

UAH Staff Senate

Meeting Minutes

November 19, 2014 11:00 am
VBRH-M50, UAH Campus

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)
	T.J. Brecciaroli (Student Affairs)	X	Ashley Miller (At Large)
	Kenya Cole (Research)		Anita Rathz (At Large)
X	Amelia Duke (At Large)	X	Sherri Restauri (At Large)
X	David Ford (Facilities)	X	Laurie Schmitz (At Large)
	Jim Fisher (At Large)		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) -		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: Scott Royce, Past Staff Senate President; Carrie Dingler, Sabrina Williams

Proxies: Laurel Long proxy for Ray Pinner; Sherri Restauri for Anita Rathz; Nicke Keimer for T.J. Brecciaroli; David Ford proxy for William Sinclair and Jorgy Umlor; Dana Parcher Warner for Jim Fisher; Debby Griffith for Kenya Cole.

I. Approval of Minutes

The Minutes of the October meeting were e-mailed to all Staff Senate members prior to the November 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 by Wendy Worlund; motion was seconded by Debby Griffith; motion passed unanimously.

II. Unfinished Business

- None

III. Division Reports

A. Academic Affairs – Midori Maloney/Wendy Worlund

- Tutoring Blitz will be held in the UC Exhibit Hall Wednesday, December 3, 2014, from 9:00 – 5:00. Drop in tutoring will be available to students all day. The first 100 students who attend will receive a free t-shirt.
- The Student Success Center has relocated to the first floor, north wing, of the Library.
- Commencement is Dec 14, 2014 at 2:00 p.m. Staff members can volunteer to assist. Contact Janet Waller if interested.
- Last Open House for Admissions is Nov 22. Currently have over a 1000 guests registered.
- Graduate School—3 minute thesis is this Friday. Graduate TA workshop is scheduled for January, the day before classes begin.
- Dean Glenn Dasher has resigned. An interim Dean for the COLA will be named before Christmas.
- Today we had a significant set of our IT systems down. An email notice was sent out today detailing this outage. Wendy updated the group that some systems are back up but an all-clear will not be sent until all systems are confirmed. The all-clear went out during our Senate meeting.
- Maintenance in the Data Center: During the 2 day period of 12/20-12/21, UAH will have the entire network down as well as all resources hosted from the data center. The <http://www.uah.edu> site will be available for viewing during the 7 AM to 7 AM maintenance window. Hosted solutions that require no on-site authentication (Gmail and UAlert) will be available (if you have Internet access). The purpose of the downtime is to allow for upgrades to our power to assist with IT Business Continuity as well as to improve cyber security.
- Migration from Angel to Canvas is continuing. All students have been loaded into Canvas and invited to go ahead and login and setup their notification preferences and become familiar with the interface. This system uses our central Single-Sign-On system (as myUAH does). Access to Spring courses is pending completion.
- UAH now has a campus agreement for Mathematica software now. Staff and faculty may install it on their UAH-owned or personal computers. It's available from Chargerware.
- SP15 Scheduling & Search Functionality with Interactive Schedule: The UAH schedule page: <http://www.uah.edu/cgi-bin/schedule.pl> now includes the additional field labeled Instructional Method. As discussed at previous Senate meetings, this new field should be completed for all academic courses; it includes the labels for O

(Online), H (Hybrid), and T (Traditional) formatted classes. The 2nd-part of the implementation of this labeling is the new search functionality, which allows students to sort by class format. If courses are not coded with the correct Instructional Method, students may not be able to locate classes they are searching for. Please verify SP15 and all future terms have classes labeled correctly with this field to ensure your courses may be located and enrolled into. Sherri Restauri distributed a [handout](#) (linked here) detailing this. Please contact Sherri Restauri or Amber Adcock with any questions on assigning the codes. If you note courses that are incorrectly labeled, notify Amber and she will be able to make these updates.

- A new Instructional Designer position has been created under Academic Affairs/Distance Learning. The top candidate has been selected and an offer letter is expected to be extended today. This individual will be available to assist with course and program-development across all Colleges and course formats, including online, hybrid, flipped, traditional, etc. The candidate selected holds a Ph.D. in Instructional Design and will be able to assist with pedagogical concerns in course and program development.

B. Advancement – Jim Steele/Sally Badoud

- No report.

C. Facilities and Operations –David Ford/Jorgy Umlor

- Madison Hall demolition (starting inside building and in parking lot) is scheduled this week, with demolition of the building scheduled further out.
- Bevill Center is closed for renovation, with plans for reopening January 5, 2015.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- Open Enrollment has just completed.

E. Research – Kenya Cole/Debby Griffith

- ITAR, EAR and Export Compliance Training: Training has been scheduled on December 2 9:30-11 am & 11:30-1:00 pm in Chan Auditorium.; this is a requirement for researchers. May also contact Debby Griffith for more information. ORS is hosting training of the International Traffic in Arms (ITAR) and Export Administration Act (EAR) compliance on campus. The intent of this training is to give attendees the knowledge of why ITAR and EAR export compliance is a "way of life" for universities with large research programs, how any changes to the compliance program will be implemented and how it will affect their jobs. Individual export responsibilities by job title are reviewed so every employee understands their export compliance duties. The training will emphasize that we are looking for educational opportunities and give an overview of some of the commonly found risk assessment "gaps".

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

- Flu shots still are still available and are \$10.00
- The Clinic is moving from UC203 to WH325 mid December.
- Kristi Motter will be starting on or about December 1, 2014 as the Vice President for Student Affairs.

IV. Committee Updates

- A. Bylaws Committee – William Sinclair, Chair
- No meeting, no report.
- B. Government Relations Committee – T.J. Brecciaroli, Chair
- No meeting, no report.
 - Discussion among Senators: Government Relations could work with Mayor’s Office, County Commissioners, and other local government, in addition to their interaction and work at the state and federal level. Good contact recommended is Chad Emerson, referred by Sally Badoud. This would be with the intention of working with these groups to keep the campus in the loop on the goings-on around the area.
- C. Communications Committee – Wendy Worlund, Chair
- Continuing work on the updates to the Channels of Communication document and the results and action items resulting from the Survey that was sent out. Wendy Worlund will be sending the final draft on today, with Senate approval to do so.
 - New project for the year for this committee is the Staff Reference Guide. It will still be sent to list of “advisors” before the university closes for the holidays in late December.
 - Committee noted that the results of the campus-wide survey are still being reviewed. Some initial results indicate that posting of the Senate agendas in advance of the meeting is recommended; this began for this November meeting. More details on results will be discussed at a later meeting.
- D. Employee Benefits & Development Committee – Nicke Keimer, Chair
- No meeting.
 - The committee researched handicapped parking on campus. It has been determined that our current parking spaces at UAH for handicap spots meet federal requirements. As well, additional handicapped parking spots have been added recently.
 - The committee will be determining another project to work on at the next meeting.
- E. Policies and Procedures Committee – Dana Parcher Warner, Chair
- The committee received word from Mr. Pinner that Administration has elected to keep the current Tuition Assistance Benefits policy in place. Expanding the benefits presented many challenges and UA and UAB did not appear to show interest.
 - Are currently moving forward with research of lactation and nursing rooms at other campuses and the Affordable Care Act. The committee will be moving forward with discussing this policy with HR.
 - Committee reviewed the motorcycle parking at UAH and other campuses nearby and may be discussing this further with partners on campus.
 - The committee discussed handicap-accessible parking in front of SC during construction, which will not be available. Were told handicap-accessible parking will be in the parking garage.
 - Committee also investigated roadside emergency kits available in emergency and motor pool vehicles and text notification systems. David Ford noted the recommendation was passed on to fleet services and that this should be moving

forward so that emergency kits will be placed in motor pool vehicles. Currently service vehicles are not included in this.

- Will also be looking into the smoking policy further. The committee will be gathering best practices of other tobacco-free campuses and asking senators to look into the respective areas for feedback, along with giving an update from Mr. Reider and Laurel Long on current policy.
- Update on Staff Handbook was presented by Laurel Long at this time. The Staff Handbook is currently under revision. This will take some time to review, moving from HR to Legal Counsel. It is planned for completion of review by the end of this year. It will be moving to fully electronic and online-only. Laurel Long is contact for this.

F. Safety – David Ford, Chair

- Updates on assignment of building contacts for each building. This document is going to be updated to ensure new individuals are listed, and David will forward this on to the Senate for review and updates.
- Service vehicles—There was a question on parking and driving on service roads. Service vehicles are allowed to use sidewalks for access, but are not supposed to park on these sidewalks. If the Senators note that there are any safety issues with this, it needs to be reported.

G. Executive Committee – Sally Badoud

- Discussed outcomes from the campus-wide survey that was distributed and agreed to begin posting agendas to Staff Senate website in advance of monthly meetings.
- Discussed planning for Faculty/Staff Picnic.

V. **New Business/Discussion Items**

- Smoke-free campus—UA has now passed a smoke-free campus rule, effective January 1, 2015. Alabama A&M and Calhoun CC are also both smoke-free. Senate President opened the floor for discussion on how Senate felt on this issue. Discussion points included below.
 - Recommended we use the recently-passed wording that Policies & Procedures committees worked on, passed this past summer.
 - Consider how this impacts smokers who must go off of the campus to smoke, such as on neighboring properties.
 - How might this impact hiring of candidates who are smokers?
 - Is this going to allow smoking in personal automobiles?
 - Discussed if this was going to include e-cigarettes. New policy includes restriction of e-cigarettes and other tobacco products unless in designated areas.
 - Who would be responsible for enforcing this policy?
 - Perhaps we should model after other colleges and universities who already have this policy in place.
 - Senate would be responsible for putting forth a resolution indicating whether we do or do not support this policy. This resolution, if passed, would then be moved forward to Administration for review and implementation. Staff Senate is not responsible for determination of administration of this policy.

- Senators should go to their respective areas and ask fellow staff members how they feel about a tobacco-free campus. We will report back at our next meeting.
- Faculty/Staff Picnic volunteers
 - The Faculty/Staff Picnic is sponsored by the President's Office, and is held every May.
 - 3 volunteers from the Staff Senate serve on this committee; typically representatives from the Faculty Senate are also involved
 - April Harris' office manages logistics (food, tables, chairs, etc.)
 - Senate is responsible for entertainment, etc.
 - Liz Johnson; Wendy Worlund; Midori Maloney will be on our Faculty/Staff Picnic committee for the 2014-2015 period.
- Staff Senate holiday party
 - This is typically held during December Senate meeting; we agreed to keep it on December 17th. It will be held in our normal location, VBRH M-50.
 - Senate agreed that we will play Dirty Santa/White Elephant, which includes a gift up to \$10.00 and allows for exchange. All gifts must be wrapped. No alcohol is allowed as gifts. Participation is optional.
 - Group elected to donate for pizzas. Asked to provide \$3.00/each to Jeremy Holden. Any leftover funds will be used to purchase soft drinks and desserts. Provide money to Jeremy directly between now and December 16 (SKH, 2nd Floor).

VI. Announcements

- Next meeting is Wednesday, December 17, 2014 at 11:00 am in VBRH M-50 for our Staff Senate Holiday Party.

VII. A motion was made to adjourn by Liz Johnson and seconded Jeremy Holden. The vote passed unanimously. Meeting adjourned at 11:58 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015