

Sam Houston State University  
Meeting Minutes  
February 14, 2007 - Revised

- A. Call to Order  
Kisti Kreier (President-elect) called the meeting to order at 1:40 p.m. Bill was out ill.
- B. Minutes of the January meeting were reviewed and approved.
- C. Old Business  
The issue of parking for a rental van was again discussed. A question was asked, if the issue had been taken to Faculty Council? This was unknown. After much discussion, it was decided to close the issue.
- D. Committee Reports  
Kristi Kreier – Staff Development Committee  
The committee has looked at sister school for Market Adjustment for staff and Sam Houston State University is above or equal to sister schools for staff. Human Resources reviews each grade for staff at various times to make adjustments. Staff salaries are based on department, funds, dean, chairs over positions which varies positions across campus.

The Sick Pool issue was addressed by a visit with Ted Michael in Human Resources. This is governed by state law and can't change. Sam Houston State University has thousands of hours and will work with any department who should have an employee in need. An employee must use all vacation and sick leave and be gone more than 45 days to qualify.

Dorothy Roberson – Administrative Issues Committee  
Information from many schools has been reviewed. A draft of review the committee liked best will be available at the next meeting. It was suggested that the employee fill out the same form before the evaluation for feedback. Also, a letter should be sent to each employee following the evaluation stating the review and if they are to receive merit the amount. Some departments send letters and some don't.

Julia May – Communications Committee  
A draft of the Staff Survey was reviewed. Several suggestions for changes to several questions were made. Julia was going to make these changes and send another draft. It was hoped to have these out to all staff members so they could be returned no later than April 1<sup>st</sup>.

Sophia Polk – Public Relations Committee

Comments about the Fall Social were presented and copies were going to be sent to Bill and Kristi. Since the LSC Ballroom can be reserved a year in advance, October 31<sup>st</sup> was approved for the Fall 2007 Social. A date for the Spring Ice Cream Social in May will be announced at the March meeting.

Time ran out for the Campus Enhancement Committee. They will present at the March meeting.

Meeting adjourned at 3:00 p.m.