

## UAHuntsville Staff Senate

### Meeting Minutes

18 January 2012 11:00 am  
VBRH-50, UAHuntsville Campus

#### I. Call to Order – Meeting called to order by Rachel Osby at 11:03am

##### Attendance

X	Kevin Bennett	X	Vonda Maclin
X	Eric Dossey	X	Rachel Osby – President
X	Kathy Gentry	X	Liz Redding
X	Debby Griffith	X	Scott Royce- Vice President
X	Margaret Hall	X	Jana Savanapridi
X	Kathy Hosch		Patti Sparkman
X	Nicke Keimer		Jaime Superczynski
	Chris King	X	Pam Tejes –Secretary
X	Valarie King	X	Janice Temmen –Treasurer
X	Penelope Lang	X	Jorgy Umlor
X	Melanie Leonard	X	Daniel Wyers

Quorum present? Yes

Others present: Dr. Altenkirch  
Ray Pinner  
Randy Barbour  
Dave Cook

Proxy: Margeret Hall is the proxy for Jaime Superczynski  
Kevin Bennett is the proxy for Patti Sparkman

#### Approval of Minutes

The Minutes of the November 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 Liz Redding; motion passed unanimously.

#### II. Presidential Address

##### A. Short-term priorities

- Advancement
  - Integration of communications (web), Alumni Relations, Development (along with events)
  - VP for Advancement search

- IT
  - Implementation of current plan
  - CIO Search
- Identification of research barriers
- Athletics financing

#### B. Strategic Planning

- University level plan
- Broad-based participation
- Unit plans developed consistent with University level -- align efforts

#### C. Integrative strategic planning framework

- (Mission, vision, core values, value proposition, goals, priorities, objectives, tactics)
- Steering committee down to priorities; task forces will develop objectives/tactics

#### D. Steering committee

- 30 or so members
- task forces (15 or so members; aligned with set of objectives)

#### E. Assessment

- Measurable progress towards strategic objectives
- Balanced scorecard (traffic light scoring)

#### F. Priorities

- Advancement; integration of research centers/academic units; enrollment growth; ...

#### G. Issues/concerns

- Governance
- Move forward collectively
- Plan, execute, assess, build on strength, adhere to strong set of core values (civility, respect, integrity)

#### H. Questions

- Question (Kathy Gentry): Please comment on usage of facilities; room scheduling. Dr. Altenkirch: Advises to use facilities effectively and ensure students are not blocked from moving through curriculum. This semester it has been coordinated through Enrollment Services. Ray will bring question to the Provost regarding difficulties.
- Question (Rachel Osby) How can Staff Senate help with goals? Dr. Altenkirch: Work collectively and move on once decisions have been made.
- Question (Janice Temmen) Thoughts on Dr. Portera's retirement. Dr. Altenkirch: Spoke last week with Dr. Portera. Paul Bryant will get with each President and outline process for search. It should not have much impact on daily basis.
- Question (Kathy Gentry) Why are communications in press before University staff is informed. Dr. Altenkirch: Press often is not reporting facts; consider source.

### **III. Unfinished Business**

- Need three committee chairs: Bylaws; Employee Benefits; Employee Development.

#### **IV. Committee Updates**

- A. Executive Committee- Rachel Osby
  - Admin committee is going to reconvene this month.
- B. Bylaws Committee- Rachel Osby/ Scott Royce
  - No report. Need additional members and Chairman.
- C. Communications Committee- Jorgy Umlor, Chair
  - Met Jan 6<sup>th</sup>: Following up on directory; starting quick start guide.
  - Rachel is going through old website and updating.
- D. Election Committee - Kathy Hosch, Chair
  - Meeting this week. Creating email for nominations (sending out next week) any staff member (non-faculty) half time or more is eligible.
- E. Employee Benefits Committee - Jorgy Umlor, acting Chair
  - No meeting; Chairman needed.
- F. Employee Development Committee- Rachel Osby
  - No meeting; Chairman needed.
- G. Government Relations Committee- Patti Sparkman, Chair
  - Janice: Met with Ray Garner - focus on HE day and taking a group down.
- H. Policies and Procedures Committee- Jana Savanapridi
  - No report.
- I. Staff Picnic Committee Meeting- Janice Temmen, Chair
  - The picnic has been scheduled for Friday, April 20 from 11:30 am – 1:30 pm on the grounds of the University Center with the Exhibit Halls reserved in case of rain. Reservations made by Margaret Hall.
    - Extra tables and chairs will be set up.
    - Food will be provided by Smokey's Barbeque.
  - Margaret Hall has contacted the US Army Band for them to perform at the picnic, but has had no response. She will contact David Ragsdale in the Music Department for other groups that might be available. A request for the Steel Drum Band is being made.
  - Rachel Osby agreed to be the Program Chair for the picnic.
  - Tickets and Advertising is being chaired by Liz Redding and Penny Lang.
    - Susan Altman, the University Graphic Designer, is working on the flyer which will be posted across campus by the Senators.
    - Several email blasts will also be used for advertising.
    - Online RSVPs will be taken or a phone number can be used for reservations. At the event, a ticket will be given to the employee and another portion dropped in the box for the door prizes.
  - Door Prize Subcommittee is being chaired by Patti Sparkman. All Senators will be requested to help solicit door prizes and a letter will be available at the February meeting to present to the donor at the time of solicitation.

- Since the money supporting the picnic comes from the President's office and the Special Events group handles all Presidential events, a discussion was held on requesting support from that group. Unanimously, the Committee agreed to solicit the support from the Special Events group in handling all food and setup details with the Committee efforts being placed on advertising, ticketing and door prizes.
- Kathy Gentry will schedule Faculty / Staff Senate workers for the event with one hour work time slots beginning at 10:30 am till 2:00 pm. The number of workers needed per each hour to be determined. Signups will be available at the February and March meetings.
- Janice Temmen will schedule campus photographer, Patricia Doyle to work the event with pictures being placed on the UAH website.
- Janice gave kudos for all involved in the success of the holiday party.

## V. Division Reports

### A. Academic Affairs – Daniel Wyers

- None.

### B. Advancement- Rachel Osby

- Fundraiser flyers, True Chargers are leading scholarship fund to start tradition of giving; donuts will be delivered Friday.
- 3M contributions on University side, 3M on foundation side (6M total).
- Career fair on Feb 8 (open to students and alumni) at UFC 9-2.
- Dr. Wright service in WH at 9a.m. next Wednesday (2/25).

### C. Facilities and Operations – Jorgy Umlor/Kevin Bennett

- Trams available; need to fill out request form; keys at PPB; stored at IMF
- Sponsoring storm spotter class in next month or so (limited seating) class conducted by National Weather Service.
- Request from Environmental Health and Safety for drafting policy for pets on campus; leashes on campus.

### D. Finance and Administration – Ray Pinner

- General fund is in bad shape; pro-rationing possible. Education trust fund in pretty good shape; not anticipating proration. Governor is in favor of not earmarking and funds may be channeled to general fund.

### E. Research – Debby Griffith

- Handouts provided – please post
  - Research & Study Abroad Program – Jan. 27 info meeting
  - IAC student papers - attend meeting Jan 27

### F. Student Affairs – Nicke Keimer / Margaret Hall

- Flu shots available in Health Center.
- International guests/students on campus
- Spring WOW went great; lots of info; thanks to participants.
- Woman's studies program (Regina Hyatt and Marty Johnson spearheading).
- In the process of updating student handbooks - you might be getting an email.

- Student center planning is in phase three.
- New website launched; Includes resource guide.
- April 18-20 is Earth Week, Margaret is chairing. Need other volunteers - contact Margaret or Vanessa.
- JMI flyer - go online and set fitness goal; motivational prizes; compete as an individual or team. Liz can provide more details. Scale Back Alabama weigh ins all next week. Info on website.

VI. New Business

- Chairman nominations and voting:
  - Bylaws - Scott Royce nominates self (volunteers); seconded by Kevin Bennett; unanimous vote.
  - Employee Benefits – Scott Royce nominates Vonda Maclin; seconded by Janice Temmen; unanimous vote.
  - Employee Development – Liz nominates self (volunteers); seconded by Scott Royce; unanimous vote.

VII. Discussion

- None.

VIII. A motion was made to adjourn by Eric Dossey and seconded by Scott Royce. Meeting adjourned by Rachel Osby at 12:05 pm.

Respectfully submitted,

Pam Tejes, Secretary  
Staff Senate