

## UAH Staff Senate

### Meeting Minutes

21 May, 2014 11:00 am  
VBRH-50, UAH Campus

#### I. Call to Order – Meeting called to order by Holly Arnold at 11:04 a.m.

##### Attendance

x	Holly Arnold (Academic Affairs) - Pres.		Marcia Pendleton (Facilities)
x	Randy Barbour (At Large)		Susan Phelan (Research)
x	Sally Badoud (Advancement) – VP, Acting President		Gregory Reed (Research)
x	Kevin Bennett (At Large)	x	Sherri Restauri (At Large)
x	Amelia Duke (At Large)		Lisa Rivers (Finance & Admin)
	Greer Eleazer (At Large)	x	Scott Royce (At Large) - Past Pres.
x	Jim Fisher (At Large)	X	Laurie Schmitz (At Large)
x	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
X	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
x	Erica Mossholder (At Large) - Secretary		Katie Thurston (Advancement)
x	Dana Warner (At Large)	x	Jorgy Umlor (Facilities)
	Scott Malcolm (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present?      Yes

Others present:      Jim Steele; Ray Pinner

Proxy:                      Sherri Restauri for Susan Phelan; Laurie Schmitz for Lisa Rivers and Katie Thurstone; Dana Warner for Greer Eleazor; Jorgy Umlor for Kevin Bennett and Marcia Pendleton.

#### Approval of Minutes

The Minutes of the April 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 Scott Royce and the motion was seconded by Sally Badoud; motion passed unanimously.

#### II. Unfinished Business

- No unfinished business.

#### III. Division Reports

##### A. Academic Affairs –

- Office of Admissions hosting 2 Preview Days, termed “Charger Preview”. These are currently scheduled for June 28 10-1pm; July 25 10am-1pm. The format is essentially a

condensed Open House with the students having an opportunity for an open browse session.

- Canvas by Instructure recommended, but not yet approved as the campus-wide Learning Management System.
- Wireless network has been upgraded and continues to have work done on it across the campus.
- A number of upgrades to new classrooms are beginning for the Summer 2014. Approximately ~25 new classrooms will be upgraded during the summer time, and are open for general reservations by faculty, staff, and students. This includes 3 previously upgrade classrooms in Madison Hall that have now been dismantled.

B. Advancement –

- Estimates of August rollout for new UAH website of main page and major related areas. This format change will impact everyone's main pages. Amount of work required varies based on the amount of content change required. Faculty bios will be collected by Web Team in order to add this facet to the website. Contact Jim Fisher with questions and/or concerns.

B. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- There is a new lock change/key request form—please verify that you are using the new form. It includes a space for listing the name of the person(s) receiving the keys.
- Haley Hix is the UAH campus's Sustainability Coordinator and is working on the Campus Climate Action Plan; please contact Haley if you are interested in or know someone who may be willing to volunteer or to provide input on this project. This project is focused on:
  - Raising awareness of global climate change on our campus & plans for long-term management and reduction of the footprint or anything that would affect the environment
  - Starting carbon footprint inventory: how much greenhouse gas we are putting into the atmosphere
  - Working on plan to manage & reduce greenhouse gas
- Renovations going on in RH Concert Hall: begin next Tuesday
- Library Greenway is completed and is fully reopened for usage.
- University Drive entrance wall has been started
- The Holmes entrance wall has also been started

C. Finance and Administration – Jeremy Holden/Lisa Rivers

- Housing opens on Friday of this week for summer enrollment.

D. Research – Susan Phelan/Gregory Reed

- No report.

E. Student Affairs – Nicke Keimer/Jaime Superczynski

- Orientation begins this Thursday. June 9 & 10 is the orientation for first-time freshman students, and we have a higher number currently on roster than last year, good news! Contact Kasey Schaum re: WOW events.

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

- A. Bylaws Committee – Scott Royce , Chair
  - Election results were announced at the Faculty/Staff Picnic. Congratulations to all new Senators.
- B. Government Relations Committee – Jim Fisher, Chair
  - No report.
- C. Communications Committee – Sherri Restauri, Chair
  - No report
- D. Employee Benefits & Development Committee – Lisa Rivers, Chair
  - No report
- E. Policies and Procedures Committee – Dana Warner, Chair
  - Tuition Assistance Proposal
    - Survey was distributed to the faculty & staff email listservs; of this, 440 completed the survey.
    - A majority of respondents were interested in taking classes not offered at UAH, 81% of “yes” and “maybe”.
    - Additional data from survey, in draft form, was distributed during our meeting to all Senators present.
    - Additional tabulations will be completed and a final draft of outcomes will be compiled.
    - Next we will be inquiring with UAB and UA to inquire with them via their Senate committees to evaluate their perception. Plans after we discuss with these 2 groups is to complete the proposal and then will be sent to Ray Pinner.
  - Visual Badges
    - Finishing up with a list of schools who already have implemented the visual badge program.
    - Once these are collected, this group will be working on creating a proposal for review for consideration.
  - Smoking concerns
    - Bob Reider was emailed by Laurel Long regarding the need to add e-cigarettes to the UAH Tobacco policy restriction, and Dana Warner also requested that smokeless tobacco be added as a restriction to the allowed tobacco products on the campus. The Senate was advised to consider consulting an outside source regarding this, whom we may consider inviting to speak to us as this is a concern for our entire campus.
  - Dana Warner mentioned that 3 individuals she works with have submitted a form to the Staff Senate inquiry form, and these do not appear to have been received. Sherri Restauri will check on this to verify that the forms are correctly and will update the Senate on the results.
- F. Safety
  - No report.
- G. Executive Committee – Holly Arnold
  - No report.

## **V. New Business/Discussion Items**

- Faculty/Staff Picnic—Debrief
  - Overall we had an incredible turnout, great music and games, wonderful food, and a well managed event. Final numbers in attendance are pending a return message from Advancement.
  - Suggestions were collected by the Staff Senators on the Picnic Committee, and were placed onto the shared drive available to Senators. Some suggestions discussed in the meeting include:
    - Could we consider an RSVP option specific to the picnic, as well as between specific dates so that Advancement is not pressured to document individuals on-site or at 10pm the night before:
    - Recommendation to implement technology more fully into this process, and to consider the potential for automation of the RSVP in the future.
    - A number of individuals who believed they RSVP'd were not on the list (3 pages, according to our Q&A table). From this, we believe a large number of faculty/staff who attended may have experienced a technical issue, which is being investigated.
    - Recommendation for consideration of designation of 3 Faculty Senators to work jointly on the Picnic Committee with our designated 3 Staff Senators who are assigned each year.
    - We plan to revert back to awarding give-aways to individuals even when not present at the event.
  - Holly thanked Sherri, Wendy, Katie, and Scott from the Picnic Committee this year, and also the Staff Senate as a whole for their work in volunteering and in bringing in so many prizes to give away.

## **VI. Announcements**

- Erica Mossholder will be resigning her position due to a family move. Jennifer Barry from Admissions will be taking Erica's seat in the Senate.
- In June Senators will be able to begin considering new committees and Executive Committee Positions to run for on the Senate.
- Next meeting is Wednesday, June 18<sup>th</sup>, 2014 @ 11:00 a.m in VBRH M-50

**VII.** A motion was made to adjourn by Sally Badoud and seconded by Wendy Worlund to adjourn. The vote passed unanimously. Meeting adjourned by Holly Arnold at 11:47 a.m.

Respectfully submitted,

Sherri Restauri

for

Erica Mossholder, Secretary, Staff Senate