

UAHuntsville Staff Senate

Meeting Minutes

19 June 2013 11:00 am

VBRH-50, UAHuntsville Campus

I. **Call to Order** – Meeting called to order by Holly Arnold at 11:04 a.m.

Attendance

X	Holly Arnold (Academic Affairs) - President	X	Sally Badoud (Advancement)
X	Randy Barbour (At Large)	X	Kevin Bennett
X	Amelia Duke (At Large)		Greer Eleazor (At Large)
X	Jim Fisher (At Large)	X	Jeremy Holden (Finance)
X	Nicke Keimer (Student Affairs)	X	Erica Mossholder (At Large)
X	Dana Parcher (At Large)		Beth Parker (At Large)
	Marcia Pendleton (Facilities)		Susan Phelan (Research)
X	Gregory Reed (Research)	X	Sherri Restauri (At Large)
X	Lisa Rivers (Finance)		Laurie Schmitz (At Large)
	Jackie Siniard (At Large)	X	Jamie Superczynski (Student Affairs)
X	Katie Thurston (Advancement)	X	Jorgy Umlor (Facilities)
	Wendy Worlund (Academic Affairs)		
X	Liz Redding (At Large)	X	Vonda Maclin (Finance)
X	Scott Royce (Past President)		

Quorum present? Yes

Others present: NA

Proxy: Sherri Restauri is the proxy for Wendy Worlund; Randy Barbour proxy for Susan Phelan; Jorgy Umlor is proxy for Marcia Pendleton; Penny Lang proxy for Pam Tejes; Katie Thurstone proxy for Greer Eleazor & Laurie Schmitz, Vonda Maclin proxy for Ray Pinner; Gregory Reed proxy for Susan Phelan.

Approval of Minutes

The Minutes of the April 2013 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 minutes as is by Sally Badoud and seconded by Katie Thurston. Motion passed unanimously.

II. Unfinished Business

- Staff Relations Exec. Position – S.B. 12-13.01 (second reading). Scott Royce read this bill to the senate as our second and final reading. Vote on bill will be at July 2013 meeting. Please ensure that if you are absent at July meeting that you alert your proxy of your vote for this bill.
- President Elect Term Update – S.B. 12-13.02 (second reading). Holly Arnold read this bill to the senate as our second and final reading. Vote on bill will be at July 2013 meeting. Please ensure that if you are absent at July meeting that you alert your proxy of your vote for this bill.
- Sick leave proposal – Questions were presented on this policy: What if the employee begins using his sick leave for family members and does not have enough sick leave for himself? This was addressed and responded with the fact that the need to use the sick leave on family members is entirely optional for each UAH employee and the decision to use this will be left up to said employee. Sponsored dependent definition was requested; HR answered this to include those persons who live in the household that you provide primary care for. HR website includes this list of included persons on their website. ***Copy of completed policy will be emailed to senators.***

III. Division Reports

A. Academic Affairs – Holly Arnold/Wendy Worlund

- Tutoring center is open M-F 10-3
- Second 5 weeks of summer term begins next week on Monday, June 24, 2013.

B. Advancement – Katie Thurston/Sally Badoud

- New hire—Benita Philips, Major Gift Officer was hired and will be assisting with raising funds for UAH.
- Log in to Chargernet for the new standard guides, information relating to the new UAH logo, etc. (Contact is Sally Badoud)
 - Make sure to send documents to Advancement/Sally for review & approval prior to printing or advertising
 - Main logo is the one that spells out full name of the university: University of Alabama Huntsville
 - Recommend also ordering name tags through Sally's office, running between \$10-\$15/each

C. Facilities and Operations –Jorgy Umlor/Marcia Pendleton

- Nursing and SWIRL building construction has begun. Construction may be completed in a year.
- Charger Union is scheduled to open by January 2014—WOW (World of Wings) & Dunkin Donuts will be included as restaurants for patrons.
- New key policy is under development. May require a sign-off for each individual key. Intent is to enhance security across the campus. This policy will also include a focus on key card access. Will be using the Blackboard Access Control on most buildings.

- We are in Phase 1 of roll out of the campus Emergency Alert system. During this phase we will be installing a system that includes 2 external speakers, and Phase II will include a 3rd set of external speakers.
- Working on acquiring equipment for changeover of classrooms to allow them to be locked from the inside, again for enhanced security.

D. Finance and Administration – Lisa Rivers/Jeremy Holden

- New I9 policy; please review.
- Please have new employees come to HR on the first day of employment to complete I9; this includes student workers.
- Background check policy update—currently working on selecting a vendor, with hopes to roll this out by beginning of new year.
- HR Connection—this is a new HR portal that allows all paperwork to be completed electronically. Will be using new faculty who are coming in to test this out. Will have soft roll July 1, with hard/public roll by Fall 2013 for this year’s Open Enrollment.
- There is an updated travel policy that was updated in May 2013. It is available under the Finance website. It includes both a travel reimbursement increase and a few other highlights.

E. Research – Susan Phelan/Gregory Reed

- Ray Vaughn began May 29, 2013 as a new Research representative.

F. Student Affairs –Jaime Superczynski/Nikki Keimer

- We are in the midst of orientation currently, with the 3rd 1st year orientation occurring this Thursday, June 20, 2013.
- Thursday, June 20, 2013 at 5:00 p.m. there will be a student review of potential furniture for the new student union.
- Please come to the orientations and see what the programs are. These are held in the Exhibit Hall at the University Center.
- Volunteer Chargers group has been very active; recently went to the Humane Society. On July 13, will be volunteering at Casa (near the campus). Staff are encouraged to attend and assist.
- Director of Counseling Center position has been rewritten and reposted. Qualifications now require Master’s but prefer a PhD and must be a licensed mental health counselor.
- Health Careers Day—September 20, 2013. Open to all UAH students, high school students, and people from off-site, 10am-3pm at the University Center. Sessions include information on nursing careers and other topics. 11:30-1:00 p.m. includes browse sessions from schools across the state. If interested in participating, please contact Dana Parcher.

IV. Committee Updates

Review of information relating to committees on the Staff Senate:

- Everyone serves on 2 committees as a Staff Senator.

- We will be assigning individuals to committees at the July 2013 meeting, based on your selections of committees that you would like to serve. Ideally each committee will meet at least 1 time each month to work on current projects.
- ***Please review the list of committees in your Staff Senate binder and make a decision about what committee you would like to serve on. If you are not planning to attend the July meeting, please send with your proxy your desired 2 committees.***
- ***If you are chair of your committee from the previous term, please send Sherri Restauri (sherri.restauri@uah.edu) your summary of accomplishments/work from this past year to add to the minutes, if you have not yet done so as an update for today's meeting minutes.***

A. Bylaws Committee – Katie Thurston, Chair

- *Committee description:* committee maintains basic bylaws for Staff Senate to follow. Committee is also in charge of the annual senate election and any special elections.
- *Committee accomplishments:* This year, we have worked on establishing a position for Staff Relations to act as a liaison between staff and senators, and also worked on a bill for a President Elect position, which states, “A senator in their 2nd year shall be eligible to serve as president elect, and if selected shall be eligible to serve as president in a 3rd year. However, a person in their 2nd year of their 2nd term would not be eligible”.

B. Government Relations Committee – Jaime Superczynski, Chair

- *Committee description:* Works with the University's Governmental Liaison and Staff Senate Employee Development Committee to provide educational seminars and forums to inform university staff about current issues and concerns. Informs, promotes awareness, and provides information to the Staff Senate on issues related to the University.
- *Committee accomplishments:*

C. Communications Committee – Sally Badoud, Chair

- *Committee description:* Assist in developing awareness of Staff Senate events & functions. Provide interactive communication tools between Staff Senate, UAH staff community and campus at-large.
- *Committee accomplishments:*
 - Printable staff directory
 - "Channels of Communication" document for new hires and anyone on campus that needs general information about how to get a message out to faculty, staff, and students. (i.e. - who to contact for mass emails, website revisions, copy center needs, new logo, digital signage in buildings, etc.
 - We hope to make a lot of improvements to this document in the next 2 months
 - Would like to post this on the staff senate website, as well as provide to HR for distribution to new employees
 - Website maintenance
 - ***Would like to schedule a day or two this summer for all senators to have their photo made for the website. Please arrange to this with the University Photographer***

- *Staff Relations position that will be voted on at next meeting will be the chair for this particular committee.*

D. Employee Benefits & Development Committee – Lisa Rivers, Chair

- *Committee description: Identifies and studies changes that may be recommended to enhance the existing benefits program for staff employees. Recommendations from this committee shall be submitted to the Senate for consideration. Recommendations approved by the Senate shall be presented to the appropriate university administrators.*
- *Committee accomplishments: Sick leave policy*

E. Governmental Relations Committee – Jaime Superczynski, Chair

- *Committee description: Works with the University's Governmental Liaison and Staff Senate Employee Development Committee to provide educational seminars and forums to inform university staff about current issues and concerns. Informs, promotes awareness, and provides information to the Staff Senate on issues related to the University.*
- *Committee accomplishments:*

F. Policies and Procedures Committee – Jaime Superczynski, Chair

- *Committee description: Provides guidance and support, as needed, to any UAH staff employee on issues relating to university policies or procedures. The Committee shall not, however, involve itself in the grievance procedure provided by the university for the resolution of individual complaints by an employee regarding his or her employment.*
- *Committee accomplishments: Maternity leave policies were reviewed for appropriateness and left as-is. Now reviewing tuition assistance policies across other universities compared to UAH.*

G. Safety Committee – Marcia Pendleton, Chair

- *Committee description: New committee designed to assist with Safety concerns on campus. This committee will hopefully work with Local Police, EMOG and Physical Plant to help ensure a safe campus atmosphere.*
- *Committee accomplishments:*

H. Executive Committee – Scott Royce

- *Committee description: Includes the Staff Senate President, Vice President, Secretary, Treasurer and the non-voting ex officio member (UAH V.P. of Finance & Administration).*
- *Committee accomplishments: Background check policy was reviewed. Reviewed all proposal bills. Reviewed the Staff Senate By Laws policies. Reviewed parking concerns and issues.*
- *Voting on new Executive Committee positions today.*

V. New Business

- Faculty/Staff Picnic Follow-up
 - Overall consensus was that it went very well.
 - Recommend that have a senator responsible for the picnic meet in January of the year to begin planning for the picnic a bit earlier and to facilitate coordination with other groups on campus as needed.
- Nomination & vote for new BETA Team Representative

- Jamie Superczynski will continue to serve as our BETA (behavioral evaluation threat assessment) representative, which is a 3 year term; she is in her 2nd year of this term. The BETA team receives concerns relating to safety regarding individuals at the university, which may include students, faculty, or staff. These concerns are evaluated and then funneled appropriately to the correct group after that point. The reporting is then viewed holistically rather than simply in one discrete area only (such as HR).
- Dr. Brent Wren oversees the BETA team.
- Reports may be received anonymously or with identifying information.
- Should continue to report all immediate concerns/emergencies to the UPD.
- Election of Executive Committee
 - President—
 - Vice President—Sally Badoud was nominated by Scott Royce, seconded by Liz Redding. Sally accepted nomination.
 - Secretary—Sally nominated Erica Mossholder, seconded by . Erica accepted nomination.
 - Treasurer—Sally nominated Jeremy Holden. Amelia seconded. Jeremy accepted nomination.
 - Staff Relations—(voted on next meeting; see description at end of this month’s minutes)
- Swearing in of new officers was completed at 12:19 p.m. with all above nominees voted into their corresponding positions.

VI. Announcements

- Thank you to our outgoing Senators, past President, and past Officers!
- **Meetings are 3rd Wednesdays of each month.**
- **Next Meeting: Wednesday, July 17, 2013 @ 11:00am in VBRH M-50**

VII. A motion was made to adjourn by Jaime and seconded by Sally. Meeting adjourned by Holly Arnold at 12:24 p.m.

Respectfully submitted,

Sherri Restauri
Staff Senate

A Bill Allowing for the creation of a Staff Relations position on the Executive Committee

Whereas, *Section IV: General Organization of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, reads:

“General Organization

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of a President, Vice President/President-Elect, Secretary, Treasurer, and the immediate past president of the Staff Senate, who shall be a non-voting ex-officio member. In the event the immediate past president is unavailable, the President may select an officer from the previous Executive Committee to fill this seat. The Executive Committee will be selected by all the Senate members at the first official Staff Senate meeting of the new term in June. Executive Committee members will serve for a one-year term and may not be elected to serve more than two consecutive terms in any capacity on the Executive Committee.

Whereas, the creation of a staff senate email address needs a clear responsible party

Whereas, the position would serve as the primary conduit for correspondence from the staff senate.

Whereas, it is desired that this position serve as liaison between staff and the senate through email

THEREFORE, Let it be hereby resolved by the Staff Senate of The University of Alabama in Huntsville that *Section IV: General Organization of the Constitution of the Staff Senate of The University of Alabama in Huntsville* now read as:

“General Organization

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of a President, Vice President/President-Elect, Secretary, Treasurer, Staff Relations and the immediate past president of the Staff Senate, who shall be a non-voting ex-officio member. In the event the immediate past president is unavailable, the President may select an officer from the previous Executive Committee to fill this seat. The Executive Committee will be selected by all the Senate members at the first official Staff Senate meeting of the new term in June. Executive Committee members will serve for a one-year term and may not be elected to serve more than two consecutive terms in any capacity on the Executive Committee....

...The Staff Relations position shall serve as the liaison between staff and senators. Primary responsibility will be to monitor staff senate email. Additionally, will send out correspondence to staff on behalf of the Senate and will serve as chair for the communications committee.

Let it be further enacted that:

1. The Staff Relations position be added to The Executive Committee
2. This bill be enacted at the start of the 2013-2014 Senate.

Presented to the Staff Senate of The University of Alabama in Huntsville for its consideration on this, the 17th day of April, 2013, Scott Royce presiding.

Author: Katie Thurston, Advancement/President's Office Senator

Sponsor: Sally Badoud, Advancement/President's Office Senator

S.B.12-13.02

A Bill Allowing changing eligibility of the President Elect Position

Whereas, *Section III: Election Guidelines (Terms of Office) of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, reads:

“Terms of Office

Each representative elected to the Staff Senate shall serve a two-year term to run from the first day of June through the last day of May two years later. No representative shall serve more than two consecutive terms as a member of the Staff Senate.

Whereas, the Executive Committee is selected during the opening session of the new senate

Whereas, the establishment of responsibility and consistency are desired

Whereas, it is desired that senators have a full understanding of the responsibility of the presidency.

THEREFORE, Let it be hereby resolved by the Staff Senate of The University of Alabama in Huntsville that *Section III: Election Guidelines (Terms of Office) of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, now read as:

“Terms of Office

Each representative elected to the Staff Senate shall serve a two-year term to run from the first day of June through the last day of May two years later. No representative shall serve more than two consecutive terms as a member of the Staff Senate. A Senator in his/her 2nd year of his/her first term shall be eligible to serve as president elect, and if selected shall be eligible to serve as president in a 3rd year. A Senator in his/her 2nd year of his/her second term would not be eligible.

Let it be further enacted that:

1. This bill be enacted at the start of the 2013-2014 Senate.

Presented to the Staff Senate of The University of Alabama in Huntsville for its consideration on this, the 17th day of April, 2013, Scott Royce presiding.

Author: Holly Arnold, Academic Affairs Senator

Sponsor: Margaret Hall, At-Large Senator

Attachment 2: Staff Senate Committee Descriptions

Committees

The Staff Senate has seven standing committees that serve as advisory bodies in accomplishing specific objectives to meet the Staff Senate's purpose and goals.

Assisting with the coordination of the Annual Faculty/Staff Picnic in May, improving employment policies and sponsoring lunch hour seminars for personal and professional development are some of the services we've initiated.

Executive Committee Officers Includes the Staff Senate President, Vice President, Secretary, Treasurer and the non-voting ex officio member (UAH V.P. of Finance & Administration).

Bylaws Committee Establishes and maintains a set of simple but effective bylaws to govern the Staff Senate. This committee also prepares for and conducts annual and special elections.

Communications Committee Assist in developing awareness of Staff Senate events and functions. Provide interactive communication tools between the Staff Senate, UAH staff community and campus at-large.

Employee Benefits & Development Committee Identifies and studies changes that may be recommended to enhance the existing benefits program for staff employees. Recommendations from this committee shall be submitted to the Senate for consideration. Recommendations approved by the Senate shall be presented to the appropriate university administrators.

This committee also develops and presents, for approval by the Staff Senate, a program of activities which shall provide opportunities for the personal and professional development of all staff employees.

Governmental Relations Committee Works with the University's Governmental Liaison and Staff Senate Employee Development Committee to provide educational seminars and forums to inform university staff about current issues and concerns. Informs, promotes awareness, and provides information to the Staff Senate on issues related to the University.

Policies and Procedures Committee Provides guidance and support, as needed, to any UAH staff employee on issues relating to university policies or procedures. The Committee shall not, however, involve itself in the grievance procedure provided by the university for the resolution of individual complaints by an employee regarding his or her employment.

Safety Committee

New committee designed to assist with Safety concerns on campus. This committee will hopefully work with Local Police, EMOG and Physical Plant to help ensure a safe campus atmosphere.

Attachment 3: Sick Leave Policy

Sick Leave

Regular full-time employees are granted sick leave for protection in time of illness or incapacitation because of injury or other physical condition. Sick leave is a form of insurance – when an employee **or an eligible family member** is sick or otherwise incapacitated benefits can be drawn upon to offset the loss of wages. Sick leave is a privilege and must be requested by the employee and approved by the supervisor in each instance. Evidence of illness from a physician may be required by the supervisor before sick leave is authorized. Throughout the period of absence, employees must keep the supervisor or department head informed of their or **eligible family member's** physical condition and their estimated date of return. Employees who do not comply with these provisions may have their absence charged to leave without pay or have other disciplinary action taken against them.

The University realizes the importance of preventive health care and the fact that most regularly scheduled visits to the dentist, physician, or optometrist occur within normal working hours. Accordingly, sick leave may be taken for these purposes. Employees are expected to inform their supervisors well in advance of such scheduled visits and may be required to provide documentation of the appointment.

Regular full-time employees earn nine days sick leave per year accrued at the rate of 2.76 hours per pay period.

For the purpose of this policy, eligible family members are defined as: spouse, sponsored dependent, parent, stepparent, grandparent, sibling, biological child, stepchild, adopted child or foster child of the staff member. Sick leave may be used for those family members in the following circumstances:

- a. The care of an eligible family member who is ill or injured**
- b. Accompanying an eligible family member to a scheduled medical or dental procedure or checkup**
- c. Attending to an eligible family member who is hospitalized**

Staff may not use sick leave for absences related to the care of family members not listed above; however, staff may request time off as vacation or personal leave.

If the requested leave is due to a serious medical condition and an extended period of absence is needed, the employee may qualify for a leave of absence under the Family Medical Leave Act (FMLA). Please refer to the FMLA leave section of this handbook and note that the definition of FMLA-eligible family members may differ from that of this section. Please contact Human Resources for more information.