

**UAHuntsville Staff Senate**

**Meeting Minutes**

21 July 2010, 11:00 am  
SKH 301, UAHuntsville Campus

I. Call to Order – Meeting called to order by Anthony Holden at 11:00 a.m..

Attendance

X	Dona Baker	X	Vonda Maclin
X	Kevin Bennett	X	Laura Murphree
X	Michael Carter	X	Rachel Osby - Secretary
	<del>Tim Carroll</del> (resigned from Senate)	X	Andrew (Norm) Peters
X	Jamie Clay		<del>Debra Raney</del> (resigned from Senate)
X	Marylyn Coffey – VP / President-Elect		Erin Reid
X	Kimberly Fuller	X	Scott Royce
X	Marty Green	X	Jana Savanapridi
X	Anthony Holden - President	X	Jacqueline Siniard
X	Heather Holden - Treasurer	X	Patti Sparkman
X	Kathy Hosch		Libby Stanfield
X	Melanie Leonard	X	Janice Temmen
X	Chad Pearson (took Debra Raney’s spot)	X	Chris King (took Tim Carroll’s spot)

Quorum present? YES

Others present: Jonna Greer, SGA President

Proxy: Anthony Holden proxy for Libby Stanfield  
Jana Savanapridi proxy for Erin Reid

II. 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 by Dona Baker to approve and seconded by Norm Peters; motion passed unanimously.

III. Unfinished Business

A. Voting on Bills presented at June Staff Senate Meeting

1. S.B.10-11.01 A BILL Creating a Provision for the Staff Senate to Develop Internal Bylaws for Deciding its Own Rules of Conduct and Behavior
  - a) Reading waived. No discussion.
  - b) Motion made by Jackie Siniard; Seconded by Michael Carter. Motion passed unanimously.
2. S.B.10-11.02 A BILL Allowing the Staff Senate Executive Committee to Nominate and the Staff Senate to Confirm Appointees for Vacated Positions
  - a) Reading waived. No discussion.
  - b) Motion made by Michael Carter; Seconded by Dona Baker. Motion passed unanimously.

## IV. Committee Reports

### A. Executive Committee

1. Extended Executive Council Meeting
  - a) No report.
2. Vision Statement Committee
  - a) Minutes from last Vision Statement Committee were e-mailed out to senators. The committee is going well and progress is being made. Goal is to have a draft statement formed by the next committee meeting. More updates to come.
3. Recycling Committee
  - a) No report.

### B. Bylaws Committee

Met 7/21/10 prior to the Staff Senate meeting.

1. S.B. 10-11.01 and S.B. 10-11.02 were reviewed.
2. The committee noted that there is currently no oath of office for the Staff Senate to take upon election. Committee will continue to review the possibility of developing an oath of office.
3. As it currently stands in the bylaws, the officer duties are vague or out of date. The committee will also be working on clarifying officer duties and updating them based on current responsibilities and needs.
4. They will also be looking at the distribution of Staff Senate positions to see if redistribution is in order to balance the representation.
5. Next year would like to change the officer nomination process so that senators self-nominate if they are interested in running for a position and the senate will vote on all candidates for the position rather than nominating other senators at the first meeting where new senators may not be familiar with the position they've been nominated for.
6. The committee also briefly spoke about the possibility of increasing the term limit for Executive officers.

### C. Communications Committee

Met 7/14/10, the Wednesday prior to the Senate meeting. Regularly scheduled meetings of the committee will be the Thursday immediately following Staff Senate meetings.

1. Updates for the Staff Senate web page have been submitted and will be posted soon (includes addition of new staff senate members).
2. The committee is waiting on a response from April Harris regarding the campus calendar (status, access, etc.).
3. Heather will discuss Facebook page possibilities with Rachel Osby and Ray Garner.
4. In an effort to share information and help each other, the SGA President and Faculty Senate President have been invited to join us for meetings (Jonna Greer, SGA President, mentioned that she does plan on attending the rest of our meetings as well).
5. The committee is trying to identify the date for the UAH Benefits Fair (Vonda Maclin will look into this and get back to the committee) and the possibility of having a table there to publicize/communicate the discounts and benefits available to staff that are commonly overlooked.
6. A Google Group for Staff Senate is being developed with IT – will assist in our communication with each other and archiving of communications.
7. The committee discussed dividing the staff list among Staff Senators to disseminate information easier. Doing so would mean each senator would be responsible for communicating with approximately 32 staff members. More to come later on this.
8. Staff Senate could possibly host Town Hall meetings periodically and invite staff to attend and ask the senate questions or voice concerns/ideas (could also be done on a smaller scale if each senator wanted to meet with their 32 contacts).

D. Election Committee

Met 7/19/10, the Monday prior to Staff Senate meeting.

1. The committee will soon meet with Jan Perkins to discuss the election process and software used for the elections.
2. The committee will begin to seek nominations in February for Spring election (moving up from March and April).
3. Committee discussed new ideas for Staff Senate elections to be more visual – maybe a reception to meet and greet, maybe send out pictures and bios for candidates.
4. Open to accepting more members (senators) on the committee – currently only have 3 committee members.
5. Committee read and discussed the new election by-law coming up for a vote.

E. Employee Benefits Committee

Met 7/19/10, the Monday prior to Staff Senate meeting.

1. Committee met and discussed action items for the year and we would like to ask the senate to complete a ballot and rank the importance of the items we've identified. The committee asks that you think not only of what is most important to you but also what would be most beneficial to staff as a whole.
2. We will work with HR to try to develop a laundry list of benefits and discounts available to staff that can be posted on the website and distributed to staff to make them more aware of what's available.
3. Among our ideas and discussion from the last meeting, it was recommended that we get more information on what's available to employees who face layoff. We'll also be speaking with HR about formalizing a document, if there's not already one, to address these concerns.

F. Employee Development Committee

Met 7/2/10.

1. Discussed hosting a once-a-month Brown-Bag Campus Adventure for all staff to explore different areas of campus. E-mail invites to be sent out; flyers to be posted. Scheduled events are as follows:

- a) Friday, September 17, 12-12:45pm – Tour of new Art & Art History gallery/studios, Wilson Hall
- b) Friday, October 22, 12-12:45pm – Tour of pond & other landscaping with Paul Patterson
- c) Friday, November 19, 12-12:45pm – Tour of University Center facilities (tentative)
- d) Possible future tours: New housing complex; Music Department; Nursing; Library; Fitness Center

G. Government Relations Committee

No report. Trying to coordinate schedules with Ray Garner to meet and discuss opportunities.

H. Policies and Procedures Committee

No report.

I. Staff Picnic Committee

No report.

#### J. Swap & Share Committee (Ad Hoc Committee)

1. Will be conducting an interest e-mail to begin to see how much interest exists in doing one of these events again.
2. Possible date for the event – April 2011.
3. Committee spoke with Toni Morgan and Delois Smith who used to conduct this event. The info received showed that the event resulted in a low number of attendees and only approximately \$2,000 in savings (not a huge impact in light of the budgetary crunch).
4. The Staff Senate discussed whether it was worth doing the event which would consume about 3 days of staff time (organizing, event, and clean-up) or if the committee should be absorbed into the Recycling or Communications Committee. No action confirmed.
5. Other possibilities include having a site where offices can post surplus goods and offices in need would contact the posting office directly to make the swap (similar to Craigslist). Heather will investigate feasibility and how this could work and report back.

#### V. New Business

A. Anthony will investigate a new room for Staff Senate to meet. SKH is nice but very tight when all of the Senators are meeting in there.

1. Recommended Rooms: VBRH M-50; The Pit in the UC; Super Teaching Room in the Library; SC 301; SC 109

B. Nomination to add Chris King to Staff Senate to fulfill Tim Carroll's former position

1. Motion made by Dona Baker; Seconded by Norm Peters. Motion passed unanimously.

#### VI. Discussion and Recommendations

A. Question – Is the Liberal Arts/Science merger on hold? Hearing rumors but not heard anything official. According to Anthony Holden, nothing has been announced officially in Extended Executive Council Meeting yet.

B. The new residence hall, Charger Village, is scheduled to open on time. Furniture is being moved in now.

C. Question – Is there a University Policy that prevents supervisors from allowing you to attend Staff Senate meetings? Your service on the senate is something that should definitely be discussed with your boss. Most are happy for you to serve because it's a positive contribution to campus.

D. Note on Proxies – Proxies can attend and vote in your place but your proxy must be another current voting member of Staff Senate (cannot just send any other colleague as your proxy).

#### VII. Announcements

A. Marty Green announced his resignation from Staff Senate effective 10/11/10. He will be moving to Chicago. His Staff Senate position will be vacant. He will continue to help on the Communications Committee until that time.

B. Chad Pearson is a new member of the Senate and will be serving in the position vacated by Debra Raney.

#### VIII. Meeting Adjourned by Anthony Holden at 12:00 p.m..

IX. Action Items

<b>Action</b>	<b>Lead</b>	<b>Due</b>	<b>Completed</b>
Investigate a new room where Staff Senate can meet	Anthony Holden	18 August 2010	11 August 2010
Add Chris King & Chad Pearson to roster and committee lists; Send new rosters & committee lists to Senators	Rachel Osby	18 August 2010	22 July 2010
Hold committee meetings and continue work on tactics/projects for the year	Committee Chairs	18 August 2010	
Attend the Brown-Bag Campus Adventure on September 17 <sup>th</sup> and invite your colleagues	All Senators	17 Sept 2010	
Contact Kathy Hosch if you are interested in serving on the Election Committee	All Senators	18 August 2010	

Respectfully submitted,

Rachel Osby  
Secretary  
Staff Senate