

Meeting Minutes
 June 17, 2015 11:00 am
 VBRH-M50, UAH Campus

I. Call to Order – Meeting called to order by Dana Warner at 11:03 a.m.

Attendance

X	Dana Parcher Warner (At Large) – President		Vonda Maclin (Finance & Admin)
X	Beth Wilson (Academic Affairs)	X	Midori Maloney (Academic Affairs)
	T.J. Brecciaroli (Student Affairs)		Ashley Miller (At Large)
X	Kenya Cole (Research)	X	Anita Rathz (At Large)
X	Andrea Thompson (Advancement)	X	Dave Cook (At Large)
X	David Ford (Facilities)	X	Nikki Goode (At Large)
X	Shelly Walker (Facilities)	X	William Sinclair (At Large)
	Kathy Gentry (At Large)	X	Jim Steele (Advancement/Pres. Office)
X	Laura Vereen (Finance & Admin)	X	Randy Marshall (At Large)
X	Antonia Pitts (Research) -		Brittany Willis (At Large)
X	Liz Russell Johnson (At Large)	X	Vicki Woods (At Large)
X	Scott Royce (Student Affairs)	X	Laura Mann (At Large)
X	Liz Redding (At Large)	X	Sally Badoud (Advancement) – Past. Pres.

Quorum present? Yes

Others present: Sherri Restauri, Ray Pinner

Proxies: Scott Royce proxy for TJ Brecciaroli & Ashley Miller; Kenya Cole for Vonda Maclin; Andrea Thompson for Brittany Willis

Absent: Kathy Gentry

Approval of Minutes

The Minutes of the April meeting were e-mailed to all Staff Senate members prior to the June 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 Will Sinclair; motion was seconded by Liz Johnson; motion passed unanimously.

II. Unfinished Business

- Leadership Academy and Staff Training Proposal
 - Review of information on this proposal:
 - During the April 2015 meeting, Sherri Restauri passed out the *Leadership Academic & Staff Training Proposal* for the Senators to review individually. This proposal comes from IR, by way of the Provost's recommendation to research possible means for providing support and recognition for the staff on the UAH campus.
 - Suzanne Simpson from IR came to speak to the Employee Benefits subcommittee regarding their ideas on possible suggestions for support and recognition. Suzanne is looking for the Senate to review the ideas and provide suggestions/feedback.
 - Link to proposal shared on Senate Google Drive:
<https://drive.google.com/a/uah.edu/file/d/0B-SgV-WjmljJSEdvcnFOdlQ2V2c/view?usp=sharing>
 - Senators were asked to review the *Leadership Academic & Staff Training Proposal* and share with your colleagues in your individual areas using the link above. If you have any feedback on this proposal itself, please provide that to Sherri Restauri (sherri.restauri@uah.edu) via email before the July Staff Senate meeting.
 - This proposal and your feedback will be up for a vote in July.

III. Division Reports

- A. Academic Affairs – Midori Maloney/Beth Wilson
 - Orientation is underway
- B. Advancement – Jim Steele/Andrea Thompson
 - The new electronic sign between Sparkman and the on-campus lake is under review right now relating to security applications to ensure the sign is not accessible by unauthorized users. Once available, it will be available for the campus as a whole to reserve. Policies will be put into place regarding how this will be managed; these will be discussed at a later time.
- C. Facilities & Operations – Shelly Walker/David Ford
 - 4 day work week—some hvac and other employees are working on the regular schedule. For any work orders, please try to get in M-Th during the summer reduced work week schedule.

D. Finance and Administration – Vonda Maclin/Laura Vereen

- July 13 parking permits will be available; \$120/year. Can order online.

E. Research – Kenya Cole/Antonia Pitts

- No report.

F. Student Affairs –T.J. Brecciaroli/Scott Royce

- Charger Preview June 27 for all high school students; refer people to <http://uah.edu/admissions/events> for more details on this event and upcoming events.
 - Admission event is 3 hours long
- Orientation is under way. June 29 will be a second orientation <http://uah.edu/orientation>
- Dr. Regina Hyatt's reception is Monday 3:30-5:30 at Bevill Center; she has accepted a new position at Mississippi State.

IV. Committee Updates

- Committees/Subcommittees:
 - Dana provided an overview of what each subcommittee was responsible for; she outlined the requirement of being on 2 committees as a Senator. Chairs have more responsibilities than regular members.
 - Senators may view previous accomplishments from Senate subcommittees on the Staff Senate website <http://www.uah.edu/staff-senate> and also under Google Drive in the individual subcommittee folders, where subcommittee files have been stored.
 - Senators may make a decision regarding how involved they are on each sub-committee, though we ask that you participate as much as possible.
 - Subcommittee chairs and committee members from last year were asked to read definitions of each subcommittee to Senate members present today.
 - Dana will be emailing a Google sheet to the Senators immediately after our meeting, and Senators are asked to sign up for their preferred 2. This is first come-first serve. No one will be assigned as chair, but should instead work this out among your group members. If your desired group is full, you should sign up for another group.
 - Make sure to report to Dana if you are serving as chair. As well, let Dana know when your first meeting is so that you she may attend. She plans to attend all first meetings of subcommittees.
- Discussed the Staff Senate Scholarship Committee (Midori Maloney); this issue will be continued to be worked on this year. We are waiting on funding plans for this scholarship, but the Senate may continue to work towards establishing this scholarship.
 - Midori motioned to end the Feasibility study, and to move it to the Benefits committee. Motion seconded by Will Sinclair. Senators voted that this issue be addressed by Employee Benefits Committee this year.

- C. Bylaws Committee – XXX, Chair
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- D. Government Relations Committee – XXX, Chair
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- E. Employee Benefits & Development Committee – XXX, Chair
 - Intend to continue with work on leave policies once committees are formed.
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- F. Communications Committee – XXXX, Chair
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- G. Policies and Procedures Committee – XXXX, Chair
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- H. Safety – XXXX, Chair
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.
- G. Executive Committee – Dana Parcher Warner
 - See previous Staff Senate minutes, Staff Senate website, and previous chair for details on previous work.

H. **New Business/Discussion Items**

- Policies for Review
 - Due to the Policy on Policies, Staff Senate is also charged with reviewing policies.
 - Senators will have until July 13 to provide Dana with emailed feedback on the policies she emailed to the Senators prior to today’s meeting. All policies were emailed as a .zip file. If you did not receive these, let Dana know.
 - If you like the policies, just let her know that you approve/read it. Likewise, provide any concerns or suggestions directly to Dana prior to July 13.
- Employee Picnic Follow-up
 - Positive feedback from the Picnic overall. Everyone liked having the line and tables moved so that there was more shade and less people in the parking lot.
 - Recommendation came in to consider announcing all door prizes at noon instead of spread out.
 - Approx. 600 people through in about 25 minutes, which was efficient processing.
 - Some comments about potential allergies—cashews were in the green beans. Midori compiled all notes and will pass these on to the next Picnic committee.
 - Positive comments about jester and yard games.

- Election of Executive Committee
 - President-elect: Midori Maloney was nominated by Dana Warner—she accepted; Liz Johnson seconded this nomination. Scott Royce was nominated but he declined. Jim Steele recommended that we close nominations on this position. Will Sinclair seconded. The group agreed with the nomination. Midori Maloney was unanimously elected president-elect.
 - Secretary: Dana Warner nominated Beth Wilson; Jim Steele seconded—she accepted. Motion to close nomination was made by Scott Royce, seconded by Andrea Thompson. Beth Wilson was unanimously elected Secretary.
 - Treasurer: Scott Royce nominated Will Sinclair; Seconded by Liz Johnson. Will accepted. Laura Vereen from Finance was nominated by Midori Maloney, seconded by Kenya Cole—she accepted. Motion to close nominations was made by Scott Royce, seconded by Jim Steele. Both Senators were sent out for a numeric vote. 10 votes for Laura Vereen; 9 for Will Sinclair. Laura Vereen was elected Treasurer.
 - Staff Relations: Jim Steele nominated Andrea Thompson, seconded by Midori Maloney—she accepted. Will Sinclair nominated Scott Royce, seconded by Dave Cook—he accepted. Will Sinclair motioned to close nominations, seconded by Jim Steele. Both Senators were sent out for a numeric vote. 3 votes for Scott Royce; 16 votes for Andrea Thompson. Andrea Thompson was elected Staff Relations Officer.

- Swearing in of new officers
 - All new Senators were sworn in for their new terms and positions.

I. Announcements

- Welcome new Senators!
- All new Senators need to arrange photographs for the Staff Senate website, which will be arranged through Patti Sparkman x6414 and omc@uah.edu. Photos are taken in SKH 342. Deadline is June 30. Email any current portraits to Andrea Thompson. Returning Senators may also have new photos taken.
- Next Staff Senate meeting is Wednesday, July 15, 2015 at 11:00 am in VBRH M-50.

J. A motion was made to adjourn by Scott Royce and seconded by Will Sinclair. The vote passed unanimously. Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015