

UAHuntsville Staff Senate

Meeting Minutes

21 August 2013 11:00 am
VBRH-50, UAHuntsville Campus

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

Attendance

X	Holly Arnold (Academic Affairs) - Pres.	X	Marcia Pendleton (Facilities)
X	Randy Barbour (At Large)	X	Susan Phelan (Research)
X	Sally Badoud (Advancement) - VP	X	Gregory Reed (Research)
X	Kevin Bennett (At Large)	X	Sherri Restauri (At Large)
X	Amelia Duke (At Large)	X	Lisa Rivers (Finance & Admin)
	Greer Eleazer (At Large)	X	Scott Royce (At Large) - Past Pres.
X	Jim Fisher (At Large)	X	Laurie Schmitz (At Large)
X	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
X	Erica Mossholder (At Large) - Secretary	X	Katie Thurston (Advancement)
X	Dana Parcher (At Large)	X	Jorgy Umlor (Facilities)
	Beth Parker (At Large)	X	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Laurel Long, Human Resources, representing Ray Pinner

Proxy: Dana Parcher is the proxy for Jaime Superczynski

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 Sally Badoud and seconded by Jim Fisher; motion passed unanimously.

II. Unfinished Business

- No unfinished business

III. Division Reports

A. Academic Affairs – Wendy Worlund

- Wireless network access is now available in all residence halls.
- Students without McAfee or other anti-virus software can still use wifi and OIT also lifted ban on gaming devices, which were previously disallowed in residence halls; students can now have up to 3 devices on the network at a time. The policy regarding this change is in draft form currently.
- Orientations were a success over the summer, AA is currently hosting a very busy WOW, and today is the first day of classes!

- Tutoring program (free) opens up on Monday.
- New program at the Student Success Center: Walk-in Wednesdays 9am-4pm – students can drop by without appointments for tutoring, career services, and academic coaching

B. Advancement – Katie Thurston/Sally Badoud

- This office has hired Drew McDowell, a new graphic designer for UAH.
- The President’s Picnic / Convocation was a great success. The Space Hardware Club lifted up a weather balloon; students received tassels; the program was very nice and well done.
- Faculty/Staff Welcome Back will be 5pm on Friday on the SC lawn. The theme is Beer & Bratwurst! Please RSVP to this event; you can bring one guest.
- Sexual Harassment Training is being distributed via email with as “Workplace Answers eLearn.” Check with Joy McClung if you did not receive this email. Part-time employees should also complete this training.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Energy Saving Student is already working to install cooled, filtered bottle fillers on water fountains in several buildings. This will be a great solution for all your water needs. (EB, LIB, MSB, SC, SH, BAB, MH, TH, UC, and WH)
- The Rise School (located behind Tech Hall) is up and running. Caroline Bradford is the Director there. The school currently operates in trailers, but the plan is to grow and eventually move into a building on campus. The Rise School also operates with great success at UA. The Rise School is an inclusive school, serving traditional and special needs students in an integrated learning environment.
- September 1 is the deadline for Parking Permits. Fines will begin after that!
- Security camera systems are getting significant upgrades, and F&O is expanding coverage to North end of campus with a priority to residence halls.
- Building mass notification systems are being installed in all housing (except SECH) and in all primary north campus buildings as part of Phase I of the project. Work is currently underway in some buildings (UFC, BAB, SH, CV, MSB, RH) and outdoor ‘giant voice’ speakers are also being installed to augment campus safety.
- Emergency Preparedness conducted a tabletop exercise on August 8 and things went well.
- The August 7 Lockdown Drill was conducted and Kevin has solicited any feedback on the drill from Senators and their departments.
- Please check your UAlert registration because some Senators were having issues.
- Training information for Environmental Health & Safety has been added to the website and all GTAs/GRAs have to take an online quiz before assuming their positions. At some point, this training will likely be mandatory for all employees. In the meantime, all staff are encouraged to review this information and take the training.
- Charger Card access for building entry is slowly being implemented across campus. Currently, the residence halls are online and using the card access to get into the buildings. The Key Request Form through Facilities is how you will obtain card access, like you would request new keys.
- Please report any unsafe practices you witness with building construction immediately, because unsafe practices have been witnessed.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- Merit Letters will be coming out soon on or around October 1. Salary increases will be reflected on October 25 paycheck.

E. Research – Susan Phelan/Gregory Reed

- Office of VP for Research hosted an open house for new students and attracted 100+ new students, 25+ clubs from around campus set up booths, and it was a great success to highlight research on campus.
- Annual training is underway. Anyone who is paid from a sponsored program needs to take this training. You can check with Susan Phelan to ensure your training is up to date and with any RCR questions.

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- WOW events are up and running, but there are still opportunities to work the tents. There is a Google Drive Doc to sign up.
- Please encourage Helping Hands Day participation on Aug. 24, 2013.
- Health Careers Day is Sept. 20. Students can participate in educational sessions around their schedules and there will be an exhibitor fair in the UC Exhibit Hall to talk to students interested in medicine, veterinary medicine, optometry, nursing, pharmacy, etc. The website for information and sign up is www.uah.edu/hcd/students and Dana (who is also the campus pre-health advisor) can provide flyers if you are interested.
- Charger Cycle will kick off on Aug. 23 at 10am on The Slab. Students can ride bikes from building; it's a take one, leave one policy – a bike share program. They aren't rented out, simply used with a common lock. They all look the same, not numbered (but registered and inventoried). This is an SGA-led program.

IV. Committee Updates

A. Bylaws Committee – Scott Royce , Chair

- No meeting, but did send out email. Update bylaws with new bills, stricter schedule for elections, and other items as the year goes along.

B. Government Relations Committee – Jim Fisher, Chair

- Meeting was not well attended, but Jaime and Jim discussed the status of the committee. Ray Garner mentioned that he would like better staff attendance at Higher Ed Day in Montgomery. More information coming soon.

C. Communications Committee – Sherri Restauri, Chair

- Great committee meeting with enthusiastic members.
- Working to update the Staff Senate website (a document was passed around to make corrections to names, contact info, etc.). Check with Sherri if your info on the website is incorrect.
- We are working to schedule days with the UAH photographer to take photos of Senators for the website.
- Channels of Communication document is a rollover project that the committee has taken up, so that staff members will have access to pertinent contact info to important departments and offices on campus. Projected to release to entire senate in 1-2 months.

D. Employee Benefits & Development Committee – Lisa Rivers, Chair

- The committee will work to get tuition assistance for employees to all three UA system campuses, with the caveat that you can only if the discipline is not offered at home campus.
- Discussed parking and the possibility of designated areas for staff versus students, etc.
- Discussed the idea of calling leave “Parental leave” instead of “maternity leave,” so that it could be used by both parents.
- The committee would like to bring back Town Hall meetings with the President at least once a semester.
- Laurel Long served on a search committee for a recent position and discussed the divide between faculty and staff. She will be happy to share that with the Employee Benefits committee about training, perspectives, and conflict management.

E. Policies and Procedures Committee – Dana Parcher, Chair

- Discussed and voted on policies that the committee wants to keep and changes to be made.
- Main policy will be tuition benefits at UA system universities.
- Will be voting on sub-policies: parking, central place to announce changes made in certain departments, idea of wearing lanyards with IDs, etc. At the next meeting they will discuss pros and cons of these policies. Will be meeting again on Sept. 11.

F. Safety Committee – Kevin Bennett, Chair

- No meeting yet, but discussions are underway about all types of safety.
- Google Drive folder now available (per the Communications Committee) and will be shared with Senate so that information has a central, editable, viewable location.

G. Executive Committee – Holly Arnold

- Overall goal is to provide more guidance to new Senators, getting better information out to newly elected Senators, organizing and cataloging information, providing a more thorough new Senator manual, etc. = The main idea is more structure for Senate and Committees.
- “Bringing it Back to the Basics” is a loose theme for the projects.

V. New Business

- Reinstating Town Hall Meetings – once a semester with upper administration, Q&A, hosted by Staff Senate, forum for faculty and staff to ask questions, get updates, find out strategic plans, forecast of future projects, educate staff on how to handle/respond to negative community feedback about UAH. The Employee Benefits committee will draft a clear document of the proposal being submitted.
- Pam Tejes will be at next meeting to discuss parliamentary procedures and give us a short briefing.

VI. Announcements

- Feel free to send Division Reports, as well as Committee Reports, in advance of each meeting to Erica (eam0017@uah.edu).
- I have the minutes from the first round of committee meetings and will be uploading them to our Google Drive for shared access.

VII. A motion was made to adjourn by Kevin Bennett and seconded by Lisa Rivers. Meeting adjourned by Holly Arnold at 11:05 a.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate