

UAH Staff Senate

Meeting Minutes

September 17, 2014 11:00 am
VBRH-M50, UAH Campus

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

Attendance

	Sally Badoud (Advancement) –President	X	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)
X	Kenya Cole (Research)	X	Sherri Restauri (At Large)
X	Amelia Duke (At Large)	X	Laurie Schmitz (At Large)
X	David Ford (Facilities)	X	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)
X	Debby Griffith (Research)	X	Jorgy Umlor (Facilities)
	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: Ray Pinner

Proxy: Wendy Worlund proxy for Jeremy Holden; Nicke Keimer proxy for Jennifer Barry.

Approval of Minutes

The Minutes of the August meeting were e-mailed to all Staff Senate members prior to the 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 Wendy Worlund; motion passed unanimously.

II. Unfinished Business

- Visual Badges: Senators were given printed copies of the Visual Badge proposal and supplemental page to review prior to a vote, which had also been emailed out for final review prior to this meeting. Some discussion ensued regarding clip versus lanyard, which is addressed in the supplemental document. T.J. Brecciaroli moved to vote, Wendy Worlund seconded move to vote. Vote requires a 2/3 to pass, and yielded an 18 vote of yes; 3 no's; 1 abstain. Proposal passed to move forward.

III. Division Reports

A. Academic Affairs – Midori Maloney/Wendy Worlund

- International Engagement moving to the UC on Sept 30; Multicultural Affairs also moving to UC this month.
- 2 new grad degrees: Master's in Space Science; 3 new degrees in Business—one in IT, one in mgmt.; will also be an undergrad degree in Kinesiology from the Education Department.
- Education Department has been proposed to change to a College, which will be voted on at the BOT tomorrow.
- Honor's is moving into Frank Franz Hall towards the end of October.
- Priority registration begins for Spring 2015 for the following groups:
 - Honors students
 - PASS leaders
 - Special needs students
 - Student athletes
 - All of the above groups register on Day 1 with Seniors.
- Schedule codes: new codes were sent out by Amber from the Registrar's Office. These codes reflect a new naming scheme focused on creating solidarity among the various colleges in our class formats. The format codes are in the field of Instructional Method, and they include:
 - O: online, class is fully online, has no required on campus components.
 - H: hybrid, 51-99% online, some required on campus components.
 - T: traditional, less than 51% completed work online.
 - Sherri is available for any questions regarding these classifications. It is imperative that departments begin implementing this for SP15 term and forward. You may also contact Amber with the Registrar's office for more guidance and information.
- Canvas has the first Open House Thursday and Friday of this week, and trainings begin next week.
 - This is our replacement LMS (Learning Management System) for Angel.
 - First basic training sessions are next Thursday and Friday.
 - Announcements to this effect were distributed campus-wide to all faculty members through the Angel system.
 - Canvas will go into effect for the Spring 2015 class terms.
 - Data content from old courses has been transferred over to the new system for faculty.

- October is National CyberSecurity Awareness Month (NCSAM). Speakers will be on site, tables will be set up for activities in CU, etc. Staff can consult <http://www.uah.edu/oit/services/cyber-security> for the details of our 2014 campaign (coming soon).
- Network change: A small change to the network has been modified to accommodate a student game, Destiny, on campus. Feedback from students indicate that this change has allowed them to now play successfully.
- Admissions Open house Sat. October 4; October 24 (Friday) Open House, there will be extra traffic.
- Oct 23 is Graduate Open House.

B. Advancement – Jim Steele/Sally Badoud

- Oct 2 3pm—SWIRRL building will have opening ceremony; Gov Bentley will be on site for this opening. Everyone is welcome.

C. Facilities and Operations –David Ford/Jorgy Umlor

- Tree Planting event—Jorgy distributed this to the Senate. Please call Haley Hix for volunteering for this event; free lunch is included for volunteers.
- Demolition for Madison Hall Nov 17; the building to replace Madison Hall may be called Student Services/Welcome Center until it receives an official name.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- No report.

E. Research – Kenya Cole/Debby Griffith

- RCR training is Thursday & Friday of this week; make sure to register online through the OSP website to attend. Required for everyone working on contract or grants.

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

- Job & leadership Expo; 19 groups set up; 23 tables.
- Today is Constitution Today
- Orientation Advisory Board meets this month
- Health Careers Fair this Friday

IV. Committee Updates

A. Bylaws Committee – William Sinclair, Chair

- No meeting

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

- Online meeting was held this month. Higher Ed Day is XXX; partnering with SGA to arrange a group to attend. Sept 11—UAH was on the Chronicle of Higher Ed in an article regarding militarization of campuses. Action agenda items are under development.

C. Communications Committee – Wendy Worlund, Chair

- Wendy set up a Google group for the Senators and also for the Executive committees in order to better communicate amongst themselves.
- Channels of Communication document: Sally would like Joel Lonergan to review it before publishing it on our website and including a note about it in Headlines.
- SS Survey to Campus: It was sent to all staff on Friday, 9/12. Recipients were asked to reply by 9/23. Wendy will follow up with Sherri on 9/25 to collect the results.
- New project for the year - Staff Reference Guide: The scope is that it is for staff only. The goal is to consolidate tidbits of information that benefit staff. Will not include "training" materials that would be used to acclimate a new employee or that is specific to a particular department. It should refer to websites and other outside-the-senate publications as often as possible to limit the amount of work required for maintenance.
 - Action plan: Committee will compile ideas for topics it should cover and then reach out to at least one person in each department to gather ideas from them about additional items to include. Will keep track of ideas in a Google doc to allow for collaboration. Ideas compiled by the November meeting.
 - <https://docs.google.com/a/uah.edu/document/d/1HRYm0LIta5X9wpfeekdBy80devoTcHJaFpeGFQPeSc8/edit>

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

- 4 day work week proposal for the summer term was revisited by this committee, and previous year's survey data was discussed. Potential solutions for some of the primary concern areas were also discussed. It was suggested that a more widely distributed survey be presented to the UAH campus this time, to include areas that had been left out inadvertently during last year's survey.
 - Discussion among the Senators ensued regarding this proposal, and general support for further investigation into the topic was provided.
 - Some initial considerations are the timing of this implementation, as it relates to planning classes and for recruitment activities.
 - As well, childcare is a consideration the committee is investigating from a few different angles.
 - Ray Pinner will attend the next Employee Benefits Committee in discussing idea of survey being administered and other procedures for re-investigating this proposal.
- Parking and ADA will be a secondary project that this committee has begun investigating. Discussions are underway on campus to investigate a couple of avenues relating to compliance with disability support needs, # of parking spaces available, etc. <http://adata.org/factsheet/parking>
- Staff Holidays will be addressed as a topic for this committee if time allows this year.

- E. Policies and Procedures Committee – Dana Parcher Warner, Chair
- UA System Tuition Assistance Proposal: Committee learned the Staff Senate from UA is not interested in picking up our proposal at this time. Now looking into other ways of combating how to move forward and have sent some ideas to Mr. Pinner with the UAH data.
 - Visual Badge policy was amended to be shortened for the total proposal section itself. A separate document was generated that included pieces of the policy relating to additional discussion points.
 - New procedure to investigate is under review now for the committee’s focus for the year.
- F. Safety – David Ford, Chair
- No meeting. David inquired with the Senators as to potential topics.
 - Topics suggested:
 - Suggestion/concern was presented that the designation and notification of the correct “hall monitor” or building monitor needs to be reviewed, as some buildings may not have one, may have one who has left, or may not know who is this role.
 - Lighting on campus being examined/evaluated.
 - Crosswalk by the library and usage/signage.
 - Additional sidewalks being added for better walking options on campus.
- G. Executive Committee – Sally Badoud
- Executive Committee met to discuss a number of administrative topics, including appointing members as representatives of the committees the President has requested us on. Also discussed the various committees and their progress.

V. New Business/Discussion Items

- Staff Senate must appoint two Staff Senate members to serve on the Charger Green Recycling Committee. We have one volunteer (Midori Maloney) from the email request. The floor was opened for nominations/volunteers. Jorgy Umlor volunteered, completing the requirement for 2 to serve.
- Staff Senate must recommend three Staff Senate members to serve on the Employee Benefits Committee. This group meets once a semester and it is a 3 year, staggered appointment. T.J. Brecciaroli, Liz Johnson, and Will Sinclair volunteered. Dr. Altenkirch will make the ultimate appointment of each.

VI. Announcements

- Next meeting is Wednesday, October 15, 2014 at 11:00 am in VBRH M-50

VII. A motion was made to adjourn by T.J. Brecciaroli and seconded by Will Hall. The vote passed unanimously. Meeting adjourned at 11:49 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015