

# **SHSU STAFF COUNCIL MINUTES**

**May 12, 2004**

Meetings of the Staff Council are open to all SHSU staff employees but certain issues may be discussed by the Staff Council in closed session at the discretion of the Council Chair. Please feel free to contact any member of the Staff Council with concerns you feel need to be addressed at our meetings. We request that agenda items be submitted at least one week prior to a scheduled meeting.

- I. Welcome** – The Sam Houston State University Staff Council met on Wednesday, May 12, 2004 in the Lowman Student Center, Room 315 with nineteen (19) regular members and three (3) alternates present. Keith Jenkins, Chair, opened the meeting at 1:36 p.m.
- II. Review Minutes of April Meeting** – There were no changes to the minutes from the April 14, 2004 Staff Council Meeting. Robert Smith made a motion to accept the minutes and Carey Jordy seconded. The Council unanimously approved the minutes.
- III. Old Business**
- A. Committee Reports
1. Lucrecia Neff, Chair of the Communications Committee, handed out a draft of the Staff Council Messenger (the newsletter for the Staff Council). She asked for additional articles and/or suggestions and comments about the draft.
  2. Debbie Birdwell, Chair of the Public Relations Committee, reported that the atrium area of the Lee Drain Building had been reserved for the end-of-the-year party for all staff sponsored by the Staff Council. The date has been set for Wednesday, May 26, 2004 from 2:30 - 4:30 p.m.
  3. There was no report from the Staff Development Committee.
  4. There was no report from the Campus Enhancement Committee.
  5. Suzette Kohers, Chair of the Administrative Issues Committee, reported that there were three (3) SHSU staff members receiving degrees that her committee had discovered. Janis Lawrence will help in the development of the certificates of recognition for this staff accomplishment. After some discussion, a decision was made that the chair of the Staff Council would be responsible for awarding the certificates to the recipients and that we would ask President Gaertner to attend the meeting when the presentations are made. We will try to have the certificates ready for distribution for the June meeting and send invitations to the recipients to attend that meeting.

### **III. Old Business (continued)**

- B. Election Committee Report – Bernice Strauss, Chair of the Nominations and Elections Committee, reported that the correspondence soliciting nominations for vacated Staff Council positions had been distributed. There was an error in the first mailing and a second, corrected mailing went out this week. Every staff member should have the information. If someone does not receive their nominations information they should contact Bernice for the information.
  
- C. Update On Issues Sent to President Gaertner – Keith reported that he had received a response on the three issues sent to the President for discussion at the President’s Cabinet Meeting.
  - 1. The President’s Cabinet agreed to require that university vehicles parked in faculty/staff parking lots be moved to Bowers Stadium, Sam South, or an outlying parking lot when not used on a regular basis.
  - 2. The President’s Cabinet also agreed that all new sidewalks should have some kind of textured overlay that would provide a safer walking surface.
  - 3. The President’s Cabinet did not want to change from parking stickers to parking hang tags at this time. Keith will ask reasons why and report back to the Staff Council.
  
- D. Other Items
  - 1. The issue of establishing a Grievance Committee for staff was again raised. It was asked that the Administrative Issues Committee poll other universities and colleges to see what, if any, rules and policies they have in place for such a committee and bring that information back to the Staff Council.
  - 2. The question of possible merit raises for fiscal year 2004-2005 was again raised. Keith said he would check with the President about this issue
  - 3. Jacob Spradlin reported that he had developed four possible logos for the Staff Council. He will send them out to the staff for suggestions or comments before a decision is made.

### **IV. New Business**

- A. Information Items
  - 1. As the designated representative from the Staff Council, Terri Harvey gave a report on the golf tournament held in conjunction with SHSU’s 125<sup>th</sup> Anniversary celebration. She was only one of two women in the entire tournament; it was a very enjoyable experience; she was able to discuss the duties and responsibilities of the Staff Council with many people in attendance (faculty, other SHSU staff, community attendees, and visitors); she felt she represented the Staff Council well in that she made several good shots for the team; and most importantly the team she played on brought in a score that was one under par – which meant we didn’t come in last!
  - 2. Keith stated that the President’s beginning of the year speech has been tentatively scheduled for Friday, August 27, 2004 at 2:00 p.m. in the Criminal Justice Center. The event will be aired on Cable Channel 7 and will be accessible on the internet.

**IV. New Business (continued)**

**B. Discussion Items**

1. Can SHSU be a “smoke-free” campus? This issue will be investigated further, polling other schools in Texas, to see if this would be a feasible issue to pursue.
2. Some companies are dropping insurance for retirees. Is this something SHSU should be concerned about? More information will be sought on this, brought back to the Staff Council, and determined if this is an issue we need to address.

**The next meeting of the Sam Houston State University Staff Council will be on Wednesday, June 9, 2004 at 1:30 p.m. in the Lowman Student Center, Room 315.**

- V. Adjournment** – Mike Yarborough moved to adjourn the meeting and Carey Jordy seconded. All members present agreed and the meeting adjourned at 2:53 p.m.

Terri Harvey, Secretary  
SHSU Staff Council