WEB SITE

- www.uh.edu/sc
- Extensive information about current & past activities
- Bylaws, structure, committees & processes
- Meeting calendar
- Staff highlights & resources
- Only as good as we make it with continual updating
HISTORY

- Created by charter signed by UH Chancellor Richard Van Horn on February 28, 1986
- First election: June 1986
- First Council: 19 members; 16 representing specific areas & three at-large
- www.uh.edu/sc/about/history
- www.uh.edu/sc/about/charter
PURPOSE

Serve as an advisory body to the UH administration.

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

Promote recognition of the staff contribution to the mission of the University & to involve staff in decisions affecting their activities.
Purpose outlined in Constitution
Adopted on August 1, 1996
Sets out the basic principles, scope of responsibility and duties of the Staff Council
www.uh.edu/sc/about/constitution
Staff, faculty & students share responsibility with Administration in governing campus through input on policies, processes & procedures

Staff Council serves as Staffs' shared governance body, analogous to Faculty Senate and Student Government Association, as stated in the Staff Council Charter.

I am pleased to announce the creation of the Staff Council at the University of Houston-University Park. The Council will serve as an advisory body to the campus administration to promote a positive and meaningful interchange among staff, faculty and students, and will promote recognition of the staff contribution to the mission of the campus. Through the Council, the staff can express their views of key issues affecting the University. The Council will function as an avenue for staff input as does the Faculty Senate and the Students' Association for their respective constituencies.
BYLAWS

Define rules for the government of Staff Council members & the regulation of its affairs & operations.

Meetings are conducted according to Robert’s Rules of Order, if not explicit in the Bylaws

www.uh.edu/sc/about/bylaws
2013 STAFF COUNCIL

- 40 members; 37 representing specific divisions and three at-large

- Includes members from the academic colleges, professional, management & support staff

- Members serve on 21 standing university-wide committees, many short-term committees & university events
FUNDING

- Funding for maintenance & operations & the Program Manager’s salary is provided by the Office of the President.

- Cougar First Impressions (CFI) receives base funding from the Office of the President, with additional funds & in-kind donations from individual UH divisions & departments.
Staff Council elects its officers each August

- President*
- President-Elect
- Immediate Past President*
- Secretary
- Treasurer
- Parliamentarian
- Historian

* Elected in previous years

Officers & Committee Co-Chairs make up the Staff Council Executive Board
Six committees are responsible for reaching out to the UH community.

- Appointments
- Communications
- Cougar First Impressions
- Events
- Memberships and Elections
- Staff Affairs

Committee co-chairs are appointed by the Staff Council President.

www.uh.edu/sc/about/committees
Recommends staff representatives to standing & other University committees including:

- Appellate Board
- University Commission on Women
- Student/Faculty/Staff Traffic Court
- Food Service Advisory Committee
- Safety & Security Committee
- Sustainability Task Force
- Transportation & Parking Advisory Committee

www.uh.edu/sc/about/committees/uh-committees
www.uh.edu/sc/preference-survey
COMMUNICATIONS COMMITTEE

- Responsible for all Staff Council external communication, including its website.
- Conducts the Staff Council New Member Orientation.
- Provides communications support for other Staff Council committees.
COUGAR FIRST IMPRESSIONS

A semi-annual campus-wide event to increase interaction among students, faculty, staff & the UH community by offering maps, directions, information, water & other amenities to students on the first two days of the fall & spring semesters.

www.uh.edu/sc/cfi
Plans & coordinates all Staff Council-sponsored special events for UH staff including:

- Sock & Blanket Drive
- Annual Spring Egg Hunt
- Staff Council Holiday Potluck
- Staff Council Leadership Luncheon
- Assistance in planning Cougar First Impressions
MEMBERSHIP & ELECTIONS COMMITTEE

- Reviews the apportionment of representation & among the University’s divisions as required by the Staff Council Constitution & Bylaws.
- Coordinates & validates all Staff Council elections.
- Recommends nominees to the Staff Council President for filling vacancies.
- Districting
- www.uh.edu/sc/candidates
STAFF AFFAIRS COMMITTEE

Reviews & provides recommendations on all issues affecting UH staff including:

- Benefits
- Parking
- Safety
- Staff development & training
- Annual “Conversation”
- Staff Scholarship Awards
OTHER COMMITTEES

- The Staff Council President can appoint ad hoc & special committees as needed.

- UH Staff Council has four representatives on the University System Staff Executive Council (USSEC), which also includes representatives from the other UH System campuses.
MEETINGS

★ General meetings
  ★ First Thursday of each month
  ★ Open to all UH staff
  ★ Minutes posted to Staff Council website
  ★ Member attendance is taken at each meeting

★ Executive Board meetings
  ★ Last Thursday of each month
  ★ All committee chairs and officers

★ Committee meetings
  ★ Various times/locations on regular or as-needed basis
  ★ At least once every three months

★ www.uh.edu/sc/calendar
ATTENDANCE & PARTICIPATION

มน Staff Council members are required to attend general meetings as outlined in the bylaws
-

The sign-in sheet is the record of attendance, so make sure to sign in at each meeting
-

Members are required to participate in two committees (Staff Council standing committees, university-wide committees, Executive Board, etc.)
-

In order to promote recognition of staff contribution & to promote positive campus interchange, members should participate in Staff Council & other University events & activities as possible
DISTRICTING

- Regular communication with constituents
- Each member will receive list of constituent contacts based on apportionment
- Overseen by Membership and Elections Committee
- Members will receive information as available to pass along to constituents in a timely manner
- Email information to constituents, but personalize messages rather than simply forwarding
- Encourage constituents to contact you for questions/issues
MEMBER RESPONSIBILITY IN STAFF COUNCIL PURPOSE

Purpose

Serve as an advisory body to the University of Houston administration.

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

Promote recognition of the staff contribution to the mission of the University & to involve staff in decisions affecting their activities.

Staff Council members are responsible for working collectively to advise administration & to advocate for staff issues for all staff with a wide understanding of the University, rather than to use the position as a personal platform or to promote particular issues or staff
We welcome your participation!

www.uh.edu/sc

- Office: 713-743-1578
- Fax: 713-743-8849
- Email: staffcouncil@uh.edu