

## UAH Staff Senate

### Meeting Minutes

October 15, 2014 11:00 am  
VBRH-M50, UAH Campus

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

Attendance

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

Quorum present?      Yes

Others present: Carrie Dingler, HR Compliance Coordinator

Proxy: Wendy Worlund proxy for Debby Griffith; Laurel Long proxy for Ray Pinner; Jessica McComb proxy for Kenya Cole; Ashley Miller proxy for Jennifer Barry White; David Ford proxy for William Sinclair & Jorgy Umlor; Sally Badoud proxy for Midori Maloney

## **I. Approval of Minutes**

The Minutes of the September meeting were e-mailed to all Staff Senate members prior to the October 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 T.J. Brecciaroli; motion was seconded by Laurie Schmitz; motion passed unanimously.

## **II. Unfinished Business**

- None

## **III. Division Reports**

### **A. Academic Affairs – Midori Maloney/Wendy Worlund**

- NCSAM - October is National Cybersecurity Awareness Month. You can check out our schedule of activities at <http://www.uah.edu/oit/services/cyber-security/67-main/oit/8368-2014-uah-awareness-campaign>. Here are the highlights:
  - Social Media Campaign and Cybersecurity Reminders throughout the month. There's a guest speaker today in the Charger Theater from 2 to 3. He's an interactive speaker who will reveal the surprising information that thousands leave behind and how that information is used. He will even show you how to avoid becoming a victim.
  - On October 28th at 5:30 in the Charger Theater, Brad Horton will offer a look at the risks and opportunities for students and individuals in a technically-rich world. Learn how to be "forgotten" on popular social media outlets and more about privacy, security, and anonymity.
  - OIT will have activity tables in CU on 10/27, 10/29, and 10/30 through the lunch period. Drop by for interactive demonstrations, helpful information, and free candy.
- Canvas updates - Canvas training sessions are ongoing, online training is available. Any questions about training (online or face-to-face) should be sent to [canvas@uah.edu](mailto:canvas@uah.edu).
- SSC is being relocated to Library North Wing; will be again open for business by November 3, 2014.
- Oct 24, Open House; Nov 22 Open House
- Admissions: applications and admitted students are both up! FTF (first time freshmen) up 101% and transfer students up 12%

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

- Digital signage is being improved across campus; some discussion over potential for implementation of kiosks on campus is underway. More information will be shared as it is obtained.

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

- Madison Hall demolition is scheduled for November 17.
- Bevill Center renovation: Front desk will be relocated, carpet replacement. Scheduled to begin in the next month or so. Small renovations are currently underway.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- Laticia Gideon is on leave, so travel reimbursement is now being handled by Laura Vereen; Debbie Allen will be handling in-state travel vouchers.
- Carrie Dingler, in attendance as a guest at this month's Staff Senate meeting, is UAH's new HR Compliance Coordinator. Compliance functions relating to FMLA, ADA, etc. within HR will be under this new staff member's duties. She will also be offering training opportunities after the first of the year.
- Vonda Maclin received a promotion as new HRIS Administrator within HR.
- Open enrollment will begin within the next week or so; materials will be sent out electronically and all items will be completed online using the new HR In-Touch software.

E. Research – Kenya Cole/Debby Griffith

- Internal solicitations are out currently. Likewise, CFR is still out.
- Internal trainings are planned every month for INSPIRES, NSF, Grants.gov, etc. Tonya Pitts manages this initiative.
- Check out the lobby for Research at VBRH, closest to EB, to see their Halloween decorations.
- Research will have their Halloween Party on October 31, and flyers will be distributed in the next week.

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

- Flu shot clinic went very well with students, with heavy participation likely due to the offering of free shots.
- This is Homecoming Week—please vote for groups and participate!
  - Charger Stomp is tonight at 8pm
  - Friday is UAH Hockey Tailgate. UAH Homecoming Parade is Friday at 4pm at the campus loop.
  - Orientations scheduled Nov 20 & Jan 5. Will be scheduled mid-day. Modified schedule to allow for more time with students, not scheduled over a lunch period.
  - Financial Aid: Centralization of Veteran Services is under way, and this position will be moving into the Charger Union. This position will be in charge of veteran work studies.

IV. **Committee Updates**

A. Bylaws Committee – William Sinclair, Chair

- No meeting

B. Government Relations Committee – T.J. Brecciaroli, Chair

- Waiting on legislation to go back in session prior to holding committee meetings. Will be coordinating Higher Ed Day on April 9, which will pick up in planning needs at the end of the term.

C. Communications Committee – Wendy Worlund, Chair

- Sally sent for approval of the Channels of Communication document from Joel Lonergan; he has now reviewed and provided feedback to the Communications committee. Expected to have corrections made in a 1 week period.

- SS Survey to Campus results are in and are still being summarized. Here are the recommendations we'll propose to the Executive Committee:
    1. Post some sort of follow-up about the survey such as a Headlines note that points readers to our Staff Senate website where we'll summarize what our plans are regarding what feedback we received.
    2. Add a Web conference component to the Staff Senate meetings (such as a Google Hangout) to allow for attendance by those who can't be there in person conveniently.
    3. Publish the agenda on our Web site one week before the meeting (no later than the Friday preceding the Wednesday meeting).
  - Some of the survey results were actually topics for Staff Senate to take on; those will be farmed out to the appropriate committees.
  - New project for the year - Staff Reference Guide; work is ongoing.
- D. Employee Benefits & Development Committee – Nicke Keimer, Chair
- Committee met and primarily discussed the 4 day work week proposal. A follow up meeting was held with Ray Pinner.
- E. Policies and Procedures Committee – Dana Parcher Warner, Chair
- Committee discussed the updates for Tuition Assistance and Visual ID Badges.
  - Ray Pinner is working on helping committee to move forward with both of these passed proposals and look forward to seeing their potential for progress.
  - Committee also discussed a number of policies and procedures they can work on in the meantime.
- F. Safety – David Ford, Chair
- Committee met and discussed important that each department on campus understand it's Building Emergency action Plan and have an updated list of Building Coordinator's, Floor Captain's and Key Personnel (person's trained in CPR,AED, First Aid,etc.). Handout will be sent out that details the Office of Emergency Preparedness and Environmental Health and Safety to properly have an Building emergency Action Plan in place. Important links:
    - Office of Emergency Preparedness:  
<http://www.uah.edu/facilities-and-operations/oep>
    - Emergency Procedures Handbook:  
<http://www.uah.edu/images/administrative/facilities/oep/handbook.pdf>
    - Building Emergency Action Planning Form's:  
<http://www.uah.edu/facilities-and-operations/oep/forms>
    - Reached out to Kevin Bennett to discuss these concerns further. Kevin serves as the Emergency Management Coordinator for the campus.
    - Discussed the need for improvements on sidewalks across campus. Noted that sidewalks on campus are currently being reviewed and updated— there are future plans to add sidewalks but there are road projects that need to be complete before those sidewalks can be installed.

- One area that was brought up is from the Radio station around to the lake and there are plans to install a roundabout at the intersection of Technology Dr. and John Wright Dr. before those sidewalks would be installed.
- Also, on the north side of campus there are plans to extend the greenway to end between Morton Hall and Frank Franz Residence Hall.
- There will also be additional road work and reconfiguration when the elementary school property next door is taken over.

G. Executive Committee – Sally Badoud

- No meeting.

V. **New Business/Discussion Items**

- 4-day work week proposal consideration for Summer 2015 was discussed during the September meeting at the Staff Senate meeting.
- Sally was absent during the Senate’s September meeting, and therefore took the opportunity at this meeting to thoroughly discuss this proposal with the Senators, and noted her firm support for this proposal. She further noted that she wanted to formally bring this up to the Senate for consideration.
- A resolution was drafted and presented electronically to Senators before the October meeting, as well as passed out to Senators at the beginning of this meeting. See proposal [here](#). Noted that primary concerns for last year related to childcare, along with other smaller concerns. Childcare was the major discussed concern from last year.
  - President discussed this with the Senate last year.
  - Some surveying was conducted last year, though it was not campus-wide.
  - Overall, Sally noted that she has received mostly positive feedback in discussions regarding this proposal this year.
  - Suggested that this proposal this round should be perceived as a Saturday—in that some buildings will be open (Library, possibly Charger Union, etc.).
  - Suggested also that working 4 10 hours shifts M-Th may not work for some employees on campus. With that in mind, Sally recommended having discussions between employees and their managers regarding alternatives for employees who have schedules or situations that cannot work 4 10 hours shifts, to consider remote work, work from the open buildings on Fridays, alternative schedules, etc. This would need to be coordinated with individual employees’ managers/directors/department chairs.
    - Laurel Long (HR) discussed that flexibility was the key for making this proposal work effectively, including perhaps the establishment of core hours by managers, and making special accommodations for employees who need those hours due to their needs.
  - Campus tours and such on a by-request basis will continue on Fridays during the summer if this proposal was approved by the campus.
  - Some discussion among the Senators regarding providing continuation of student services on Fridays, particularly as it relates to Bridge programs and camps that are hosted on campus with students. These students reside on campus and typically are involved in academically-oriented activities that typically take place on Fridays. There would need to be some accommodations made to adjust for this.
    - Likewise, discussion regarding the intent of this proposal also includes making proper accommodations to ensure students are taken care of.

- Length of implementation for 4 day work week: Discussed this proposal as spanning 10 weeks, from graduation until end of summer.
- Cost savings were estimated around \$250,000 if closed for the entire 10 week summer period.
- Pathway for consideration of this proposal: Staff Senate discussion, Staff Senate vote, Proposal is sent to Ray Pinner, Proposal is sent to Executive Committee, Proposal is sent to Laurel Long for review and formalization/establishment of a policy.
- Ashley Miller motioned to vote on this resolution; seconded by Jim Fisher. Votes were counted including votes placed by absent members, presented by their proxies.
  - Yes votes: 21
  - No votes: 2
  - Abstain: 0
  - Resolution passed and will be moved forward to Ray Pinner and throughout the remaining chain for consideration.

**VI. Announcements**

- General announcement: Dropbox was hacked—if you use this software, please reset your password.
- Next meeting is Wednesday, November 19, 2014 at 11:00 am in VBRH M-50

VII. A motion was made to adjourn by Dana Parcher and seconded by Ashley Miller. The vote passed unanimously. Meeting adjourned at 11:54 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015