

UAHuntsville Staff Senate

Meeting Minutes

18 August 2010, 11:00 am
VBRH M-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Anthony Holden at 11:05 a.m.

Attendance

	Dona Baker	X	Vonda Maclin
X	Kevin Bennett	X	Laura Murphree
	Michael Carter	X	Rachel Osby - Secretary
X	Chad Pearson	X	Andrew (Norm) Peters
X	Jamie Clay		Chris King
X	Marylyn Coffey – VP / President-Elect	X	Erin Reid
X	Kimberly Fuller		Scott Royce
X	Janice Temmen	X	Jana Savanapridi
X	Anthony Holden - President	X	Jacqueline Siniard
X	Heather Holden - Treasurer	X	Patti Sparkman
X	Kathy Hosch	X	Libby Stanfield
	Melanie Leonard		

Quorum present? YES

Others present:

Ray Pinner, VP Finance

Kembela McCrary, potential new senator for Marty Green's senate position

Mary Beth Walker, Office of the President

Proxy:

Jamie Clay proxy for Michael Carter

Anthony Holden proxy for Dona Baker

Heather Holden proxy for Scott Royce

II. Approval of Minutes

The Minutes of the July meeting were e-mailed to all Staff Senate members prior to the meeting; senators reviewed them prior to the meeting. A motion was made by Andrew Peters to approve and seconded by Heather Holden; motion passed unanimously.

III. Unfinished Business

IV. Committee Reports

A. Department Reports

1. Academic Affairs (Marylyn) – Enrollment is down (Anthony e-mailed report to Staff Senate prior to the meeting). Total 1.4% down as of 1st day of class. Programs of Study to be online by October (this will be helpful to students as well as Faculty/Staff).
2. Advancement (Rachel) – United Way Kick-off will be held 8/31 (for coordinator info contact Janice Temmen). United Way Finale will be held September 22nd. Club H will be held tonight (8/18, 5pm in the Bevill Center) to welcome Dr. Mahalingam, new Engineering Dean, and honor Dr. Farrington for his service as interim Dean of Engineering. Alumni Association Annual Meeting will be held tomorrow (8/19, 5:30pm in the new Charger Village Residence Hall). We are still in the midst of an Annual Giving campaign but #s are up thus far.
3. Facilities/Operations (Kevin) – Completed parking lot resurfacing around campus. Charger Village Residence Hall is completed and opened to students. Campus Master Plan for 2010 should be released soon.
4. HR/Payroll – Switched to Banner 8 on campus. Budget for FY 10-11 is being finalized. Nothing to report on Payroll or HR.
5. Research (Anthony) – Patti & Anthony will be included in Research Council Meetings in the future. Will have more to report later.
6. Student Affairs (Libby) – No Dean of Students right now. Currently interviewing for Director of Counseling. Student Health Center is busy (located on 2nd Floor of UC).
7. Ray Pinner – Housing check-in was successful. Southeast Campus Residence Hall, North Campus Residence Hall, and Frank Franz Hall are full. CCRH is at 50% capacity. Charger Village will be at 100% capacity by January 2011 (313 students; 80 spots reserved for the Army on the 5th floor). 81% occupancy in residence halls overall (72% was projected in the Business Plan). Bond sale was successful.
8. Mary Beth Walker – Thursday & Friday (8/19 & 8/20) Charger Village Tours will be conducted. Call April Harris to set up a time if your department would like to tour as a group.

*Staff Senate Charger Village Tour is scheduled for Friday, 8/20, at 3pm

B. Executive Committee

1. Extended Executive Council Meeting
 - a) No report. Mtg will be held afternoon of 8/18. More to report later.
2. Vision Statement Committee
 - a) Met Monday (8/16). Made more progress. Getting closer to forming a Vision Statement.

3. Recycling Committee

a) Will meet within next month. Anthony has talked to SGA & Faculty Senate to build a coalition for removing plastic bottles on campus & they are working together to form an alternative. No action yet – just building consensus.

C. Bylaws Committee

Nothing to report. No meeting since last Staff Senate meeting.

D. Communications Committee

Heather Holden is the new chair for the committee. With Marty's departure, the Staff Senate website will be moved from Marty to Chris King. Working on setting up Google Groups to communicate with departments. In the process of setting up a Facebook page. Staff Senate e-mail address is set up (staffsenate@uah.edu). Committee is moving forward with the town hall meeting idea. Committee has created brochures and suggestion box for the upcoming Faculty Resource Fair.

E. Election Committee

Working with Jan Perkins to learn the computer system. More to report later.

F. Employee Benefits Committee

Committee met on 8/16 and, from the poll sheets that were submitted at last month's meeting, we've narrowed it down to the top 3 issues (Zoned Parking, Flex Fridays, Preferential Call Backs for Layoffs). The committee will be following up and researching next steps from here. More to report later.

G. Employee Development Committee

Met Monday (8/16). Art Department Tour will be held 9/17 (a short lecture will be included). Committee spoke with Laurel Long – no general workshops are being held due to budget constraints. Committee is asking departments to host a short workshop (for example, Excel) to teach skills that could be helpful for staff.

Presentation Ideas noted during Staff Senate Meeting:

- Lynn Bell – Fish Presentation on employee attitude
- Mandatory Workshops (sexual harassment, etc.)
- Can the committee look at putting together an Employee Development Plan to present to HR? What should it be? What would be ideal?
- Mary Beth – Legal Counsel offers workshops on Sexual Harassment & Delois Smith offers workshops on Diversity Training

H. Government Relations Committee

Nothing to report (still trying to set up a meeting with Ray Garner).

I. Policies and Procedures Committee

Nothing to report. Will be meeting immediately following this meeting. More to report later.

J. Staff Picnic Committee

No report.

V. New Business

- A. Kevin – Emergency Notification Policy (sent to Staff Senate via e-mail)
 - 1. EMG is developing a comprehensive UAlert plan
 - 2. Beginning Spring Semester 2011, UAlert will be opt-out rather than opt-in. Be sure to keep your Banner info accurate to make sure you receive alerts.
 - 3. Review the policy (sent via e-mail) & submit comments/suggestions to Kevin within the next week.
- B. Parking Discussion (Now that classes have begun, what is the perception?)
 - 1. (Heather) Shelby Center not as bad as expected. Nice Change.
 - 2. (Libby) UC parking is as bad as ever.
 - 3. (Kimberly) No problems at BAB.
 - 4. (Ray) Long-term plan is to put another deck on north end of campus.
 - 5. (Libby) Would be nice to have transit from the existing parking deck.

VI. Discussion and Recommendations

- A. Campus Committee Postings
 - 1. There is an appeal committee for parking tickets.
 - 2. Anthony is getting a list of all standing committees on campus from Robin Douglass. More to report later.
- B. Retirement/Death Announcements – Is there a position Staff Senate needs to have?
 - 1. Marylyn – Announcements used to be posted on the website somewhere.
 - 2. Heather – Could acknowledge these in the Staff newsletter.
 - 3. Mary Beth – Each September UAH sends an official list of retirements/deaths to the UA system. Could use that as a reference point and send a copy to staff at that time.
 - 4. Kimberly Fuller – Motion to send this issue to Communications Committee for review; second by Jacqueline Siniard. Motion carries unanimously.

VII. Announcements

- A. Marylyn Coffey declines the position of VP/President-Elect effective immediately. Will continue as a Staff Senate member and on committees but can not serve as President next year.
 - 1. (Anthony) If you are interested in the position of VP/President-Elect or want to nominate someone, contact Kathy Hosch by the September meeting.
- B. Any news on upcoming raises for Faculty/Staff or if there will be any?
 - 1. (Ray) You will hear something on that in the next few days.
- C. Intramural sign-ups run through 8/25 – All students, alumni, faculty, and staff are eligible to participate. Contact Mike Logan for more info.

VIII. Meeting Adjourned by Anthony Holden at 12:05 p.m.

Respectfully submitted,

Rachel Osby
Secretary
Staff Senate