Voter’s Guide
For Elections on July 21-22, 2015

The 30th annual university-wide election for Staff Council representatives is scheduled for Tuesday, July 21, and Wednesday, July 22, 2015. This year’s elections will be conducted online. By going to the Staff Council’s website staff http://election.uh.edu members will be able to vote from their office, or if they cannot be on campus, from any computer, on the day and time of the election. Since not everyone has access to a computer, and also in the event that someone may need assistance, Staff Council will also be providing public polling sites with computers and Staff Council volunteers.

Online Voting http://election.uh.edu will be available from 6:00 a.m. on July 21 to 5:00 p.m. on July 22

The public polling sites will be located at:

Student Center (SC) – South Building – Lobby Near Entrance 10:00 a.m. – 2:00 p.m. on Tuesday, July 21

Ezekiel W. Cullen Building – First Floor Lobby 10:00 a.m. – 2:00 p.m. on Tuesday, July 21

In order to vote during the 2015 elections, voters:

1. Must be benefits-eligible (50% FTE or greater) staff members.
2. Must know their Employee ID – this can be found at the top of the box to the right of your name on any pay-stub.
   - If you cannot find your Employee ID, contact your departmental business administrator or Human Resources (x33988)
3. May cast their vote for no more than the number of open positions available for their division and for one At-Large candidate.
4. May write-in one candidate for their division (if it has open positions) and one At-Large candidate.
5. May cast their vote from any computer with internet access or at any of the additional polling sites.
6. May only vote once. The on-line voting site will reject any voter’s attempt to go through the voting system more than once.

The representative divisions and vacant positions are:

<table>
<thead>
<tr>
<th>Division</th>
<th>Total for Divisions</th>
<th>Open/Replacement Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>At-Large</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>17</td>
<td>6</td>
</tr>
<tr>
<td>Administration &amp; Finance</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>Office of the President</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Research</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>University Advancement</td>
<td>1</td>
<td>0</td>
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<tr>
<td>University Marketing &amp; Media Relations</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Multiple vacant positions will be filled by candidates who have received the highest number of votes (votes will be ranked in order from highest to lowest).
At Large

Name: Roberto Torres-Torres  
Department: M.D. Anderson Library

Bio: My name is Robert Torres-Torres, currently running for the “At-Large” position within Staff Council. I am currently the Administrative Coordinator for the M.D. Anderson Library, and serve on Staff Council and the Staff Council Executive Board as the Historian. Ever since joining Staff Council, I have felt how fulfilling it is to work on the behalf of his fellow Staff here at UH. As alumni of this University, I want to continue to help all staff take advantage of the great growth and improvement evident around campus. There are many opportunities to help my fellow co-workers, especially when it comes to providing feedback to Administration regarding any policy changes that will affect the Staff at large. The past few months have been very fulfilling and I hope to continue as your representative to Staff Council.

Division of Academic Affairs

Name: Gillian M. Bautista  
Department: M. D. Anderson Library

Bio: My name is Gillian Bautista, or simply known as Jill within the Anderson library. My work history with UH began in my first semester as a student after Hurricane Ike, Sept. 2008. My student worker position was within the Interlibrary Loan Department and also ended four years later in the same department. Upon graduating in 2013, I left my student manager position. I later rejoined the UH family in the summer 2014; when I was hired permanently as the Senior Library Assistant in the Interlibrary Loan Department. I have many reasons for wanting to be able to serve on Staff Council. If had to choose the most important reason it would have to being able to give back to the UH Community. I know from an alumni’s perspective what key events made that were memorable. I would like to help create those same memories to our students.

Name: Sharon Hall  
Department: Cullen College of Engineering - Industrial Engineering

Bio: I nominate Sharon Hall to Staff Council. Sharon began her employment with the University of Houston on June 30, 1997 as a temporary office assistant staff with the Texas Manufacturing Assistance Center (TMAC). She continued employment with the TMAC until August 2001. Sharon transferred to the Department of Industrial Engineering in September 2001 and was promoted to Secretary II. She showed her hard work and ability to change and not to long after she was then promoted to Executive Secretary to the Chair. Since then, she has been the foundation of IE. Sharon is a very reliable person; she has the drive and will to succeed on the staff council. Ms. Hall has 14 years of service with the university and would be a great asset to the staff council. I am sure she can assist the staff council with her knowledge and history she has obtained over the years.
UH Staff Council Elections – 2015 Candidates

This Voter’s Guide includes a list of all candidates by representative division and a brief UH employment history.

Name: Philip Jones
Department: College of Technology

Bio: My name is Philip Jones and I am an Academic Advisor I at the College of Technology. I started working at University of Houston June 2nd, 2014. I am interested in the Staff Council because networking with other members in other departments is very important to the success of the College of Technology and the University of Houston. Clear communication amongst each other is very important especially with ever evolving change that our University goes through. I want to be the voice for the College of Technology and help provide ideas to strengthen and develop our staff. On a personal note, I am a big sports fan, play golf, Military Veteran (Go Navy! Beat Army!), and love to spend time with my wife and my dog (Boston Terrier) "Lucy”.

Name: Carmen Robinson
Department: UH Northwest Campus (NWC)

Bio: Carmen Robinson has served students, staff, and faculty at the University of Houston Northwest Campus since January 2012. I am committed to helping every student realize their greatest potential, and one of the ways I do so is by supporting initiatives that positively impact our UH staff members so that we are all able to give our best.

Name: Monica Sanchez
Department: Cullen College of Engineering

Bio: Monica Sanchez is a proud UH alumni. She graduated in 2006 with a bachelor’s degree in Psychology. She has been working for the university for 6 years and began by working in the Department of Electrical and Computer Engineering, advising undergraduate and graduate students. Currently she holds the position of the program coordinator for Materials Science and Engineering. She is able to listen to her students, understand their needs, and consistently encourage them. Monica has participated in Cougar First Impressions as both a student and a staff member. During her free time, she has volunteered at various UH alumni events, such as, Trees for Houston and Day of Service at the Houston Food Bank. As an avid UH sports fan, she enjoys attending many sporting events on campus. Monica wants to be a part of Staff Council so that she may contribute to the overall success of staff.

Name: Sawsan Shatleh
Department: College of Optometry

Bio: I have been working at the University of Houston for more than 10 years. I am also a UH Alum and mother of 2 Alum UH Students and 2 current UH Students. UH has been home for my family for many years. Therefore, I want nothing but to see UH becoming one of the best institutions to work for. I am a strong believer that the staff is the backbone of our Institution, supporting our students and faculties. Therefore, having the best and most qualified staff, recognizing individual talents and providing appropriate career development to include training and mentoring are very important. Also, retaining the best employees is a critical part in making this institution the best place to work for. I am proud to be a part of the Staff Council the past 3 years and I look forward to continuing to be the voice for UH staff.
UH Staff Council Elections – 2015 Candidates

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Name: Lynn Smith
Department: College of Liberal Arts and Social Sciences

Bio: I have been working in the Economics Department since 1988, first as a temp, then the Graduate Advisor (1989-99,2005-20088) currently as the department business administrator (2008-present). I just accepted a position as the College Business Administrator for the College of Liberal Arts and Social Sciences and will begin my new position on 7/1/15. I have spent most of my working life as a UH employee. I have been blessed to work with many great people across the university and have developed a wide range of knowledge on both the academic and financial sides of the university. It would be an honor to use the knowledge I’ve gained as an active Staff Council member and to serve my fellow staff members as one of their representatives and voices on issues that affect all staff members and making the University of Houston a better place for all.

Name: Joana Tan
Department: Cullen College of Engineering - Mechanical Engineering

Bio: Joana Tan has been an employee of the University of Houston for almost three years. She started as a temporary staff with College of Technology and was later hired to a full time staff as Financial Coordinator 2 within the Engineering Technology Department. She recently joined College of Engineering – Mechanical Engineering Department as an Assistant Business Administrator. Joana takes pride in her job and consistently demonstrates her natural ability to lead. Joana’s concern for the welfare and success of University makes her a prime candidate for Staff Council.

Name: Jamie Thomas
Department: College of Technology - Human Development & Consumer Sciences

Bio: Jamie Thomas is currently the Program Manager for the Department of Human Development and Consumer Sciences. She has taught at the undergraduate level, works to build strategic partnerships through outreach, connects academic resources, and strives to increase awareness of academic programs throughout the community. Jamie has also volunteered with Cougar First Impressions and served on several inter-college committees. Her interest in joining Staff Council is to broaden her knowledge of the university while also serving it. Prior to joining the University of Houston in 2012, she worked for Dona Ana Community College and New Mexico State University, both of New Mexico. Jamie has seven years vested in working in higher education with an additional five years of small business management positions. Jamie received her M.A. degree in Communication Studies from New Mexico State University.
Division of Administration and Finance

Name: Lisa Bourque
Department: Facilities

Bio: Lisa Bourque, started UH in 1997 at the UH Health Center under Floyd Robinson doing student check in and medical records. She moved up to doing the Student insurance claims at the Health center in 1999. From there she interviewed at Plant Operations in 2001 for an Office Assistant position under Ruth Sustala in FP&C and has worked her way up to Executive Administrative Assistant for Facilities Management as of today. She is married with 2 children and 3 step children and the proud grandma of 10. She enjoys meeting new people and loves her job and likes to get involved in new things.

Name: Matthew Castillo
Department: Technology Support Services

Bio: Mathew Castillo is the Web Services Administrator for University of Houston. I have been working for the university for over 11 years, and have served on the Staff Council for the last 3 years. It’s been a great experience, and I hope to be reelected so that I can continue to serve UH staff at the highest levels of the organization.

Name: Jacqueline Chee
Department: State Accounting

Bio: I have been working at the University of Houston for almost 17 years. I started as the Secretary to the Chief of Police at the Police Department and gradually promoted from within. Currently I am working as the Accountant III at the State Accounting Office. I have served on the Staff Council since 2013. Being part of the Staff Council member has given me the opportunities to learn, meet, and help other staff members. I am in the planning committee for the Cougar First Impression and the Safety and Security Committee. In addition, I am the Co-Chair for the newly established Professional Development Committee. I find it most rewarding being able to help our fellow staff members to better themselves and to promote the Cougar Spirit. I am a team player and looking forward to continue to serve on Staff Council again.

Name: Ryan “Iggy” Harrison
Department: Technology Support Services

Bio: I have been a web administrator for the University of Houston since 2009. I started as a student worker and after graduation in 2013, I became a full-time employee. In addition to web work, I am also the administrator for Mediasite, University of Houston’s classroom lecture capture system. I helped revolutionize online streaming of University events from Standard Definition quality with recurring costs to High Definition 1080p with a one-time equipment cost.

I was involved in the planning and logistics for this spring semester’s convocations and commencement ceremonies and will be again for next year’s events. I had a lot of fun planning and executing each event and would like to be involved in the planning and execution of more events for students across campus. As a staff member, I am interested in discussing topics affecting staff life and would like to help spread opportunities of benefit to University of Houston staff.
Name: Valarie Smith  
Department: University of Houston Department of Public Safety

Bio: Originally from San Marcos, TX, Valarie moved to Houston in 2007. She graduated with an AAS in Criminal Justice from Remington College and began working in health care security. She was promoted to a supervisory position before joining the UHPD’s security team as a Security Lead in December 2013. She has been working as Special Assistant to Chief Ceaser Moore, Jr. since February 2014. Valarie has been actively participated in the Universities March of Dimes campaign, has assisted with Cougar First Impressions, and is very excited about her nomination for Staff Council.

Name: Peggy Levy  
Department: Business Services

Bio: My name is Peggy Levy, running for Staff Council in the area of Administration and Finance. I am Policies and Procedures Coordinator for UH Main Campus and the System component campuses. In this position, I revised the Survival Guide, changing the focus to "need-to-know" information for all campus personnel, including staff, supervision, students and faculty. I am also currently working on a complete revision to the Staff Handbook, with the participation of many different areas across campus. Working on campus for almost five years now (as Policies and Procedures Coordinator and in the UH Graduate School), I have taken part in various Staff Council activities, including the annual Sock and Blanket Drive and cougar First Impressions. I would like to be more involved in other Staff Council initiatives that positively impact all staff, and participate in the important standing committees that encourage many effective achievements across campus.

Name: Jennifer Potocki  
Department: Office of Contracts and Grants

Bio: I have worked both in academic departments and research centers ranging from Office Coordinator to DBA to Research Administrator. The most fulfilling staff positions for me have been those with a research focus. I am humbled by the quality of people I work with in that area every day and how much we continuously learn in our daily changing and growing environment. This year as Staff Council Division of Research Representative, I have participated in a range of small and large victories in the areas of payroll, parking, training opportunities, wards, etc. and as co-chair of the SC Events Committee assisted in pulling off some of the larger campus events with record-breaking contributions and attendance. It would be my honor to continue to serve as the Staff Council representative for the Division of Research and work to further the infrastructure that the staff needs to be successful and make a positive contribution to the UH community.
Division of Student Affairs and Enrollment Services

Name: Lear Hickman
Department: Scholarship and Financial Aid

Bio: Lear Hickman has been employed by UH for five years as an Assistant Director in the Office of Scholarships and Financial Aid. Lear has served in the Higher Education industry for over 16 years in various roles within accounting and financial aid. Within this time she has earned her MBA from Texas Woman’s University. She currently oversees the loans area which disburses over $350M funds annually. Lear is active on the Assessment Committee; volunteered for Cougar Move In, Cat’s Back, UC Welcome Back, and the MLK Houston Food Bank project. Lear’s has an interest in joining the Staff Council to be a listen ear and a voice that represents her colleagues in a positive manner that will continue to bring UH to the next level of success. Lear’s warm energy, positive attitude and willingness to assist wherever needed will be a win-win for both her and the Staff Council Team.

Name: Cynthia Olmedo
Department: University Career Services

Bio: Cynthia Olmedo graduated with a BS degree from UH in 2000. As a UH student, she lived on-campus and worked for the university as a switchboard operator. She has over ten years of experience as an employment counselor improving workforce development opportunities within the Texas Workforce Commission agency (unemployment services, youth programs, and workforce training opportunities). Cynthia earned her MBA in 2007 and founded Initiatives for All (IFA), a non-profit organization guiding individuals in their pursuit of a college degree. She was hired as a Career Counselor for the UH, College of Technology in 2012 and has actively participated in Cougar First Impressions, the PALS program, is an active member of UH Staff Council, and serves as a Registered Student Organization advisor. In April of 2015, Cynthia was promoted to Assistant Director, Alumni Career Services with University Career Services (UCS).

Name: Tonya Winters
Department: Counseling and Psychological Services (CAPS) / DSAES

Bio: Tonya brings 16 years of customer service experience to her current role as Office Coordinator in Counseling & Psychological Services. She currently serves as an appointed member of the Staff Council. She is passionate about UH & staff issues and is truly committed to improving the university community for staff, students & faculty! I have witnessed at CAPS how Tonya brings energy, enthusiasm and an amazing work ethic to meet the needs of students and staff. She is on the Professional Development committee & has volunteered for CFI, Cat’s Back, Cougar Move-In & City of Houston Back to School drive. I believe she will continue serving Staff Council with the same passion & commitment as she is truly committed to improving the university community. She loves our campus community & strives to: actively listen to messages conveyed, serve students wholeheartedly, and consistently, while communicating with our doctorate & professional staff.
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Division of University Advancement

**Staff Council currently has all nominations needed for this position; however, please submit write in candidates in the event that the seat becomes open.**

Office of the President

**Staff Council currently has all nominations needed for this position; however, please submit write in candidates in the event that the seat becomes open.**

University Marketing, Communication and Media Relations

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<thead>
<tr>
<th>Name</th>
<th>Vanessa Colchado</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Communication and Media Relations</td>
</tr>
</tbody>
</table>

**Bio:** Vanessa Colchado is a Communications Manager for the Division of University Marketing, Communication and Media Relations. As a proud alumna of UH, she received her Bachelor of Arts from the College of Liberal Arts and Social Sciences and then went on to receive her Master of Business Administration from the University of St. Thomas in 2009. She joined UH Marketing in 2012 and prior to joining the team she gained an array of marketing experience in sports and insurance. Born and bred in Houston, she enjoys spending her free time watching sports, traveling, visiting museums and discovering what the eclectic Houston food scene has to offer.