

## UAH Staff Senate

### Meeting Minutes

January 21, 2015 11:00 am  
VBRH-M50, UAH Campus

FINAL

#### I. Call to Order – Meeting called to order by Sally Badoud at 11:01 a.m.

##### Attendance

X	Sally Badoud (Advancement) –President	X	Vonda Maclin (Finance & Admin)
X	Jennifer Barry (At Large)	X	Midori Maloney (Academic Affairs)
X	T.J. Brecciaroli (Student Affairs)		Ashley Miller (At Large)
X	Kenya Cole (Research)	X	Anita Rathz (At Large)
X	Amelia Duke (At Large)	X	Sherri Restauri (At Large)
X	David Ford (Facilities)		Laurie Schmitz (At Large)
X	Jim Fisher (At Large)	X	William Sinclair (At Large)
X	Kathy Gentry (At Large)	X	Jim Steele (Advancement/Pres. Office)
X	Debby Griffith (Research)	X	Dana Parcher Warner (At Large)
X	Jeremy Holden (Finance & Admin) -	X	Jorgy Umlor (Facilities)
X	Liz Johnson (At Large)	X	Vicki Woods (At Large)
X	Nicke Keimer (Student Affairs)	X	Wendy Worlund (Academic Affairs)
			Holly Arnold (Academic Affairs) – Past. Pres.

Quorum present? Yes

Others present: Ray Pinner

Proxies: Jen White proxy for Ashley Miller; Jim Fisher for Laurie Schmitz

## **I. Approval of Minutes**

The Minutes of the November meeting were e-mailed to all Staff Senate members prior to the January meeting; Senators reviewed them prior to the meeting and made necessary corrections. Final draft of minutes was posted online by the Staff Senate Secretary. A motion was made to approve the minutes Jim Steele; motion was seconded by T.J. Brecciaroli; motion passed unanimously.

## **II. Unfinished Business**

- Faculty/Staff Picnic
  - 3 volunteers from the Staff Senate were decided at the November Staff Senate Meeting. These volunteers should go ahead and meet to discuss entertainment plans.
  - Sally believes that a date has been set; it was not in previous minutes, so Sally will be updating the picnic planning committee with this information once obtained.

## **III. Division Reports**

Academic Affairs – Midori Maloney/Wendy Worlund

- OIT announced a new software service has been purchased for web conferencing needs, which will replace WebEx. This new service is Adobe Connect. Look for additional information on this in the near future. Contact is Wendy Worlund.
- Reminder that Canvas is the new Learning Management System for the campus, which replaced Angel. Wendy Worlund reported that the adoption of and feedback regarding Canvas has been great so far.
- Sherri Restauri noted that UAH is up to 8 approved and 3 pending states with state agency reviews for the University's work on State Authorization, getting us into compliance with 11 states so far. There are 15 state reviews that she is currently working on with a goal of submitting 5-10 this semester; Georgia and Texas are the next ones she is working to complete.
- The UAH campus' first Instructional Designer, Dr. Kendra Minor, started in December 2014. She reports to Sherri Restauri, and is working collaboratively with the COB to prepare and roll out their 4 online programs for the Fall 2015 term.
- Sherri Restauri reminded the Senate that all courses being entered into Banner need to use the proper Instructional Method codes of Online, Hybrid, or Traditional. Please double-check that these codes are being used within your colleges/departments, and remind your faculty/department chairs to assign these appropriately. Using these labels not only assists students with searching for courses, but is now being used to collect data that the campus uses to complete reports, such as for accreditation.
- The 8<sup>th</sup> Annual Scholars Institute, which is a UA System-wide conference held in May each year, will be May 12-13 on the UAB campus. The conference focuses on best practices and new ideas for technology in our teaching, learning, and research, as well as support services.
  - A call for presentations as well as registration will open soon. Please save the date and plan to submit a proposal if you are interested in speaking at

the event. There are 50 spots open for the UAH campus staff, faculty, and administrators, as well as 10 spots for Graduate Students who may want to present/attend. Link:

<http://uasystem.ua.edu/ua-system-office/academic-and-student-affairs/ua-system-scholars-institute/> and on FB: <https://www.facebook.com/UASystemScholarsInstitute> #si2015 for Twitter

- Campus-wide promotions for SI2015 will begin soon, so be on the lookout and register early due to limited places from our campus.

- Sherri Restauri is POC for information regarding SI this year.

- Graduate School is continuing their offerings for professional development for current students. They are offering a proposal and grant writing workshop on Feb 13 @ 2:30 in WH 168. A second workshop on Thesis Writing will also be offered Feb 13, 2015 @10am WH 168. Please encourage your graduate students to attend.

#### B. Advancement – Jim Steele/Sally Badoud

- UAH has been named one of 77 institutions in the US in the areas of Cybersecurity and National Defense. UAH now has Cyber-course scholars sponsored by an NSF grant. This should encourage students and others to draw to our campus for this initiative.

#### C. Facilities and Operations –David Ford/Jorgy Umlor

- The FAST program is coming up on Feb 18 & 19, Jorgy is presenting on work order desk issues; email Jorgy with any concerns regarding work order desk if you have questions/concerns, and she will address these in the upcoming workshop.
- Haley at the physical plant is working on a single stream recycle program for the campus, which has a location for each item (glass, plastic, etc.) within each building. More to come on this in the future.
- Additional projects are underway, as well, including:
  - Tree Care Plan for 2015
  - Ban the Bottle
  - Climate Action Plan
  - Electric Vehicle: now available, and is being managed through motor pool;
  - SwitchBlade Competition—involves a wind tunnel, designing specs on blades. Sending information to schools soon. Prize will be a 3D printer and a prize from Avion.
- Madison Hall destruction is under a 3 week timeline, and the new building will be completed in March 2016.
- Signage & wayfinding on the campus is being improved, and additional signage should be improved starting around March 2015.
  - Work on interior signage will be improved after exterior

#### D. Finance and Administration – Vonda Maclin/Jeremy Holden

- Mileage rate has changed as of Jan 1, 2015 to 57.5 cents/mile from 56 cents/mile
- Latitia Gideon is no longer with the university, so questions regarding travel & misc should be directed for the time to Debby Griffith.
- Charger Card office is now in CU, so as of Feb 2 they will handle all Charger Cards for all faculty, staff, students, pt lecturers, etc. This is in an effort to consolidate into a one-stop shop for these services.

- Office of contracts & grant programs—in 1-2 months, a form will be distributed to the campus requesting information regarding questions on the status for disabilities and veteran status.
- All UAH retirees who have returned to UAH to work need to complete forms through HR, which should then be sent on to RSA.

E. Research – Kenya Cole/Debby Griffith

- No report

F. Student Affairs – Nicke Keimer/T.J. Brecciaroli

- Today is last day to drop classes for the SP15 term
- Faculty phonathon is going on this week and next, with faculty volunteers from various colleges.
- On President’s Day, we have Admitted Students Day. As of yesterday 245 students signed up, with over 100 signed up for the overnight portion.
- Open House coming up in April 2015.
- Student Health Center, Faculty & Staff Clinic, and Counseling have all relocated now to WH. Open House will come up in the near future for these offices.
- Division of Student Affairs terminology is under discussion and renaming is underway to consider how Student Affairs and all of the various departments can be best described. Student Affairs currently includes: enrollment services, financial aid, housing, & auxiliary services. Looking for a more accurate name for Student Affairs to depict this diverse grouping of services.

- Orientation dates are set for Summer 2015 are set: **Summer 2015**

Transfer: Thursday, May 14

Freshman: Thursday & Friday, May 14-15

**Fall 2015**

First-Year Freshman

M/T, June 1-2

M/T, June 8-9

M/T, June 15-16

M/T, July 13-14

M/T, July 20-21

TR/F, August 13-14

Transfer

TR, June 18

TR, July 16

TR, August 6

M, August 10

- Orientation Advisory Board moved these dates to Mon & Tue in an attempt to plan around the potential for a 4 day summer work week, should it be approved.
- FYE class oversight is moving from Student Affairs to under the individual colleges. This entails moving some oversight to the colleges in terms of course structure, etc. Each college will be responsible for his or her own FYE courses/students, with undeclared students being captured by the COLA.
- RA applications were active until 01/28/15. Also, online room selection process for current on-campus students is underway. The process will close on March 13th.

#### **IV. Committee Updates**

Bylaws Committee – William Sinclair, Chair

- Motion was distributed regarding making a change to the bylaws from Staff Senate to allow for minutes to be stored in the cloud rather than “distributed to Senators and University Library”, with the intent to update and modernize this verbage. This was covered in new business, below.

Government Relations Committee – T.J. Brecciaroli, Chair

- Meeting in 2 week to discuss latest AL Commission on Higher Ed meeting, the Higher Education Partnership, and Higher Ed Day in April

C. Communications Committee – Wendy Worlund, Chair

- The Staff Reference Guide has been sent to 110 non-committee members, and the committee has received feedback from edited by 6 of them.
- This document was sent to the Staff Senate for review. Please provide feedback by the February meeting if you have anything to correct, add, or ask. Send all updates to Wendy Worlund.
- Channels of Communication document - Promoted through UAH Headlines and added to the Staff Senate website. The committee plans to check it for accuracy again by the end of April 2015 and set the review interval at every 6 months (April and October should be good months for this task). It has been publicized through Headlines and may be added to myUAH when it is re-launched. It may also be included in future New Staff Orientation sessions.
- SS Survey to Campus results are still being summarized for follow-up, etc. Amelia Duke will help Wendy with this.
- Follow up from previous discussion about mass emails: Headlines is the best way to send announcements to the entire campus. Any user is welcome to send targeted emails to specific groups.

D. Employee Benefits & Development Committee – Nicke Keimer, Chair

- No meeting. Meeting is planned for this February
- Follow up on the 4 day work week: this has been presented by the President to the Faculty Senate, and a decision should be made by the end of January and announced to the campus.

#### E. Policies and Procedures Committee – Dana Parcher Warner, Chair

- The committee discussed where they left off in 2014 with their progress, and where they need to proceed for the 2015 semester.
- The committee is supporting HR in becoming compliant with nursing and lactation and rooms on campus. They are working with Laurel Long and the compliance coordinator in HR on this issue.
- The committee received work about the Visual ID Badge proposal. Ray Pinner has indicated that the Visual ID Badge will be in place by the end of January. More details to follow.
- They are also looking into various policies on campus regarding LEED and motorcycle parking

#### F. Safety – David Ford, Chair

- No meeting. Next meeting coming up in the next 1-2 weeks.
- Please pass on to this committee any concerns relating to safety for them to address.
- Chair noted that the campus will be having 2<sup>nd</sup> shift personnel check for night-time lighting; reports can also be submitted to the work order desk for any lighting situations where lights are out and this causes safety concerns, or for other reasons.

#### G. Executive Committee – Sally Badoud

- Held a January meeting to discuss executive concerns, and discussed a staff senate scholarship, discussed in new business below.

#### **New Business/Discussion Items**

- Staff Senate scholarship: idea discussed by the Executive Committee.
  - Dana Parcher researched this and found that many other schools provide a Staff Senate Scholarship to someone on campus, many times to a staff member on campus. This can potentially come from Staff Senators. It could be provided to Senators, or to other staff members on campus outside of the Senate itself.
  - Some schools have provided this to a staff member's dependent (child) as an alternative; alternatively another option is to provide the scholarship to a student on campus who is employed here.
  - Also option of an employee textbook fund.
  - Suggestion that we might have a contribution box at the faculty/staff picnic to support this fund if we decide to pursue it.
  - Idea was suggested that perhaps we could instead promote the SAVE fund out of Delois' office (contact is TJ). Discussion ensued regarding the benefits and applications of the SAVE fund.
  - Discussion is to continue on this issue in the future.
- JMI (Just Move It UAH Initiative)
  - 10 week fitness initiative that kicks off this Friday, January 23, 2015 and runs for the following 10 weeks.

- Staff Senate Team typically selects a name every year. Last year senate was called “The Senators”. Discussed selecting a new name but no decisions were made.
  - Senate was asked for a volunteer to serve as our group leader. T.J. Brecciaroli volunteered to serve as our JMI leader for the year.
  - Link to site: <http://www.uah.edu/jmi/>
  - Senators: Please make sure to sign up and select our Team Name (once decided). You may go ahead and sign up/attend meetings prior to being on a team, or change teams, as well.
- Bill proposed from the Bylaws Subcommittee—[S.B.14-15.01](#) (linked)
    - Senators read over the proposed bill S.B.14-15.01 to update the bylaws as it relates to the storage and distribution of Senate minutes.
    - Upon completion of the bill’s first reading at this meeting, we will put it forth for a second reading and vote next, planned for the February meeting. All Senators expressed support at this time for this updated language in the bylaws.
  - Time and date for February meeting needs to be adjusted to accommodate for the FAST training. The new date will be Wednesday, Feb. 25, 2015.

**Announcements**

- Staff Senate’s own Vickie Woods sang the national anthem at the recently hockey game and received tremendously positive feedback on this. Thank you and congratulations to Vicki on her wonderful performance.
- Next meeting is Wednesday, February 25, 2015 at 11:00 am in VBRH M50.

A motion was made to adjourn by T.J. Brecciaroli and seconded by William Sinclair. The vote passed unanimously. Meeting adjourned at 11:43 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015