

UAHuntsville Staff Senate

Meeting Minutes

15 June 2011, 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Rachel Osby at 11:06 am.

Attendance

X	Dona Baker	X	Laura Murphree - Secretary
X	Kevin Bennett	X	Rachel Osby – President
X	Eric Dossey		Chad Pearson
X	Kathy Gentry		Andrew (Norm) Peters
X	Debby Griffith	X	Liz Redding
X	Margaret Hall		Scott Royce
X	Kathy Hosch	X	Jana Savanapridi
X	Nicke Keimer	X	Patti Sparkman
	Chris King		Pam Tejes
X	Valarie King	X	Janice Temmen-Treasurer
X	Penelope Lang	X	Jorgy Umlor
	Melanie Leonard		
X	Vonda Maclin		

Quorum present? YES

Others present: Cindy Backus for Ray Pinner
Mary Beth Walker for Dr. Portera
Anthony Holden

Proxy: Laura Murphree is the proxy for Andrew Peters
Penny Lang is the proxy for Pam Tejes

Approval of Minutes

The Minutes of the May 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 by Penny Lang and seconded by Liz Redding; motion passed unanimously.

II. Division Reports

A. Academic Affairs-

Laura Murphree-Orientation started this week and will run all summer long. Please stop by the UC exhibit hall to witness your fellow coworkers do the flash mob at about 9 am on Monday, June 20, 2011.

B. Advancement-

Janice Temmen-April Harris wants to announce that Commencement will be held August 13th at 9 am and noon for both spring and summer graduates. Also, on August 16th the Freshmen Convocation will be held at 6:30 pm.

Rachel Osby-the Alumni Association will have its next meeting on August 25th. On August 26th UAH will host a webinar featuring Chick-fil-a's leader cast.

C. Facilities and Operations-

Jorgy Umlor-UAH is still under Huntsville Utilities temperature guidelines and will be for the foreseeable future.

D. Finance and Administration-

Valerie King-compliance is underway right now

Vonda Maclin-TIAA CREF will be on campus next week. HR will be adding a promotions and new hires section to the weekly Public Affairs email that goes out.

E. Research-

Debby Griffith- UAH is still in the running for the National Science Observatory

F. Student Affairs-

Margaret Hall-Welcome activities are being planned to showcase our student life. If you have information that you want to relay to students please contact Student Affairs and it can be put in the student newsletter, The Charger News. Student Affairs is also developing a student calendar.

Nicke Keimer-the health center is collecting health records on all incoming students.

III. Committee Updates- Committee chairs and members were assigned at the meeting. Before the next meeting please get together with your committee to discuss the year long project you will work on and be ready to present it to the staff senate. Under each committee is a list of the members and its chair as well as a list of proposed projects to choose from.

A. Executive Committee-

B. Bylaws Committee- Andrew Peters-chair

- Members: Kathy Hosch, Rachel Osby, Scott Royce, Chad Pearson, Chris King
- Proposed projects: update by laws to limit the number of times you can have someone proxy for you; re-examine the oath; include conduct of senators

C. Communications Committee- Jorgy Umlor-chair

- Members: Pam Tejes, Eric Dossey, Debby Griffith, Dona Baker, Jana Savanapridi
- Proposed Projects: awareness of SAFE Funds-encourage its use; update website on a regular basis; campus directory; utilize Angel as a communication tool; bring back staff phonebook; more community workshops; find your match game with other departments.

D. Election Committee- Kathy Hosch-chair

- Members: Eric Dossey, Laura Murphree, Rachel Osby, Debby Griffith, Scott Royce
- Proposed Projects: make sure everyone who is nominated meets the guidelines; include the name, department, and the reason a person is being nominated for staff senate.

E. Employee Benefits Committee- Laura Murphree-chair

- Members: Jorgy Umlor, Kevin Bennett, Vonda Maclin, Nicke Keimer, Kathy Gentry

- Proposed Projects: bring back the staff service awards and monetary awards; participate in the benefits fair; staff recognition certificates; one main place that lists all staff perks/discounts; change orientation to refresh staff's memory on our benefits

F. Employee Development Committee- Dona Baker-chair

- Members: Margaret Hall, Penny Lang, Liz Redding, Valerie King, Andrew Peters
- Proposed Projects: discounted classes within the whole UA system and not just at each individual institution; address the issue of promoting from within; CEU credits for seminars; offer more free classes for employees such as Excel, Word, etc.; organize a community service group; develop skill set list for each position

G. Government Relations Committee- Patti Sparkman-chair

- Members: Janice Temmen, Kevin Bennett, Chad Pearson, Melanie Leonard, Chris King
- Proposed Projects: represent at Higher Education Day; make contact with Ray Garner; stay up to date on current issues

H. Policies and Procedures Committee- Valerie King-chair

- Members: Jana Savanapridi, Patti Sparkman, Pam Tejes, Nicke Keimer, Melanie Leonard
- Proposed Projects: adding an additional holiday; follow up on lay off policy; establish a dialog with faculty senate to see what policies may benefit all employees; identify needs and opportunities

I. Staff Picnic Committee Meeting- Janice Temmen-chair

- Members: Liz Redding, Kathy Gentry, Margaret Hall, Vonda Maclin, Penny Lang
- Proposed Projects: recognition for staff members at picnic; include help from faculty members; include family members; look over last year's notes to see if there are ways to improve the picnic every year; request help from campus events' staff; have more staff only events-include all staff in the December party

IV. Unfinished Business

- Scott Royce was nominated by Rachel Osby to be the Vice President/President elect. The nomination was seconded by Margaret Hall. The nomination passed unanimously.
- Rachel Osby led the Oath of Office to swear in all members of staff senate for the 2011-2012 year.

V. New Business

- Review Staff Senate Purpose-see Bylaws
- Committee Preference Ballots
- Brainstorming of Issues/Goals-Group Discussion/Presentations of Priority Tasks; choose priorities for the year
- Committee Assignments
- Oath of Office
- New member photos

VI. Announcements- If you have pictures of UAH from activities or historical events please send them to Rachel Osby or Anthony Holden. Kelly is putting a book together about UAH.

VII. Meeting Adjourned by Rachel Osby at 12:28 pm.

VIII. Action Items

Action	Lead	Due	Completed

Respectfully submitted,

Laura Murphree
Secretary
Staff Senate