

# **SHSU STAFF COUNCIL MINUTES**

**June 9, 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, June 9, 2004 in the Lowman Student Center, Room 315 with fourteen (14) regular members, three (3) alternates, and two (2) visitors present. Keith Jenkins, Chair, opened the meeting at 1:33 p.m.
- II. Review Minutes of April Meeting** – There were no changes to the minutes from the May 12, 2004 Staff Council Meeting. Jacob Spradlin made a motion to accept the minutes and Suzette Kohers seconded. The Council unanimously approved the minutes.
- III. Old Business**
- A. Presentation of Certificates – Keith Jenkins presented certificates of recognition to those staff members who had completed degrees while working full-time. The staff members recognized were: Karyl Horn who received a Bachelor of Business Administration in General Business in December of 2003; Robin Murtishaw who received a Bachelor of Arts degree in Photography in December of 2003; and Jennifer Yoo who received a Bachelor of Science degree in Criminal Justice in December of 2003. Keith congratulated these staff members, on behalf of the Sam Houston State University Staff Council, for their dedicated service to the University while obtaining their degrees.
- B. Standing Committee Reports
1. The Communications Committee had no report.
  2. Debbie Birdwell, Chair of the Public Relations Committee, reported that the Ice Cream Social held in the Atrium area of the Lee Drain Building on May 26, 2004 was a great success. We ran out of ice cream and had several students in attendance, but it was considered a great success by all who attended. A suggestion was made to dismiss the Staff Council Holiday Reception in December and instead have a social in October for the beginning of the fiscal year and continue our Ice Cream Social in May of 2005. The Council agreed to these suggestions and will begin planning the October social soon.
  3. Sue Knight, Chair of the Staff Development Committee, reported that her committee was at a stand still in trying to gather information about staff development on other campuses. She indicated that she will visit with Keith in the near future about this committee.
  4. There was no report from the Campus Enhancement Committee.

5. Suzette Kohers, Chair of the Administrative Issues Committee, reported that her committee had contacted several colleges/universities about a Grievance Committee representing staff and had gathered some information but felt that more investigation was in order before bringing anything solid to the Council.

C. Other Reports

1. Election Committee Report – Bernice Strauss, Chair of the Nominations and Elections Committee, apologized for the glitch in the election process but indicated the process went well in spite of the problem. The Executive Board will meet to discuss the election results, problems with a lack of sufficient nominations, and terms, if any, of alternates to the Staff Council. A discussion ensued concerning the election process (i.e. the need to possibly start the process earlier, gather more information on nominees for positions on the Council, etc.). Results of the Staff Council election will be forthcoming after the Executive Board has had a chance to meet.

**IV. New Business**

A. Information Items

1. Jacob Spradlin presented several possible ideas for a Staff Council logo. The logos were passed around to the Council members with each member being asked to vote on their choice for a logo. The results for a Staff Council logo will be announced at the next meeting.
2. Keith Jenkins took this time to thank those staff members who worked on the Certificates of Recognition. The staff members who helped with the certificates were Cindy Allbright, Janis Lawrence, Suzette Kohers, and Adam Broeker.

B. Discussion Items

1. An item was brought before the Staff Council concerning questions on Vacation/Sick Leave forms for staff. The question addressed the issue of an item asking for “Nature of Illness.” Is it legal to ask this question? We will ask a representative from Human Resources to attend our next meeting to answer questions concerning this issue.
2. Another issue brought to the Council concerned the staff evaluation forms and an item for evaluation listed as “attitude.” Can a staff member be evaluated on their attitude? Isn’t attitude a personal opinion? Would “behavior” be a better term to use on the form? We will ask the HR representative about this issue at the next meeting.

**The next meeting of the Sam Houston State University Staff Council will be on Wednesday, July 14, 2004 at 1:30 p.m. in the Lowman Student Center, Room 315.**

- V. **Adjournment** – Cathi Gillette moved to adjourn the meeting and Debbie Birdwell seconded. All members present agreed and the meeting adjourned at 2:50 p.m.

Terri Harvey, Secretary  
SHSU Staff Council