

SHSU STAFF COUNCIL MINUTES

July 14, 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, July 14, 2004 in the Lowman Student Center, Room 315 with fifteen (15) regular members, three (3) alternates, and three (3) visitors present. Wade Williams, Treasurer, opened the meeting at 1:35 p.m. in the initial absence of the Chair and Chair-Elect.
- II. Review Minutes of April Meeting** – There was one change to the minutes from the June 9, 2004 Staff Council Meeting. Suzette Kohers made a motion to accept the minutes and Lucrecia Neff seconded. The Council unanimously approved the minutes with the noted change.
- III. Old Business**
- A. Committee Reports
1. Communications Committee – Lucrecia reported that she will check to ensure the media presentations for the President’s beginning of the year faculty/staff meeting will be ready for monitoring and recording.
 2. The Public Relations Committee had no report.
 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 will bring a recommendation to the next Staff Council meeting from her 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. Most colleges/universities contacted would handle grievances through a heirarcy process (i.e. immediate supervisor, departmental level, dean level, then vice presidential level). Most do not have standing committees, they meet on an “as needed” basis. Also, it was decided that, if we organize a Grievance Committee to handle staff matters, policies would need to be in place before proceeding with committee appointments.

IV. New Business

A. Information Items

1. Some of the newly elected Staff Council members were in attendance at today's meeting. Cindy welcomed them to our meeting, expressed congratulations to those members, encouraged them to attend meetings regularly, and become active participants in Staff Council matters.
2. New Executive Board elections will be held at the August meeting for Chair-Elect, Treasurer, and Secretary of the Staff Council.
3. The beginning of the year faculty/staff meeting is scheduled for August 27, 2004 at 2:00 p.m. in the CJ Auditorium.
4. There will a campus-wide celebration of the first class held at Sam Houston State University 125 years ago on October 12, 1004 at 11:00 a.m. Check the web site for additional information (www.shsu.edu/calendar).

B. Discussion Items

1. The Staff Council discussed representation on University Committees. It was decided that recommendations for Committee appointments should come from the Staff Council.
2. Parking by construction workers was also discussed. The Staff Council decided that suggestions to remedy this problem should be sent to Cindy via email.
3. The idea of a "smoke free" campus was tabled until the new Council is in place.

The next meeting of the Sam Houston State University Staff Council will be on Wednesday, August 11, 2004 at 1:30 p.m. in the Lowman Student Center, Room 315.

V. Adjournment – Sue Knight moved to adjourn the meeting and Suzette Kohers seconded. All members present agreed and the meeting adjourned at 2:30 p.m.

Terri Harvey, Secretary
SHSU Staff Council