of the fall and spring semesters. It is made possible by generous contributions without student fees.

Host the Spring CFI
Coordinate and host the spring 2015 CFI. Assist students with their experience on campus in order to increase student retention at the University of Houston. To create a welcoming environment for students while promoting staff service to the University and increasing staff knowledge of the University, thus contributing to the success of the University and its students.

Spring CFI Appreciation Event
With financial support from the president's office, provide a volunteer appreciation event for the spring CFI.

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

Volunteer Survey for CFI
Develop and distribute a volunteer survey to gain feedback from all volunteers to CFI.
Increase Marketing for CFI
Increase marketing for CFI, on the front end to increase volunteerism and on the back end to show appreciation.

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 SC website.

Host the Fall CFI
Coordinate and host the Fall 2015 CFI. Assist students with their experience on campus in order to increase student retention at the University of Houston. To create a welcoming environment for students while promoting staff service to the University and increasing staff knowledge of the University, thus contributing to the success of the University and student success.

Fall CFI Appreciation Event
With financial support from the president's office, provide a volunteer appreciation event for Fall CFI.

EVENTS COMMITTEE

The Events Committee oversees specials events for Staff members and the UH community, which are sponsored by SC.

SC Events Web Page
Work with Communications Committee to create a homepage for all of SC’s events with an abstract/description of each event; include links to individual pages that fully describe each event, for example, the Sock and Blanket Drive page.

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.

Sock and Blanket Drive
Plan and execute the 17th Annual Sock and Blanket Drive, which will benefit the Star of Hope Mission and the Harris County Protective Services Program.

Holiday Luncheon
Plan and execute the Annual SC Holiday Luncheon.

25th Annual Spring Egg Hunt
Plan and execute the 25th Annual Spring Egg Hunt in collaboration with the Frontier Fiesta and the UH Sports and Entertainment group as we plan to have the egg hunt on the new TDECU stadium.

SC Leadership Luncheon
Plan and execute the Orientation and Leadership Luncheon in collaboration with the SC Communications Committee.

CFI Appreciation Luncheon
Assist in planning and executing the CFI Appreciation Luncheon with the CFI Committee for volunteers.
Staff Mixers
Restart the Staff Mixers, planning and executing the events by arranging a venue and advertising.

MEMBERSHIP AND ELECTIONS COMMITTEE

*The Membership and Elections Committee is responsible for reviewing the apportionment of representation among the University's Divisions, making recommendations to fill vacancies, overseeing and conducting elections.*

Recruit SC Members
Recruit members for vacant positions present them to be voted on in the SC 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.

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

Membership Election Procedures/Guides
Distribute procedures and voters’ guides for SC elections as per the election code.

Increase Membership Nominations
Increase membership nominations by increasing the marketing of the nominations/elections in collaboration with the Communications Committee.

Nomination of Officers
Preside over the nomination process for SC Officers during the general meeting in July.

Run the Membership Elections
Plan and execute the SC elections for general membership.

Validate/Announce New Members
Validate the elections and announce new members per the bylaws.

Run the Officers Elections
Preside over the SC Officers elections during the general meeting in August.

Election Code
Establish and maintain an election code.

STAFF AFFAIRS COMMITTEE

*The Staff Affairs Committee is responsible for identifying and analyzing all issues affecting the UH staff at all levels to formulate and present recommendations in advocacy for all staff.*

Host Conversations with SC Event
Coordinate, plan and conduct the annual Conversations with SC in the fall to solicit feedback from constituents regarding current issues concerning staff on campus. Collaborate with communications committee to publish responses online.
Host Focus on Staff Event
Coordinate, plan and conduct a Focus on Staff event in the spring, where UH president, other administrators and the SC president speak.

Staff Affairs Proposed Initiatives
Compile and determine appropriate goal(s)/initiative(s) from feedback from the Conversations with SC, and give proposal to all SC for a decision(s) whether to adopt/pursue as an initiative(s).

New Hire Onboarding
Present a proposal to HR regarding the feedback received at the Conversations with SC regarding new hire onboarding.

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

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.

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

Review Issues Affecting Staff
Review all known issues affecting staff on campus including, but not limited to, benefits, parking, safety, staff development and training.

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

Professional Development Ad Hoc Committee
This ad hoc committee is primarily charged with conducting the combined work of the existing scholarships/awards and the three new opportunities of recognition (immediately following). It will also recommend if the committee should become a permanent one, or return the responsibility of scholarships/awards to the Staff Affairs Committee at the end of FY15.

Rodger Peters Staff Scholarship
The Committee will update and submit the scholarship application to SC for approval. The committee will advertise the scholarship program, review applications and select final scholarship recipient(s).

B. Renae Milton Students of Staff Scholarship
The Committee will update and submit the scholarship application to the SC for approval. The Committee will advertise the scholarship program, review applications and select final scholarship recipient(s).
Professional Development Reimbursement
The Committee will finalize and submit the reimbursement application to the SC for approval. The Committee will set up seek funding thru the President's Office and thru the UH general fund raising campaign. The Committee will also advertise this reward program to the UH staff members.

Service to the University MAPP
The Committee will add the proposed Service to the University MAPP to the existing Professional Development MAPP and send the proposed amended MAPP forward for approval.

Excellence Award Changes
The Committee will work with Human Resources to create the proposed Department/Group Excellence Award. The Committee will also discuss with Human Resources the changes made to McElhinney Award eligibility, the amounts of money awarded for the Excellence Awards, and the Award timeline.

Professional Development Guide
The Committee will create a professional development guide for staff to aid them in reaching their career goals.

Program Manager Mentoring Ad Hoc Committee
This is a one-year committee, which is comprised of the Council’s co-chairs. It is designed to bring on board the new program manager, hired in the fall of 2014. Each committee will inform and assist the program manager with its activities and any responsibilities she may have with those activities.

Research Advisory Ad Hoc Committee
This committee is a liaison between the Division of Research (DOR) and the SC, tasked with providing feedback and support for making DOR's primary investigator's online portal user-friendlier to view their grants expenditures in detail.

NOTE: Transitional Materials
This year, the goal of transitional materials was added to each of the committee’s work to create summary reports on every initiative in order to have a quantitative record for future reference to streamline effort and time, and to provide a more seamless transition for new members. These documents will include an overview of the goals, purposes, practices and outcomes.