

Staff Council

April 2012 Meeting Minutes

Present: Karen Alfaro, Liza Alonzo, Vanessa Aranda, Elliot Ballard, Nikhil Bhatt, Heather Davis, Laura Dillard, Kevin Dorsey, Cathy Garcia, Lakeidra Gilford, Bruce Greer Tiziano Hernandez, Lila Murray, Debra Shouldice, Paul Tichenor

Absent: Carol Boethel, Paul Donaldson, Lorenzo Morales, Juan Palos, Sherman Parker, Claude Penetengwa, Christine Ramsey

Guests: John Lane, Antonia Joseph

Welcome

Guest Speaker – Jennifer Bloom, Senior Assistant General Counsel for UH System/UH

Email can be our friend and/or enemy. Email in the eyes of the law and the system is considered a document. Deleting an email doesn't mean it is deleted permanently. The records retention policy also applies to email, as does the open records act.

Don't:

- Send social security numbers, student information, or other sensitive information to unauthorized users.
- Forward emails to others. You should safeguard information and only send on a need to know basis.
- Cc'ing and bcc'ing appears to be a threat.
- Personal/professional attacks "nastiness" does not have a good ending and does not belong in the workplace. If you are receiving these types of emails, you should contact Doug teDuits.

Do's:

- Respond to email received – stay on topic.
- Spell-check
- Check auto fill-in in the "Send to" section
- Use confidential disclaimer when sending confidential information.

Other important information:

- Use of signatures & closing quotes – use professionalism. Never use racist, ethical, or derogatory jokes.
- Know when to use email, which can be used as evidence. Long emails should be left for vocal discussion as they could be considered confidential, message could be misunderstood.
- Do not unnecessarily send attachments – unauthorized information (student & financial)
- Password protect thumb drives, laptops, smart phones with UH email access, etc.
- Personal emails and texts could also be asked for in court cases (although UH-System would not necessarily require it).

Treasurer Report – report was approved.

Approve January/February minutes - approved

Upcoming Events (Events Committee):

Chili Cookoff – April 21 – volunteer list was passed around. Ticket sales – turn in money to Vanessa once received.

Staff Awards – June 1 – volunteer list was passed around.

Committee Reports:

Staff Affairs: Lunch & Learn – Doug teDuits, Conflict Resolution, Part II; UH 101 – Get the Facts.

Website – work is continuing.

Bylaws – everyone please look over and send us information that needs to be updated.

Book scholarship – being reviewed by SC Executive Council.

Other – Shirts have been ordered. Please bring \$10 to Vanessa when you get a chance. Please return the sashes from the holiday party if you volunteered to have them cleaned.

President's Report:

Morale Survey – has been mentioned and will be given to David Bradley who will take it to the UH Exec Cabinet. Let Elliot know if you need a copy of the survey.

Executive Council – exploring the possibility of a new award, staff/faculty/student award for community involvement, which would begin in the Fall.

Planning & Budget Committee – possible merit stipends (not a raise). Budget has not been approved by board. No increase in enrollment, so raises are not feasible this year. UH & UHCL have merit raises because their student enrollment has increased.

Chancellor's visit tomorrow – UHD/Faculty Senate/Staff Council Executive Councils will be in attendance, along with SSEM select members.