

UAHuntsville Staff Senate

Meeting Minutes

March 20, 2013 11:00 am

VBRH-50, UAHuntsville Campus

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

Attendance

X	Holly Arnold (Academic Affairs) - VP		Marcia Pendleton (Facilities)
	Randy Barbour (At Large)		Susan Phelan (Research)
X	Sally Badoud (Advancement)	X	Liz Redding (At Large)
X	Kevin Bennett (At Large)	X	Lisa Rivers (Finance & Admin)
	Eric Dossey (Academic Affairs)	X	Sherri Restauri (At Large)
	Greer Eleazer (At Large)	X	Scott Royce (At Large) - President
	Debby Griffith (Research)		Jackie Siniard (At Large)
X	Margaret Hall (At Large) - Treasurer	X	Jaime Superczynski (Student Affairs)
X	Nicke Keimer (Student Affairs)		Pam Tejes (At Large)
X	Penny Lang (At Large)	X	Katie Thurston (Advancement)
X	Vonda Maclin (Finance & Admin)	X	Jorgy Umlor (Facilities)
X	Rachel Osby (Past President)		Vacant (At Large)

Quorum present? Yes

Others present: Rachel Osby, Ms. Laurel Long (Asst. Vice President – Human Resources), David Cook

Proxy: Penny Lang is the proxy for Pam Tejes.
Scotty Royce is the proxy for Jackie Siniard.
Kevin Bennett is the proxy for Marcia Pendleton

Approval of Minutes

The Minutes of the February 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 Liz Redding and seconded by Sally Badoud; motion to approve minutes was passed unanimously.

II. Unfinished Business

- None.

III. Division Reports

A. Academic Affairs – Holly Arnold, Chair

- Registration starting early this year, April 3 for Summer 2013 term; April 9 for seniors, and following down the line in students' standing past that.
- Student Success Center is currently hiring students and PASS leaders; please send students you are familiar with meeting the qualifications to apply for these positions.
- New program in peer academic coaching is being developed.

B. Advancement –Sally Badoud, Chair

- Hired new full-time photographer and new academic writer for UAH. New academic writer will work with individual colleges, while another writer will write predominantly research events.

C. Facilities and Operations – Kevin Bennett, Chair

- Mid- to late April, Phase 1 of building mass notifications will begin, starting first on N end of campus. This will include voice notification systems. Installing outdoor speakers, as well—one in Materials Science the second on top of Roberts Hall. Project estimated to 1 year, with 14 buildings in Phase 1. Used for fire alarms, shelter in place, etc.

D. Finance and Administration – Vonda Maclin, Chair

- None

E. Research – Susan Phelan, Chair

- Dave Cook—internal grant review meeting is underway. New candidate for VPR interviewed recently.
- Panama Summer program is upcoming—please refer students who may be interested; applications close this Friday. <http://panama.uah.edu>

F. Student Affairs – Margaret Hall/Jaime Superczynski

- Margaret Hall—Project Clothing Line April 8-12; theme is: breaking the silence, which focuses on awareness of abuse. Allows for t-shirt design with week-long display; contact Toni Morgan or Margaret Hall for additional information.
- Intramural Sports—ziplining trip, deadline Friday; Trip is scheduled Saturday, March 23, \$30 for participation. Contact: Mike Logan 256-348-7485.
- Week of Welcome (WOW—Fall 2013) planning is underway. Please have your departments complete this information online if you plan to participate.
- Cleary Act—federal law that requires information reporting on campus for occurrences of crime on campus. Departments may consider having a discussant attend to present on this act to their staff members.
- Staff members who take classes are classified as a student; this relates to immunization policies; please alert all staff members of this requirement
- Admissions Open House April 20, 2013

IV. Committee Updates

A. Bylaws Committee- Katie Thurston, Chair

- Meet in February to plan working on election. Email went out Monday 03/18, with nominations through Thursday, 03/28. Voting will begin on April 22-26, 2013, which is in time before the picnic.

B. Government Relations Committee- Jaime Superczynski, Chair

- The Big Event-no staff members participated.

C. Communications Committee- Sally Badoud, Chair

- Working on a Quick start Guide to provide to new employees on campus; will include student section, faculty section, and staff section. This is planned to be completed in the next 1-2 months.

D. Employee Benefits & Development Committee – Vonda Maclin, Chair

- Revised the sick leave policy, which was passed around to the group. The bolded information is the new information. Senate members reviewed this policy including the bold areas.
 - This is first reading of this version of this proposed document. One additional reading is required at a meeting, which can be reviewed at the April 2013 meeting.
 - Point of consideration--Tier 1 & Tier 2 employees, those employed after January 1, 2013, can no longer receive service credit for sick leave that is accumulated. Tier 1 are grandfathered in and still may use this leave.
- Employee Service Awards have been reinstated, and an email has been sent out to the campus about this. Additionally, rewards will be given for interval years that a person has served on the campus as a staff member. \$3000 from the Foundation account is available for staff awards this year. Please recognize a staff member who has performed exceptionally.

E. Policies and Procedures Committee- Jaime Superczynski, Chair

- None

F. Safety Committee- Marcia Pendleton, Chair

- None

G. Executive Committee- Scott Royce, Chair

- Margaret Hall—discussion of having a President-Elect position, which will allow this individual more time to observe while they are transitioning to their Presidential position.
- Committee reports—Each month, please provide a report to Staff Senate Secretary prior to the upcoming meeting, to allow this person to already have an overview of the information. If your committee does not meet that month, please report no meeting to the Secretary.
- Follow up with our departments—make sure to bring information presented at the Staff Senate to your departments, to keep them up to date on what is going on.

V. New Business

- Motion: Staff Relations Position—Sally Badoud motioned to create the Staff Relations Position within the Senate. Holly seconded this motion. Passed unanimously.
- New staff senate email address: staffsenate@uah.edu Will be used to allow individuals to contact the Staff Senate. This is one of the responsibilities of the new position proposed, Staff Relations.
- Motion: Resolution—A new resolution was proposed to allow the President-elect to be in 2nd year of term. Holly Arnold presented motion; Sally Badoud seconded. This would

allow a total of 3 years in term. Voted unanimously to allow President-elect to be in 2nd year. Motion passed.

- Faculty-staff picnic—Discussion with April Harris regarding this is underway. Will be following up on this.
- Scott Royce met with Ray Pinner and Laurel Long regarding a revised UAH background check policy. Staff Senate was asked to review this document, which was passed around for review and discussion. Some of these pieces already are included; however, this expanded version now also includes a criminal background check. Credit history check will be specific to individuals in positions relating to Finance positions and related positions. All checks will be handled by HR, and will be received by HR. Council may potentially see this information, and any adverse information may be sent to hiring manager. This information is not kept with employees Personnel files or I9 files. HR/Office of Council make final determinations regarding hiring decisions based on these background check results. No background checks will be conducted on current employees, unless these employees change positions or are promoted into positions that warrant these checks. Faculty members recommended for tenure are also required for background checks. Costs for background checks will be paid for by the University. These may only be run post-offer of employment; HR must offer the job, followed by completing the background check for final job offer confirmation.
 - Existing employees—if you have been convicted of a crime, within 5 days you need to inform your supervisor. This item is not new to the document, but was reaffirmed)
- A request for full copy of this policy was presented, and Scott will send out full policy to the Senators for review and comment.

VI. Announcements

- Please email your committee meeting “minutes” to the Secretary prior to our monthly meeting
- New SS email address: staffsenate@uah.edu ; Oh Yeah!
- Staff Awards Nominations
 - Please think of your fellow colleagues and nominate
- Faculty Senate President and Pres-Elect were promoted to Professor this past week
- 6th Annual UA System Scholars Institute – May 21 & 22 (<http://www.uah.edu/si2013/registration>); Sherri Restauri passed out the promotional flyer with the Keynote speakers listed, and encouraged those Senators interested in attending to sign up early; only 50 spots per campus are currently allotted for attendance at this event.
- Scott Royce presented the Senators with the new Faculty and Staff Note Card Writing Campaign, which encourages faculty/staff to send notes to incoming students. More information is available here: <http://tinyurl.com/uahuntsvillenotecard>

VII. A motion was made to adjourn by Jorgy Umlor and seconded by Lisa Rivers. Meeting adjourned by Scott Royce at 11:53 a.m.

Respectfully submitted,

Sherri Restauri, filling in for Pam Tejes, Secretary
Staff Senate