

## UAHuntsville Staff Senate

### Meeting Minutes

21 September 2011, 11:00 am  
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Janice Temmen at 11:02 am.

#### Attendance

	Dona Baker		Laura Murphree - Secretary
X	Kevin Bennett		Rachel Osby – President
	Eric Dossey	X	Liz Redding
X	Kathy Gentry		Scott Royce- Vice President
X	Debby Griffith	X	Jana Savanapridi
X	Margaret Hall		Patti Sparkman
X	Kathy Hosch	X	Jamie Superczynski
X	Nicke Keimer	X	Pam Tejes
	Chris King	X	Janice Temmen-Treasurer
	Valarie King	X	Jorgy Umlor
X	Penelope Lang	X	Daniel Wyers
	Melanie Leonard		
	Vonda Maclin		

Quorum present?      Yes

Others present:      Laurie Schmitz, Laurel Long

Proxy:  
Kathy Hosch is the proxy for Scott Royce  
Janice Temmen is the proxy for Rachel Osby  
Kevin Bennett is the proxy for Patti Sparkman  
Pam Tejes is the proxy for Eric Dossey

#### 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 to approve by Kevin Bennett and seconded by Kathy Gentry; motion passed unanimously.

## II. Division Reports

### A. Academic Affairs - no report.

#### Advancement- Janice Temmen –

- Phonathon starts October 10 and runs through November 10 and will be held in Shelbie King Hall. Various students groups will man the phones for calls and Advancement personnel will be working each evening in support of the callers.
- Girls' Science and Engineering Day will be held on Saturday, Nov. 12 in the Shelby Center; website for registration to open soon. Questions, contact Debbie Morgan at ext. 6802
- After 23 years of service to the University of Alabama in Huntsville, Mary Beth Walker, Assistant to the President retires September 30.
- Dr. Robert Altenkirch is visiting the UAHuntsville campus and a vote of affirmation will be held today in the Bevill Center by the Board of Trustees to confirm his presidency for UAHuntsville.

### B. Facilities and Operations – Jorgy Umlor –

- Funded by TVA, 3 new interns chosen to work on Green Campus Convergence along with other universities from the southeast.
- A new “Move Request” Policy goes out today which should make campus moves more efficient.
- Campus has a no-smoking policy.
- Huntsville Utilities has eased the power usage policy that took place due to the April tornadoes.

### C. Finance and Administration - Valerie King - No report

### D. Research- Debby Griffith –

- On September 30, approximately 15 students will be going to Cape Town, South Africa for 10 days.

### E. Student Affairs - Margaret Hall and Jamie Hart -

- Homecoming is October 10-15. Check website for a complete listing of events.
- Working on Safe Ride with local cab companies. Cab would pick up students and bring them back to campus if they are less than 2 miles away and will only deliver them to campus no other location.
- Family Weekend of November 4-6; still working on events. Some events to include: ice cream social, shadowing for students, faculty and staff to bus tables in the dining hall.

## III. Committee Updates-

### A. Executive Committee- Rachel Osby

- No report
  - Janice Temmen reported that the Staff Senate officers - Rachel Osby, (President), Scott Royce, (Vice-President) and Janice Temmen, (Treasurer) met with presidential candidate, Dr. Robert Altenkirch on Tuesday, September 20.

### B. Bylaws Committee- Scott Royce, acting Chair - did not meet.

- The committee will need to find a new chair. Scott is willing to serve as chair unless someone else would like to take the role.

C. Communications Committee- Jorgy Umlor, Chair –

Members present at meeting: Pam Tejes, Eric Dossey, Debby Griffith, Dona Baker

- Next meeting date set for: Oct. 14, 2011 at 2:30 pm at PPB 111.
- Website Directory: Eric Dossey will work on PDF file.
- Campus Event Calendar: being worked on by Jim Fisher.
- Resource Fair getting info on past fairs from contact person, Jan Perkins.
- Safe Funds: working on understanding how this works.
- Committee will discuss project Dept. Outreach & Safe Funds for next meeting.
- Daniel Wyers has requested to be added as a member of the Communications Committee.

D. Election Committee - Kathy Hosch, Chair –

- Committee did not meet. Election will be held in January, 2012.

E. Employee Benefits Committee - Jorgy Umlor, acting Chair –

- Members present at meeting: Jorgy Umlor, Nicke Keimer, Kathy Gentry, Kevin Bennett, Vonda Maclin
- Meeting held on September 19. Scheduled next meeting date: Oct. 11, 11:00 am in PPB-111.
- Reserved room for Oct. meeting.
- Discussed Benefits Fair:
  - Kathy Gentry to purchase new board and update info.
  - Laura Murphree to update pamphlet photos.
  - Date of Fair is scheduled for Nov. 11 from 10am-2:00pm in the Nursing Bldg. 1st floor areas. Benefits Fair will be in conjunction with Health & Wellness Fair and is partnering with the College of Nursing. Staff Senators will stagger times during the event to cover the Staff Senate booth.
- Nicke Keimer to ask Human Resources about out of state full time recruiters' benefits.
- Service Awards:
  - Kevin Bennett has information from Sandra Parton in Human Resources about the Service Awards. Service Awards to be reinstated but in a reduced capacity. Will include length of service awards and monetary awards. HR is still working out the specifications.

F. Employee Development Committee- Dona Baker, Chair-

- Held first meeting.
- Working on focus for the committee.
- Looked at free tuition at any UA system school, but have discovered that would not be feasible.

G. Government Relations Committee- Patti Sparkman, Chair –

- No meeting was held.

H. Policies and Procedures Committee- Valerie King, Chair –

- Layoff policy sent to the Office of Council, waiting on reply from them to approve or make changes then the policy will be moved forward.
- Daniel Wyers has requested to be added as a member of the Policies and Procedures Committee.
- Looking into the UAH alert system.

I. Staff Picnic Committee Meeting- Janice Temmen, Chair -

- The committee will not meet again until November.
- Tuesday, April 17 and Friday, April 20 are being held in the UC and slab for the Staff/Faculty Picnic.
- Margaret Hall is working on securing entertainment for the event and is working with the Army band to investigate the possibility of them playing for the event.

IV. Unfinished Business – No unfinished business

V. New Business – Nicke Keimer brought the following to the Staff Senate’s attention:

- An immunization policy requires that all faculty and staff taking classes on campus meet the regulations set for students. Several employees have requested that Staff Senate look into this policy.
- Kevin Bennett noted that the campus has a communicable disease policy through Student Affairs and Dean of Students
- Laurel Long, Assistant Vice President for Human Resources representing Vice President for Finance, Ray Pinner, noted that first the immunization policy should be explored to determine who has the policy in place and why.
- Determined that the best committee to work on this issue would be the Policy and Procedure Committee.

VI. Announcements- No announcements

VII. A motion was made to adjourn by Jorgy Umlor seconded by Kevin Bennett. Meeting Adjourned by Janice Temmen at 11:35 am.

VIII. Action Items

Action	Lead	Due	Completed
See New Business	Policy & Procedures Committee	No date set	

Respectfully submitted,

Janice Temmen, Treasurer for  
Laura Murphree, Secretary  
Staff Senate