

UAH Staff Senate

Meeting Minutes

August 20, 2014 11:00 am
VBRH-M45, UAH Campus

I. Call to Order – Meeting called to order by Sally Badoud at 11:04 a.m.

Attendance

X	Sally Badoud (Advancement) –President		Vonda Maclin (Finance & Admin)
	Randy Barbour (At Large)	X	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)
	Jim Fisher (At Large)	X	Jim Steele (Advancement/Pres. Office)
X	Kathy Gentry (At Large)	X	Dana Parcher Warner (At Large)
X	Debby Griffith (Research)		Jorgy Umlor (Facilities)
X	Jeremy Holden (Finance & Admin) -	X	Vicki Woods (At Large)
	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: Ray Pinner

Proxy: David Ford proxy for Jorgy Fisher; T.J. Brecciaroli proxy for Jim Fisher & Jennifer Barry.

Approval of Minutes

The Minutes of the July 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 Wendy Worlund; motion was seconded by Nicke Keimer; motion passed unanimously.

II. Unfinished Business

- Visual Badges: Change was submitted to the policy regarding the options between lanyard/clip. This change will be noted in the policy, and will be presented for a vote at the Senate over the next couple of meetings. This will allow feedback to be presented by the Senate; please discuss this with your area, and be prepared to discuss it at the next meeting(s).

III. Division Reports

A. Academic Affairs – Midori Maloney/Wendy Worlund

- New UAH website launched on Tuesday, 08/19/14.
- ChargerNet has been renamed as **myUAH**.
- If you visit <http://my.uah.com>, you can click the link to Sign in now. The login page is a "generic" Single-Sign-On (SSO) page on which you can supply your Charger credentials to access myUAH.
 - There are direct links for Banner pages as well as OIT services that use SSO (Qualtrics and Chargerware).
 - There are shortcuts/links for Angel, OIT User Services Portal, etc. that don't use SSO; you'll have to enter your Charger credentials to access those.
 - **Once you've logged into SSO, you'll be logged in until you click the SignOut link and close your browser. This is important; safeguard your data by using those steps to fully exit myUAH. Contact Wendy Worlund for additional information on this.**
- New LMS, *Canvas*, rolls out January 2015, with training during the Fall 2014. Angel will not be available as a backup at all after January, so it is imperative that faculty make plans to fully transition prior to January 2015.
- State Authorization Update—Contact is Sherri Restauri
 - State approvals now in place for Alaska, Indiana, & SD. Pending state review and approval for TN & Illinois. Exemptions are currently being pursued for the following states: PA, GA, FL, North Carolina, VA, ND, OH, & KY. If there are additional priority states that you are aware of due to projects/program offerings on campus, please notify Sherri Restauri directly. Reminder that SA regulations impact:
 - DL courses and faculty, plus:
 - Off-site activities from the state of Alabama in any other U.S. state or territory, including activities such as advertising; internships/practicum; proctoring; off-site faculty and staff; off-site recruiters; off-site meetings or workshops with potential or current students; hosting of storage or computer back-up facilities, and essentially, any off-site activities that UAH engages in out of the State of Alabama.
 - Webpage explaining State Authorization & showing current status: <http://www.uah.edu/distance-learning/state-authorization>
- Admissions: Open House is Oct 4; 2nd event is Oct 24, and 3rd event is Nov 22.
- Admissions will be having major travel recruitment trips planned over this coming year, both in and out of state. Some areas across campus may be asked to attend alongside.

- Student Success Center: Exploratory Advising is a new program that has been launched, and this will allow students to better select correct majors. (Amelia Duke is contact). SSC is planned to relocate on the first floor of the library in October.
- Graduate Studies: GEM (Graduate Education for Minorities) will be hosted on Sept. 13 (Saturday), including UG students from the region. This will be hosted in the lobby of SC, alongside other universities, who are co-hosting.
 - A professional development series focusing on teaching, writing, and research with various workshops has been developed.
 - Graduate enrollment numbers are up this fall term.

B. Advancement – Jim Steele/Sally Badoud

- New website launched on 08/19/2014. This was a year-long effort to launch the new site. New updates are on-going, as well. An email was distributed regarding collection of issues with new website—please send any concerns to webmaster@uah.edu. Make sure to report what browser you are using if you experience problems. Always try refreshing/clearing cache if you experience issues as an initial resolution.
- WHNT is currently running a story regarding our new students who received the Cybersecurity \$4.2 Million scholarship. In addition to receiving scholarship, students involved in this also receive a 1 year internship in government service.

C. Facilities and Operations –David Ford/Jorgy Umlor

- Nursing building is open for the first day of school. Some external work is still pending, as is work on the auditorium.
- Madison Hall will have bids opening in October for demolition of this building.
- Army is in the process of moving from Madison Hall to UC.
- Roberts Hall is almost complete.
- Early part of September is the estimated completion for the SWIRRL building. Oct 2 is opening, with ceremony at 3pm.
- Wayfinding project will begin in Sept, focused on improving signage.
- Oct 1, 2014 at 10:00 a.m.—Tree planting event will be hosted, with 40 new trees donated to the campus by Toyota. Volunteers are welcome. Flyer was distributed to all Senators by David Ford. Please contact Haley Hix x2525 or haley.hix@uah.edu for more information.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- BOT will be presenting a budget at the Sept 18 & 19 meeting, to be adopted by the Oct 1 AY.
- BOT will be reviewing proposal for the UAH campus to take over the management of the RISE school, to be voted on Oct. 1. Currently serve 22 students. Children up to 6 years of age attend this school. Considering alternate location for this project on our campus.

E. Research – Kenya Cole/Debby Griffith

National Science Foundation Scholarship for Service CyberCorp grant had 19 applicants, 7 awarded. This is a financial scholarship, which covers tuition, books, guaranteed summer internship and a two-year-long work commitment with a government agency upon graduation, some funds for health benefits, and a stipend. This is a 5-year grant worth \$4.2M.

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

- First day of class is today!
- Alumni Relations annual meeting is August 21 at Wilson Hall at 5:30 p.m. in the Auditorium & Lobby. Recognition of achievements will be presented.
- Registrations that are on-going today may have holds for various reasons, such as healthcare provisions. If the latter, please have them contact Nicke Keimer.
- Flu shot clinic in September will be offered for *a one free day option*; date is pending.
- WOW is going on—124 activities over 9 days, spread across campus, throughout mornings, afternoons, and evenings.
- UAH Campus Life App rolled out; available in App store. Guide for WOW events, Homecoming, Transition Programs (FYE, SYE, Veterans, etc.). This is hosted on the Guidebook platform. Available for both Android & iOS.
- UAH advisory board will meet in Sept to finalize dates for Spring 2015; if you have needs for representation across campus, let T.J. know. Dates in Nov & Jan are planned for orientations.
- Health Career Days Sept 19. Can register at <http://uah.edu/hcd/students> Includes a number of interactive sessions for students to learn new skills, select from different careers, etc. Will also have exhibit fairs, with currently 20 vendors signed up to attend. Please encourage students to sign up for this event. All hosted at the Shelby Center. Lunch provided. Contact is Dana Parcher Warner.

IV. Committee Updates

A. Bylaws Committee – William Sinclair, Chair

- No meeting

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

- T.J. will send me minutes from their meeting.

C. Communications Committee – Wendy Worlund, Chair

- Channels of Communication document is finalized and should be reviewed by the Senate and posted on our website as with an announcement about it can be sent in the Headlines newsletter. Agreed that it will be the duty of the Communications Committee to review/update this document twice a year.
- SS Survey to Campus is finalized in our opinion and should be reviewed by the Senate and posted on our website asap. Sherri agreed to make any changes and send it for us since she has edit access for it in Constant Contact.
- Discussed how can we better facilitate communication on campus? & how does our role differ from that of the Office of Communication and Marketing?
- New task: create a new document that consolidates tidbits such as how to get things done on campus (order business cards, etc.) and/or what every staff should know (staff discounts, etc.). Agreed to create document of these items. Tabled until the next meeting.
- Discussed how to make events in UAH headlines better described so readers know whether or not they're allowed to attend events (such as Moonlight Movies).

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

- Reviewed role of this committee and how recommendations may take place on the Senate. Discussed all items previously reviewed.
- Topics considered for review this year and discussed in the kick off meeting include:
 - Changing the UAH insurance benefit plan to single, single +1, and family.
 - Paternal leave for new dads, which was brought up last year. HR that indicated maternity and paternal leave is covered under FMLA.
 - Parking (spaces available, # of handicapped spaces, etc.)
 - Town Hall/Better Staff Senate Representation—discussion on this from past year, and recommendation of Staff Senate Representative from the Executive Committee (preferably President or Vice President) to attend BOT Meetings.
 - Discussed the UAH insurance plan benefit structure. Specifically discussed that the plan is currently designated as individual and individual + family and changing to individual, individual + one, and individual + family. Nicke will follow-up with this issue with Connie Brand in Human Resources and report back to the committee.
 - Number of holidays off UAH staff receives. UAH does not receive as many paid days off as many other universities. Specifically, we discussed pursuing the idea of requesting that UAH staff also get Veterans Day and the week of Spring Break as paid holidays. Amelia will contact Dana Parcher Warner to see if any data was collected last year regarding this topic and if this was discussed at all with HR.

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

- Reviewed updates on Tuition Assistance Proposal (committee's response has been sent off to Ray Pinner) and updates on Visual ID Badge. Discussed purpose, goal, and process of Visual ID Badge.
- Decided to create separate document for organizing comments on Visual ID badge, which will not be held up for a vote at next Senate meeting but instead will be reviewed over the next couple of meetings and voted upon.

F. Safety – David Ford, Chair

- Safety concerns regarding new crosswalk on Holmes Ave. The confusion has been what the drivers can do when the traffic light switches from solid red to blinking red. After doing some research on the UAH Public safety website we found out how the signal operates from a driver point of view. When a pedestrian activates the crosswalk, the traffic light changes to a solid yellow to alert drivers to prepare to stop. The signal then displays a dual solid red light for drivers to stop and allow pedestrians to cross. Near the end of the walk phase, the signal changes to an alternating red light. When this happens the pedestrians are given a countdown display informing them of time left to cross. When the alternating flashing red lights begin, drivers may proceed after coming to a full stop and making sure that there are no pedestrians.
- Some discussion ensued during Senate regarding what the correct procedures may be.

- There are also concerns of the general public travelling through campus on Holmes that may not be familiar with this type of cross walk and would additional signage help to raise awareness when approaching.
 - More information about the cross walk can be found at <http://www.uah.edu/police/traffic/traffic-safety>
- Looked over new Employee Safety orientation form that was developed to assist Supervisors and Department heads in orienting new employees about basic safety practices and information at UAH. It will be distributed to new employees during their orientation at human resources beginning this month. This form has a lot of good information that also would be useful for existing employees as well and has a list of training that is available thru UAH Environmental, Health and Safety. One of the good training opportunities is to encourage employees to attend CPR /AED training from every department and building on campus.

G. Executive Committee – Sally Badoud

- Met to discuss administrative decisions and processes within the Senate.
- Discussed that Sally/Senate President needs to be invited to attend subcommittee meetings.
- Discussed the importance of following correct parliamentary procedures (Robert’s Rules of Order) when conducting meetings.
- Discussed the expectations of Senators in regards to communication outside of the Senate meetings, and how information could be best distributed within our departments/offices.

V. **New Business/Discussion Items**

- None.

VI. **Announcements**

- New Staff Senator photos: Please stop by SKH 342 to have your portrait made after this meeting until 12:30 pm. Wendy has updated website with all new photos received, and will continue to do so as these are completed.
- Next meeting is **Wednesday, September, 17 2014 at 11:00 am in VBRH M-50**

VII. A motion was made to adjourn by T.J. Brecciaroli and seconded by Jim Steele. The vote passed unanimously. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015