



Texas Southern University
Staff Council

MEETING MINUTES

September 10, 2009
11:00 – 12:30 pm
Hannah Hall, Room 129

Council Members Present:

Derrick Wilson, Chair	Professional/Non-faculty
Diane Lewis, Co-chair	Executive/Administrative/Managerial
Lori LaBrie, Secretary	Professional/Non-Faculty
Deneen Ford	Technical/Paraprofessional
Nona Honeycutt	Secretarial/Clerical
Katie Johnson	Secretarial/Clerical
Taiwan Johnson	Secretarial/ Clerical
Derek Lockett	Professional/Non-Faculty
Joe Merchant	Skilled Crafts/Service Maintenance
Charlotte Washington	Professional/Non-Faculty
Remon Green	At-Large

Absent:

Minnie Wolridge, Treasurer	At-Large
Olivia Angel	Skilled Crafts/Service Maintenance

Guest:

Mellany Patrong
Feloniece Davis-Marsaw

Action Items:

- H1N1 Virus Presentation by Ms. Felonise Davis-Marsaw
- Election of Chairs for Standing Committee's
- Discussion of Staff Council Budget

Opening:

The meeting of Staff Council was called to order at 11:15 a.m. by Chair, Derrick Wilson

- A. It was moved by Taiwan Johnson and second by Remon Green to accept the minutes of August 12, 2009.
- B. New Issues:
 - H1N1 Presentation - Staff Council members were briefed by Mrs. Davis-Marsaw on the campus plan implemented by President Rudley in the case of a campus

outbreak. Marsaw-Davis informed that seasonal flu shots will be offered to the campus during the Wellness Fair to be held on Wednesday, September 16, 2009 in the Student Recreation Center for \$24.95. The health center is also in the process of working with the Harris County Health Dept. to get the H1N1 vaccinations possibly offered free to the campus; however there is no definite right now. Additionally, encouraging Council members to help in getting the word out around campus in their respective areas. Advised that Council may possibly need to be ready to address additional concerns to President relative to staff and students in the event of absence (i.e., dr.'s excuses, verification of illness, etc.).

C. Open Issues:

- Standing Committee Elections – Chair Wilson immediately moved to the next phase of business of election of chairs for the standing committees. Secretary LaBrie began the voting process with a brief overview of each category: Public Relations/Communications, Staff Development, Administrative Issues, and Campus Enhancement.
- Nominations opened with elections for Public Relations/Comm. chair. K. Johnson started with a nomination for R. Green, no other nominations were made, Green accepted and was granted by unanimous vote. Staff Development - Co-chair Lewis nominated Derek Lockett, 2nd by K. Johnson but Lockett declined. Co-chair Lewis then nominated T. Johnson who accepted and was approved as chair by members. Admin. Issues - Joe Merchant nominated Secretary LaBrie, 2nd by Derek Lockett, accepted by LaBrie and agreed by all members present. Campus Enhancement - N. Honeycutt nominated D. Ford for Campus Enhancement, T. Johnson then moved to nominate D. Lockett, Joe Merchant and D. Ford all as co-chairs. All nominees accepted the nomination, 2nd by R. Green, LaBrie and K. Johnson and committee moved to have all three members serve collaboratively as co-chairs for various phases of Campus Enhancement.

D. Old Business:

- Staff Council Budget - Chair Wilson stated that he and co-chair met with Mr. Dickens who informed of outcome of meeting with university CFO, McShan concerning potential budget of \$5,000.00. Chair Wilson informed that budget will go to purchase letterhead, business cards, etc.
- J. Merchant questioned whether member's personal cellular numbers could be included on business card. Chair Wilson informed that all information contained will be direct extension to staff council website, phone and fax; no personal info.
- C. Washington questioned whether activities will automatically be included on the budget. Suggested a tentative budget proposal to be submitted by council to President for projected items. Suggestion was 2nd by K. Johnson, R. Green and L. LaBrie for a tentative budget proposal for potential activities that are to be funded by council. R. Green further moved that tentative budget be presented to also reflect a proposal for essential line items.
- J. Merchant proposed a plan to identify potential council needs over and above essentials.

- Co-chair Lewis warned that council should not expect a budget that will exceed the proposed \$5,000.00 by Dickens and CFO, McShan since it was based on the current budget extended to the Faculty Senate. As well, it was the Co-chairs position that council could make recommendations but that amounts were already pre-determined. J. Merchant questioned theory behind the proposed budget amount and Chair Wilson explained that amounts were based upon Faculty Senate's.
- C. Washington moved to formulate a committee to work with the Standing Committee's on a proposed budget. R. Green moved to accept the amendment of original motion and J. Merchant 2nd.

E. Misc. & General Housekeeping Issues:

- Article VI. Meetings – Co-chair Lewis provided a brief overview of the by-laws relating to the arrangement of staff council meetings. It was explained that all meetings should be in keeping with the by-laws and established that all administrative matters presented to council members be brought to the general committee or Staff Council committee meetings to be reviewed by all members. Chair Wilson warned of potential issues presented to Council that may be outside of the scope of the Council's parameters and may need to be referred to more appropriate offices such as Human Resources (e.g., sexual harassment, employee grievances, etc.).
- C. Washington addressed the issue of Council not properly adhering to the by-laws regarding the advance posting notice of meeting dates and minutes prior to the meeting. Advised that in the future council ensures that it follows the guidelines for all future meeting notices. Secretary and Chair agreed.
- Chair Wilson discussed future scheduling of the forum and explained of a plan to possibly hold a forum at the end of September or early October, but is waiting on President's schedule and availability.
- C. Washington moved that all future requests of Staff Council be presented to all members to vote on before obligating the members. Advised that all requests should be brought to the committee for a vote to decide what participatory events the group is interested in taking on. Motion was 2nd by K. Johnson.
- C. Washington then raised the issue of absence of the alternates at general meetings and co-chair Lewis moved to discuss at a later time since the by-laws do not clearly state a requirement of attendance for alternates.

F. Announcements:

- Chair Wilson thanked all volunteers who participated in the Student's Welcome event held on August 24th for all new and returning students. It was noted that there were some issues that did not included council in terms of the lack of sufficient water and subsequent miscommunication between Communications and Shannon Broussard, but applauded everyone's efforts. Informed that suggestion was made by Communications that in the future Staff Council spearhead event each semester.
- C. Washington proposed an evaluation form to pass out to students to inform council of how well they enjoyed or appreciated the services for future planning and informational purposes. Chair Wilson agreed and suggested that form be made available on online as well for easier access to all.

- D. Lockett advised that in the future that all members participating and utilizing golf carts be mindful of legal implications and ramifications of riding non-employees. Observe rules governing such practices!
- N. Honeycutt suggested that before next event council address the need for building codes for the purpose of providing to new students for direction and identifying buildings.
- L. LaBrie informed that she announced in Dean's council the need for building plaques with building identifiers (acronyms) to be posted on ends of every building. Deans and Provost were in agreement.
- Chair Wilson informed council that he is currently working on council discounts for all future home games for every sport to support athletics. Also in discussions with Sodexo regarding a proposal for \$5.00 Fridays in the Tiger Lair. D. Lockett suggested that we should provide lunch at all future meetings since they are held on the lunch hour.

Adjournment:

T. Johnson moved to adjourn the meeting and it was 2nd by co-chair Lewis. Announcement was made for next general meeting to be scheduled on September 24th, and next executive meeting for officers only on 9/2/2009.

Minutes submitted by: Lori LaBrie

Approved by: _____