

**Staff Senate Minutes  
September 15, 2004**

Attendees	<input type="checkbox"/>	Michael Albino	<input type="checkbox"/>	Kristi Greier
	X	Keshia Askew	X	Rhonda Griner
	X	Paulette Bell	<input type="checkbox"/>	Anne Harper
	X	Mary Jane Blackwell	X	Candy Horch
	X	Peggy Bower	X	Diane Jackson
	<input type="checkbox"/>	Scarlet Brooks	<input type="checkbox"/>	Ann Lee
	X	Matthew Campbell	X	Crystal Lee
	X	Cathi Curtis	X	Mike Logan
	<input type="checkbox"/>	Holly Denenny	X	Phyllis Hollins
	X	Mattie Draper	X	Marilyn Ratliff
	X	Marcie Eppling	X	Linda Stanley
	X	Vicki Fowlkes	X	Jan Williamson
	<input type="checkbox"/>	Diane Gibbs		

**Proxies:**

Peggy Bower for Scarlet Brooks  
 Cathi Curtis for Anne Harper and Holly Denenny  
 Linda Stanley for Ann Lee

**The meeting was called to order by Peggy Bower at 11:05 a.m.**

**Minutes of last meeting:**

A motion to approve the minutes of the August 18, 2004, meeting was made by Paulette Bell and seconded by Marcie Eppling.

**Old Business:**

Peggy reported the following results of the poll regarding the extra holiday in the 2006-07 school year:

- Extra 1 or 2 days during Spring Break—31
- Extra day for Winter Break—10
- Wednesday before Thanksgiving—16
- Extra day for Labor Day—1
- Extra day for July 4—1

This information was passed along to the Associate Provost. Dr. Franz will make the final decision.

**Committee Reports:**

<b>By-laws</b>	None
<b>Communications</b>	None
<b>Election</b>	None
<b>Employee Benefits</b>	Peggy has been in contact with other universities with contract/grant

	personnel who also have a sick leave banking policy. She shared what she learned with Gloria Greene in the Office of Special Programs and with Mark Richard so that they can consider whether a similar policy would work at UAH. Negotiations are underway now for 4-year rates, so a decision will have to be made right away.
<b>Employee Development</b>	Jan Williamson reported that her committee is still brainstorming the possibility of providing a campus tour for new UAH employees following their Human Resources orientation. The Bevill Center has agreed to provide a complimentary lunch, and Facilities and Operations has been contacted about the possibility of providing a university vehicle for the tour. The biggest problem seems to be with manpower for the 2-3 hours required.
<b>Government Relations</b>	None
<b>Policies &amp; Procedures</b>	None

### **New Business:**

Peggy stated that, due to student interest, the University is considering having a December commencement. Considerations include location (on campus or VBC), manpower/manpower hours, the increased size of spring commencement, and the number of December graduates who are unable to return for the spring ceremony.

### **Other Business:**

- Peggy asked that at the next meeting we discuss the annual Staff Christmas Party. Be thinking about possible changes in the date, time, and type of party. She will call to determine the best time for the University Pre-School children to come and sing.
- Peggy expressed thanks to Matthew Campbell and the Communications Committee for updating the Staff Senate website with accurate information in an attractive format.
- Phyllis Hollins reported that the UAH Benefits Committee met last week. Benefit changes should be announced next week. One will involve a system-wide change in Long-term Disability insurance benefits. As was announced by Dr. Franz, there will be no increase in health insurance rates this year, but it may happen next year.
- Phyllis also reported that she discussed with the Payroll Office the recent requests for missing timesheets. Payroll was in the process of a self-audit and was trying to bring their files up to date in anticipation of outside audits. Hopefully, requests will be more timely in the future, but it's probably wise for employees or departments to keep their own copies. Employees should take copies with them if changing campus jobs.
- Peggy reviewed the following items from the August 31 meeting of the Administrative Council:
  - Dr. Franz introduced Doug Sanders--new Director of the University Center, Gary Smith-- Acting Associate Vice President for Enrollment Services, Janet Waller-- Acting Registrar, Ginger Reed--Acting Director of Admissions, and Debbie Stowers-- Acting Director of Institutional Research.
  - Mike Finnegan gave a summary of UAH capital projects:
    - All UAH buildings will be fitted with UAH GPS clocks to replace all the old clocks. The time will be monitored for accuracy regularly, and all buildings will have the same time.

- The Jet Propulsion Bunker behind the Johnson Research Center is under construction and will be finished in November.
- A Solar Vector Magnetograph system will be installed in the Optics Building.
- We received approval from the State to remodel the west wing of OBK Technology Hall for usable lab space. Bids will be opened in the next few weeks.
- Cameras will be installed in the UFC parking lot to monitor activities.
- The first design stage (schematics) for the Transportation Applied Sciences Building (Shelby Building) is almost completed. Design work should be finished in January, when ground will be broken. Completion of the building is anticipated for January 07.
- NCRH Phase II is coming along very well.
- The Bevill Center fresh air make-up is 50% complete.
- Fraternity and sorority housing is in the planning stages following meetings with representatives of the various Greek organizations. SKT has been selected as the architect, and site locations are being reviewed.
- Joel Lonergan reminded everyone that brochures and publications for both on and off campus should all use the official UAH logo on the back. Joel also said a number of people have been at work changing and updating the UAH web site and individual departmental web sites. All UAH websites should include the following:
  1. UAH Logo
  2. Contact Source Point
  3. Disclaimer Information
  4. Link Back to the UAH Home Page

### **Announcements:**

- Peggy noted that Friday evening's reception for Faculty & Staff Senate, hosted by Dr. Franz, may be changed due to the possible severe weather conditions.
- Mike Logan announced that Friday's soccer games are cancelled, season tickets to all UAH home athletic events are still available to faculty & staff for \$40 (call Michael Altman), and the UAH softball team is selling coupon books to local establishments for \$10.

Mary Jane Blackwell moved that the meeting adjourn. Meeting was adjourned at 11:35 a.m.

**Next meeting: October 20 in UC 127 at 11:00 a.m.**