



Texas Southern University
Staff Council

STAFF COUNCIL MEETING MINUTES

March 11, 2010
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
Minnie Wolridge, Treasurer	Professional/Non-Faculty
Derek Lockett	Professional/Non-Faculty
Deneen Ford	Technical/Paraprofessional
Remon Green	Technical/Paraprofessional
Charlotte Washington	Professional/Non-Faculty
Nona Honeycutt	Secretarial/Clerical
Katie Johnson	Secretarial/Clerical
Joe Merchant	Skilled Crafts/Service Maintenance

Absent:

Olivia Angel	Skilled Crafts/Service Maintenance
Taiwan Johnson	Secretarial/ Clerical

Others Present:

Fridah Mariki
Dolly Spencer
Elaine Coleman

Action Items:

- Approval of Minutes of 3/11/2010
- Standing Committee Reports:

Administrative Issues
Campus Enhancement
Public Relations
Staff Development

Opening:

The meeting of Staff Council was called to order at 11:07 a.m. by D. Wilson

A. Approval of Minutes –

- It was moved by M. Wolridge and 2nd by J. Merchant to accept the minutes of 2/25/2010 with any necessary corrections.

B. *Open Issues:*

- **Standing Committee Reports: Public Relations Committee** – R. Green provided an update on the status of the newsletter and commended C. Washington on a job well done. N. Honeycutt suggested highlighting a council member each month. D. Lewis suggested an amendment to the motion to also include highlighting staff. D. Wilson recommended adding the additions to the newsletter. It was then moved to highlight a staff council member and staff member to the SC newsletter highlights. A

suggestion was added to also include new employees with name, titles. Etc. An amendment was made to the earlier motion to include the addition of new employees on the future editions of the newsletter so that the current can move forward as planned. It was moved by N. Honeycutt to accept the report with necessary changes and 2nd by D. Lewis.

- **Campus Enhancement** – J. Merchant reported that things were moving as planned for signage to be posted around campus. D. Lockett informed of changes to parking that will affect all students parking for the fall term. There will also be possible implementation for permanent decals, changes to student parking behind student center, and internal campus transportation via golf carts on the Tiger walk, etc. M. Wolridge was asked to obtain a quote for signage. D. Lewis moved to accept the report with any necessary changes; it was 2nd by K. Johnson.
- **Admin. Issues Committee:** L. LaBrie reported that there was nothing to report, but wanted to remind committee of the staff social event during the week of Spring Break. D. Lockett moved to accept report; it was 2nd by M. Wolridge.
- **Staff Development:** D. Wilson reported that the School Business will be holding an open house for graduate education. He encouraged all staff who are interested to attend to gain info regarding admissions, enrollment, etc. He added information relative to findings related to tuition assistance/reimbursement at other universities. He will report back committee once research is complete and a plan is implemented. M. Wolridge moved to accept the report with any necessary changes; it was 2nd by J. Merchant.

C. *Old Business* –

O. Angel inquired to the Chairman regarding the status of the computers for the GSB building for non-professional employees. Chair reported that Mr. Rector stated that he was working to complete request back in the fall; however, he is still currently still working to complete. D. Lockett informed the Chair that he is currently in possession of two computers that are not in use, thus he is willing to donate to the department for their use. D. Lockett will follow up on process of having computer installed.

D. *New Business* –

E. Updates:

- D. Wilson informed that meeting with President Rudley was moved due to his schedule change to attend a conference in Austin. Meeting has been rescheduled for April 16th.
- D. Wilson reported that he was able to make contact with Joe Scott of IT and computers will be installed in GSB next week.

F. Misc.:

- C. Washington proposed to guidelines to implement a set standard by which procedures will be followed when extending condolences, etc. to staff members. Per reviewing the recommendations the issue of sending card, flowers, etc. were placed back on the table for discussion. R. Green added that the PR committee will meet to review C. Washington’s proposal and make any necessary changes to report back to committee.
- Staff guest Ms. Mariki requested that the Council address policy on job descriptions and promotions. Ms. Mariki feels that there are issues with staff performing duties outside of their current job descriptions, or having no documented guideline at all.

Adjournment:

D. Lewis moved to adjourn the meeting; it was 2nd by L. LaBrie. Next meeting is scheduled for 3/25/2010 @11:00 AM. Meeting adjourned @ 11:30 am.

Minutes submitted by: Lori LaBrie

Approved by: _____