



**Staff Council
Meeting Minutes
February 15, 2012**

Members: Elliot Ballard, Karen Alfaro, Liza Alonzo, Nikhil Bhatt, Carol Boethel, Laura Dillard, Kevin Dorsey, Lakeidra Gilford, Lorenzo Morales, Sherman Parker, Christine Ramsey, and Debra Shouldice.

Guests: Kayce Solari-Hall, Pat Ensor, Billy Hoya, Michelle Henninghaus, John Lane, and Stefany Records.

Guest Speaker: Sharlene Johnson

The meeting was called to order at 2:06 pm.

Sharlene Johnson of EAP (Employee Assistance Program) was the guest speaker. EAP has two goals: to enhance productivity and to help students, staff and faculty to balance all aspects of their lives; be it school, work or personal. She passed out flyers detailing the services offered to staff; including up to three free counseling sessions, legal consultations, identity theft issues, taxes, child care, elder care, moving etc. The website with more details including legal forms is <http://www.uteap.org>.

The minutes will be approved via e-mail.

According to the Financial Report there is \$920.11 in the Staff Council Support Discretionary Cost Center; \$3,212.75 in the Edge Award Cost Center; \$209.35 in the Staff Council Cost Center; and \$2,498.67 in our Special Events Cost Center.

Elliot asked how the Staff Council members felt about continuing with having guest speakers attend the meetings. Everyone agreed that it's informative and useful. Suggestions for upcoming speakers and topics have been requested. One suggestion for a topic is e-mail etiquette.

There has been some discussion regarding new shirts; presently the choices that are being considered are navy or white polo shirts with embroidered UH-D logos.

Erin Walker has been appointed to the Auxiliary Committee. The Communications Committee has been updating the website and bulletin board. The Elections Committee had no update at this time. Staff Affairs needs new topics for the "Lunch and Learn" sessions. John suggested one on the ongoing Metro construction. Kevin said that the book scholarship is done and that he should have a more comprehensive report for the next meeting.

The Buffalo Bayou Regatta will be on March 10th; it will feature canoes and kayaks.

The Chili Cook-Off will be on March 24th. We will be raising the fees for teams to enter and for outside vendors to come to the event.

Staff Awards will be on June 1st. We will start planning it in mid-March. Lakeidra and Sherman will be assisting Liza with coordinating the event and its committees.

Elliot showed Staff Council the new flyer for branding; he suggested checking with Admissions to see if they have additional copies of the flyer. The Staff Council Facebook page has been postponed.

Stefany explained the new office supply recycling program that is in the process of being implemented. Anyone that has extra office supplies that can be used that is just taking up space can donate them to the program. Then when someone needs a binder or something for a project they can get it instead of ordering another one. She needs volunteers and unwanted or unneeded office supplies.

It has been suggested that retirees be allowed to keep their UH-D e-mail accounts. Another possibility is to create a list group; something similar to Skyline to connect with retirees.

They are working on new e-appraisal software; everything will be changed. There will be mandatory training for the new system. The timeframes have been adjusted, and the scoring has been changed as well. See Elliot or John for more details.

The meeting was adjourned at 3:01.