

UAHuntsville Staff Senate

Meeting Minutes

20 July 2011, 11:00 am
UC 126, UAHuntsville Campus

I. Call to Order – Meeting called to order by Rachel Osby at 11:05 am.

Attendance

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

Quorum present?

YES

Others present:

Ray Pinner

Proxy:

Laura Murphree is the proxy for Andrew Peters

Debby Griffith is the proxy for Jana Savanapridi

Liz Redding is the proxy for Kathy Hosch

Nicke Keimer is the proxy for Margaret Hall

Pam Tejes is the proxy for Penny Lang

Dona Baker is the proxy for Vonda Maclin

Approval of Minutes

The Minutes of the June 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 Scott Royce and seconded by Kathy Gentry; motion passed unanimously.

II. Division Reports

A. Academic Affairs-

Laura Murphree- Commencement is August 13th at 9 and 12. Orientation is still in progress.

B. Advancement-

Janice Temmen- Joe Vallely has been hired to be the Assistant VP for Corporate Relations. He will start August 8th.

Rachel Osby- Alumni Association will hold its annual meeting August 25, 2011 at the Lowe House. They are also hosting the Chikfila Leadership Cast on August 26, 2011.

C. Facilities and Operations-

Jorgy Umlor- If you are an authorized driver and took the driver's test Teresa needs and updated copy of your driver's license. Facilities is working on a new blueprint book. The UC paving will start soon. ADD and CPR training will cost \$25 next year but the certificate is good for 2 years. It is time to renew parking decals.

Kevin Bennett- Emergency management planning has received a grant from FEMA. A University Hazard Management Plan is in the works and members are needed from across campus.

D. Finance and Administration-

Valerie King- There were no findings in the A31 audit. Ray Pinner says this is really good news for the university.

E. Research-

Debby Griffith- The NSO proposal was July 18th. The career fairs will be held in the fall.

F. Student Affairs-

Nicke Keimer- Toni Morgan needs help with parking lot attendants for commencement. An ice cream social was held by the offices of Enrollment Services, Student Affairs, and Housing as a way to get to know one another. Frames have been placed in all restroom stalls on the first floor of the UC. The Dean of Students will be putting "The Toilet Paper" in each of these frames as a way to keep students informed about campus events.

III. Committee Updates-

A. Executive Committee- Rachel Osby-no news

B. Bylaws Committee- Andrew Peters-chair

- Members: Kathy Hosch, Rachel Osby, Scott Royce, Chad Pearson, Chris King
- Discussed possible changes to the by-laws:
 - Changes to the oath
 - Specific time frame for elections
 - Attendance requirements

C. Communications Committee- Jorgy Umlor-chair

- Members: Pam Tejes, Eric Dossey, Debby Griffith, Dona Baker, Jana Savanapridi
- Chosen Projects:
 - Website directory- get it to sort and print
 - Department outreach
 - Department resource fair
 - Campus wide event calendar

D. Election Committee- Kathy Hosch-chair

- Members: Eric Dossey, Laura Murphree, Rachel Osby, Debby Griffith, Scott Royce
- Meeting: July 18th
- Chosen Projects:

- We will include the name, department, and the reason a person is being nominated for staff senate during the election process. Eric is checking into adding a picture of the nominee as well.
- We are going to create a historical notebook to pass down to future election committee members. The notebook will include the constitution, by-laws, election procedures, and a membership list.
- We will also finish up the election procedures and pass them onto the By-laws committee.

E. Employee Benefits Committee- Laura Murphree-chair

- Members: Jorgy Umlor, Kevin Bennett, Vonda Maclin, Nicke Keimer, Kathy Gentry
- Selected Projects:
 - Kevin is contacting Sandra Parton in HR to discuss bringing back the staff service awards and monetary awards, as well as the list of staff perks and discounts.
 - We will participate in the benefits fair. Laura has contacted Anthony Holden about the display we did last year. We will update the board and pamphlet with our current information. We would also like to provide staff members with a list of the perks and discounts we receive at the fair. The Benefits fair is held in October.

F. Employee Development Committee- Dona Baker-chair- did not meet

G. Government Relations Committee- Patti Sparkman-chair- did not meet but they have a meeting with Ray Garner next week.

H. Policies and Procedures Committee- Valerie King-chair- did not meet

I. Staff Picnic Committee Meeting- Janice Temmen-chair- Meeting July 1, 2011

- Members Present: Janice Temmen, Patti Sparkman, Penny Lang, Liz Redding
- Members Not Present: Kathy Gentry, Vonda Maclin, Margaret Hall
- A brief discussion was held to look at opportunities to improve next year's picnic over the past one. Suggestions were:
 - Increase the time allowed for eating to accommodate more people.
 - Look at additional food lines.
 - Guarantee early arrival for setup.
 - Have firm cutoff for tickets and have senators distribute tickets instead of one location.
 - Confirm schedule of workers.
 - Location was discussed – the committee liked the location of the UC over the Shelby Center.
 - Group wanted to continue working on a baseball/softball game to follow the picnic.
 - Have live entertainment.
 - Solicit the help of the Special Events group to smooth any wrinkles or oversight in the planning of the picnic.
- Chairs were discussed for subcommittees within the Picnic Committee. The following members volunteered to be a chair for the following subcommittees:
 - Location & Entertainment – Chair, Margaret Hall
 - Tickets & Advertising – Chair, Liz Redding
 - Door Prizes – Chair, Patti Sparkman
 - Food – Chair, Penny Lang
 - Workers – Chair, Kathy Gentry
- Additional suggestions presented at the first State Senate meeting in June were discussed:
 - Staff-wide Christmas event was tabled since the last several years there have been a campus-wide event at the Lowe House for all campus employees. Committee will wait to see what the new President will incorporate for faculty/staff events. Plus, funds for an additional staff event would have to be found.

- Service Awards have not been presented for several years. Information of employee years of service is held in Human Resources and to our knowledge was cancelled due to funding issues. Since the picnic is financed by the President's office, this project needs to be discussed with input from both the new UAHuntsville president and Human Resources.
- Those attending the meeting agreed that we should continue with the weekday picnic at a time allowing the faculty and staff to attend preferable in early to mid-April to mid-May.
- All agreed that we should make an asserted effort to engage the Faculty Senate in working with the Staff Senate on the Picnic. A suggestion was made that a Faculty Senator be a co-chair with each subcommittee chair.
- The Picnic Committee would like volunteer to organize the Staff Senate Christmas party. Pizza and dirty Santa were agreed upon with approval from the Staff Senate as a whole. Date TBD.

IV. Unfinished Business

- Oath of Office for those absent at the last meeting. Scott Royce and Pam Tejes were sworn into office.
- Lay off procedure- Laurel Long responded that the changes we asked for went through.

V. New Business

- University Benefits committee needs 3 representatives to serve on the committee: Nicke Keimer and Jorgy Umlor were nominated to join Kevin Bennett on the committee. Laura Murphree made the motion to pass the nomination and it was seconded by Dona Baker.
- Scott Royce will fill in as Secretary for Staff Senate October thru January.
- Jorgy Umlor will be on the Disaster Resilient University Committee.
- Tell Rachel ideas you have regarding upcoming meetings. If you have things you would like to know more about across the campus she will try to get them on the books for our meetings.

VI. Announcements-

- Chad Pearson resigned. He has accepted a professorship position in Texas.

VII. Meeting Adjourned by Rachel Osby at 11:29 pm.

VIII. Action Items

| Action | Lead | Due | Completed |
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Respectfully submitted,

Laura Murphree
Secretary
Staff Senate