

# **SHSU STAFF COUNCIL MINUTES**

**September 24, 2003**

The Sam Houston State University Staff Council met on Wednesday, September 24, 2003 at 1:30 p.m. in the Lowman Student Center, Room 304 with twenty (20) regular members and two (2) alternates present. 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.

Keith Jenkins, Chair, opened the meeting with a greeting to Council members in attendance.

The first order of business was the reading of the minutes of the last meeting by Council members. There were no changes and/or corrections to the minutes. Dorothy Roberson moved to accept the minutes as written and Suzette Kohers seconded. The minutes were approved by a unanimous vote of the Council.

Up for discussion under “New Business” was one major question concerning local vendors and why SHSU was not allowed to use them for spot purchases, purchase orders, etc. (i.e. Wal-Mart). We decided it would be wise to have a representative from the Purchasing Office to come to our next meeting and answer questions for the Council. If we feel there is something the Staff Council can do to help change this local problem we will assign the issue to the appropriate committee for ideas.

Under “Old Business” we had the Council members break into their respective committees in order to elect chairs for the five standing committees. We also had members added to committees who were not present at the last meeting. The chairs and members of each committee are as follows:

1. Communications Committee – Lucrecia Neff (Chair), Jacob Spradlin, Kayla Stephenson, Gustie Calloway
2. Public Relations Committee – Debbie Birdwell (Chair), Janis Lawrence, Cathi Gillette, Robert Smith
3. Staff Development – Sue Knight (Chair), Bernice Strauss, Karen Whitney, Charlann Morris, Kevin Callahan
4. Administrative Issues Committee – Suzette Kohers (Chair), Dorothy Roberson, Mike Yarborough, Bernice Strauss, Jacob Spradlin
5. Campus Enhancement Committee – Larry Brown (Chair), Kevin Hayes, Neal Whitney, Johnny Boston, Guillermina Ramirez

Remember, a description of each committee may be found at the Staff Council web site ([www.shsu.edu/~staffcouncil](http://www.shsu.edu/~staffcouncil)) under the by-laws of the committee.

After chairs were elected for each committee, issues were considered for action by the committees. Issues discussed and assigned to the committees were:

1. Communications Committee – How is the best way to disseminate information to all staff members since all staff do not have email addresses or access to computers? Should we have a newsletter or flyers sent to all staff members? We also discussed creating a listserve or global list for the staff. We thought these were viable options and this committee decided to get started on these information sources as soon as possible.
2. Public Relations Committee – Some ideas for this committee were to participate in activities such as the Walker County Fair, Homecoming Parade, American Heart Walk, and a “Meet and Greet” type of get together for the staff. We wanted to have a “Meet and Greet” soon and wanted to get information out as soon as possible about when and where that event might take place. We do have a team in the American Heart Walk for the Staff Council and are looking for more participants. If any staff members are interested in participating in this charitable cause just contact Debbie Birdwell who is

- our team captain. She will be happy to give you a packet and add you to our team list.
3. Staff Development Committee – A suggestion was made to contact other schools to find out what they are doing in the area of staff development on their campuses. This committee will survey other colleges/universities and get back with us about some ideas.
  4. Administrative Issues Committee – All the issues mentioned at our last meeting seem to fall under this committee's umbrella. Each of these issues were assigned to a sub-committee chair (raises-Suzette Kohers, holidays and start of school - Dorothy Roberson, sick/vacation/bereavement leaves - Bernice Strauss, parking - Mike Yarborough, and day care - Jacob Spradlin). Any Council member is able to serve on the sub-committees. If you are interested in helping these sub-committees with a particular issue please contact the chair of that sub-committee.
  5. Campus Enhancement Committee – Some items mentioned to this committee were handicap issues, patio seating, and shuttles around campus.

With the many issues we have on our platter at this time it is important to find out which issues concern state law and/or which ones concern university policy. State laws are harder to change, but it is not impossible. University policies are easier to change and we need to know what some of these policies are and what the university's interpretation of these policies are.

Keith suggested that we decide on a timeline for committee work in order to bring back information to the Council in a timely manner. It was decided that committees needed to have some type of information for the Council within a month from when the issue is given to a particular committee. By having a 30-day timeline we can insure that issues do not drag out too long. We want to let all staff know what issues we are working on and what we have found out about each issue as soon as possible.

**Our next meeting will be on Wednesday, October 8, 2003 at 1:30 p.m. in the Lowman Student Center, Room 315.**

Please feel free to contact any member of the Staff Council with concerns you feel need to be addressed at our meetings. We need to have agenda items at least one week prior to a scheduled meeting. If we do not have any agenda items, the Executive Committee of the Staff Council has the right to cancel a meeting. Without your input we cannot address issues you may feel are important to the staff employees of SHSU.

Sue Knight moved to adjourn the meeting and Charlann Morris seconded. All members present agreed and the meeting adjourned at 2:50 p.m.

Terri Harvey, Secretary  
SHSU Staff Council