

UAH Staff Senate

Meeting Minutes

15 January 2014 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Sally Badoud at 11:03 a.m.

Attendance

	Holly Arnold (Academic Affairs) - Pres.	x	Marcia Pendleton (Facilities)
	Randy Barbour (At Large)		Susan Phelan (Research)
x	Sally Badoud (Advancement) – VP, Acting President	x	Gregory Reed (Research)
	Kevin Bennett (At Large)	x	Sherri Restauri (At Large)
x	Amelia Duke (At Large)		Lisa Rivers (Finance & Admin)
x	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)
x	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
x	Erica Mossholder (At Large) - Secretary	x	Katie Thurston (Advancement)
x	Dana Warner (At Large)	x	Jorgy Umlor (Facilities)
	Scott Malcolm (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Ray Pinner, Senior VP for Finance & Administration
Dave Cook, Student Research Program Coordinator

Proxy: Jorgy Umlor for Scott Malcolm
Laurie Schmitz for Lisa Rivers
Dana Warner for Jamie Superczynski

Approval of Minutes

The Minutes of the December 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 the minutes by Katie Thurston and the motion was seconded by Scott Royce; motion passed unanimously.

II. Unfinished Business

- No unfinished business.

A. Academic Affairs – Wendy Worlund

- Semester is underway and going well; yesterday was last day to add a class.
- Classroom technology upgrades are underway. Please check the online document (<http://www.uah.edu/oit/services/classroom-av/67-main/its/7012-enhanced-classrooms>) for

plans as to which rooms have upgrades. If you have questions about which rooms are next, you can contact Sherri. Additionally, anyone with an Angel login can use the lecture capture software for video recording!

- Please submit online catalog changes to Joy McClung by the end of March. Each department should select a single point of contact to submit catalog changes to Joy.
- Information Security Officer (ISO) Russ Ward started on 1/6/14. He will be working closely with Research on future endeavors.
- ANGEL will be replaced with a different product later this year; there is a search committee considering 6 options. The campus will be invited to demo those 6.
- The server sending emails originated by ChargerPost will be decommissioned as soon as possible, with all mass emails being sent through other methods, such as Google Groups, in the future.
- OIT cannot currently offer a discount on Adobe software products, but we're working on that. If the university gets into the Cumulative Licensing Program so that we have a CLP number, we'll qualify for discounts again.
- The Microsoft campus agreement was renewed, so we can offer discounts on Microsoft products (such as Project Professional) again, and access to the Home Use Program for Office has been restored.
- Windows XP will not be supported after April 2014, so OIT is working on a proposal to upgrade the OS on computers that use something older than Windows 7 now. Initial evidence suggests that most computers meet the minimum specs for Windows 7 (or would with very little enhancement), so hopefully the cost will not be significant for replacing the computers that cannot run Windows 7.
- There was a Java update made available yesterday, and those who've updated to it cannot run INB; OIT asks that INB users not upgrade Java at this time. There seems to be a related issue plaguing Kronos users; we are working on that.
- As previously announced, there was a change to logging into Self Service Banner (SSB). Now that we're using Charger ID's and passwords to access Banner instead of A-number and PIN, the links in ChargerNet stopped functioning as "single sign on." We are waiting on the makers of ChargerNet for a fix to this problem. For now, it is easier to access SSB from register.uah.edu.
- There were many firewall changes made over the break, and all of the issues related to it seem to be resolved at this point. Most users report experiencing much better performance. Also, OIT can offer network connectivity for students to use 3 devices on the network simultaneously. We are happy to reliably offer that now; a shortage of IP's kept some students from connecting easily last semester.

B. Advancement – Katie Thurston/Sally Badoud

- Phone-a-thon wrapped up right before Christmas. It went well and student callers were paid for their work. We do not have final totals, but contact information updates were completed which was also part of the campaign.
- Two new hires were made in marketing and communications for a web and social media efforts and progress.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Grand Opening for Charger Union was last week and we've had a good feedback. We believe students are enjoying it very much.
- UAH is now certified as Tree Campus USA. We will receive a flag for our campus and it will be framed and hung in the CU.

- There will be a Tree Planting Ceremony on February 27 at 10:30am, which will include some excellent speakers. There will also be a student artwork competition (artistic depictions of trees) and the winners will be displayed in CU. Additionally, there are new projects in the works as part of Tree Campus USA, including a tree-identification app and guided walking trail.
- UAH is participating in Chargers Unplugged – a 10 week national contest to see which building can save the most energy. Next year, we'll compete against UA and UAB, too.
- Nursing Building and UC are under construction.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- The mileage rate paid to persons traveling in privately owned vehicles on official business for the State of Alabama is determined by the Code of Alabama 1975, S 36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Per the attached IRS news release dated December 6, 2013, the allowable rate will decrease beginning January 1, 2014 from 56.5 cents per mile to 56 cents per mile. Accordingly, System Office mileage reimbursement for travel on or after January 1, 2014 will be reimbursed at the new rate of 56 cents per mile.
- F.A.S.T. (Finance & Administration Survival Training) Camp is coming up on Wednesday, February 19 and Thursday, February 20 from 8:15am – 1pm each day.
 - You will hear from Accounting, Budgets, Facilities & Operations, Housing & Residence Life, Human Resources, Payroll, Procurement, and many more. These groups will present sessions on topics of their choosing to inform you of policy changes, update you on the latest hot topics in their area and provide training on processing information through their departments. There will be some time for questions. Ultimately, you will get valuable information delivered to you very quickly that will not take a lot of time out of your busy schedule. Refreshments will be served.

E. Research – Susan Phelan/Gregory Reed

- Panama Summer Program – attempting to add new disciplines in addition to atmospheric science, such as sociology and political science. Check the link for more info: <http://panama.uah.edu/>

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Admitted student day is Feb. 17, 2014. <http://www.uah.edu/admitted-student-day/welcome>
- Get your flu shot – SHC has seen several student cases of the flu.
- Similar to previous years, the Admissions Office is sponsoring a **Faculty Phone-a-thon** to our admitted prospective students, and we need faculty to participate in this recruitment initiative.
 - To volunteer, please contact Jen Barry at jennifer.barry@uah.edu or by calling ext. 2829.
- The University's Human Resources Office (HR) has recently mandated background checks for all new hires, including students employees. Beginning Wednesday, January 15, 2014 all new student employee hires are required to undergo a background search prior to receiving their job offer for employment.
 - Our website has also been updated with this information (<http://www.uah.edu/ssc/career-support/employers/on-campus>).

- When you hire students, you may make a verbal offer to them, then explain that the offer is contingent upon satisfactory results of the background check. When the background check is complete and the results are satisfactory, you can prepare the offer letter and present it to the student.
- In order to begin the background check process, you must email the student's name and email address to Cindy Backus in HR. HR will input the student's information, the student will then receive an email to initiate the process.
- HR will let you know if the results of the background check are satisfactory or unsatisfactory. If the background check returns are unsatisfactory, HR will not discuss any details or findings with you; they will just let you know the results were unsatisfactory. They will, however, notify the student.
- Remember that students CANNOT begin work until their background check is complete and satisfactory and all paperwork is complete (I-9, payroll info, ePAF).
- The Alabama Legislature opened for session this week. General Fund is in trouble and will be the focus of legislative attention this cycle. The Education Trust Fund is separate than the General Fund. We do not expect much additional funding, however the Governor is proposing a 2% pay raise for school teachers.
- Career Fair is January 30, 2014 for students and alumni. <http://www.uah.edu/ssc/career-support/career-fair>

III. Committee Updates

- A. Bylaws Committee – Scott Royce , Chair
 - Next action item is to prepare for elections.
- B. Government Relations Committee – Jim Fisher, Chair
 - [Higher Education Partnership](#) is an organization that we work with that lobbies to get money for higher education. We would like to bring in Karli Creech to see if we can increase membership in this organization via Staff Senate. We already have representation through SGA and Ray Garner, but we may want to increase membership if possible. They also hold an annual conference.
- C. Communications Committee – Sherri Restauri, Chair
 - Working on a survey to send to campus to solicit feedback from the campus at large. The survey will go to committee this month and then to the entire Senate after committee review.
 - Please send website corrections to Sherri Restauri, sherri.restauri@uah.edu.
 - If you are a committee chair, please use Google Drive to upload information for the entire Senate to see and review.
- D. Employee Benefits & Development Committee – Lisa Rivers, Chair
 - No report.
- E. Policies and Procedures Committee – Dana Warner, Chair
 - Ray Pinner will respond to Tuition Assistance Policy and resubmit to the committee for clarification and questions.
- F. Safety Committee – Kevin Bennett, Chair
 - No report.

G. Executive Committee – Holly Arnold

- The Exec committee met with all Provost candidates and had positive interactions during the interviews. We were able to explain what Staff Senate does and the role we play on campus. We look forward to welcoming a new Provost to campus.

IV. New Business

- A. Faculty / Staff Picnic will be held May 7, 2014. The planning committee is meeting Friday morning with Faculty Senate and April Harris and Debbie Morgan (Jan. 17, 2014). We need to decide where we want to have it this year, if we would like to move to the new greenway or stay at the UC Slab. The consensus from the Senate was to pick a place with shade.
- B. Huron Report comments needed by January 31, 2014. Dr. Altenkirch has solicited comments from campus, so send yours as soon as possible to Sally so that she can share them with the committees and the President.
- C. Just Move It begins this month. Staff Senate had a team last year and would like to do so again! **JMI starts Jan. 27, 2014.** Our team is called “The Senators,” so please email Liz Redding if you want to be a part of this very fun program and you can also win prizes! You need to go to the link and register for the program and select our team:
www.uah.edu/jmi
- D. Jim motioned to bring Karli Creech, from the Higher Ed Partnership, to a senate meeting to talk about opportunities for membership. Scott Royce seconded the motion and it passed unanimously.

V. Announcements

- Holly had her baby, Adam Andrew Laue, on December 26, 2013. Mom and baby are happy and doing well. Congratulations!
- Please send Division Reports, as well as Committee Reports, in advance of each meeting to Erica (eam0017@uah.edu).

VI. A motion was made to adjourn by Dana Warner and seconded by Laurie Schmitz. The vote passed unanimously. Meeting adjourned by Sally Badoud at 12:01 p.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate