

UAH Staff Senate

Meeting Minutes

18 September 2013 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Holly Arnold at 11:05 a.m.

Attendance

x	Holly Arnold (Academic Affairs) - Pres.		Marcia Pendleton (Facilities)
x	Randy Barbour (At Large)	x	Susan Phelan (Research)
x	Sally Badoud (Advancement) - VP		Gregory Reed (Research)
x	Kevin Bennett (At Large)	x	Sherri Restauri (At Large)
x	Amelia Duke (At Large)	x	Lisa Rivers (Finance & Admin)
x	Greer Eleazer (At Large)	x	Scott Royce (At Large) - Past Pres.
x	Jim Fisher (At Large)		Laurie Schmitz (At Large)
	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
x	Nicke Keimer (Student Affairs)	x	Jaime Superczynski (Student Affairs)
x	Erica Mossholder (At Large) - Secretary	x	Katie Thurston (Advancement)
x	Dana Parcher (At Large)	x	Jorgy Umlor (Facilities)
	Beth Parker (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Rachel Osby, to discuss Paint the Town Blue
Pam Tejes, to brief Senators on Parliamentary Procedure
Ray Pinner

Proxy: Holly Arnold proxy for Jackie Siniard
Kevin Bennett proxy for Marcia Pendleton
Lisa Rivers proxy for Laurie Schmitz

Approval of Minutes

The Minutes of the July 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 Katie Thurston; motion to approve minutes passed unanimously.

II. Unfinished Business

- The discussion of town hall meetings that we are considering proposing will be at the October Senate meeting.

III. Division Reports

A. Academic Affairs – Wendy Worlund

- STATA program has been distributed with limited copies available.

- QualTrics to be available next semester for surveying.
- Registration for Spring 2014 semester will be opening Nov. 20 for general students. On Oct. 1 the schedule of courses for Spring 2014 will be made visible online.

B. Advancement – Katie Thurston/Sally Badoud

- Homecoming will be October 14-19, 2013
- Interviews for The Director of Annual Giving candidate are underway, but no decisions made at this point.
- Please notify your departments to ensure every department is updating the UAH logos on print and digital media!
- The Style Guide is on ChargerNet for your review. Be sure to check for sufficient white space around logo when adding it to flyers, announcements, webpages, etc.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Gas to propane switch is underway.
- Roberts Hall 4th floor water bottle station has been installed.
- Mass Notification system and test was successful.
- RH, BAB, Spragins Hall, Fitness Center, UC, LIB are all receiving inside notification systems and the installation is underway.
- The [project schedule](#) will be sent to administrators and Senate members, regarding notification system installation.
- UAlert test next week; changes underway so please review your UAlert subscription and ask your department colleagues to do the same.
- You can add UAlert number into your phone contacts, so it shows up as “UAlert” and not an unknown or blocked number.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- Open Enrollment w/ insurance coming up. Susan Parton would like to come address the Senate.
- United Way campaign is about to kick off. Lisa Rivers will be organizing the campaign and is looking to make connections with department organizers. Please contact her if you are an organizer for your department. The kickoff breakfast will be Thursday, Oct. 3 at 8:30 a.m. in SC 107.

E. Research – Susan Phelan/Gregory Reed

- OSP is offering training and trying to find various ways to let people know. Please check the website for upcoming training opportunities and requirements.

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Homecoming will be October 14-19th. The schedule can be found at <http://www.uah.edu/student-life/special-events/homecoming/schedule-of-events>
- Student Activities Calendar can be found at <http://www.uah.edu/student-life/activities/events-calendar> and if you would like to submit an event that is open to all students go to <http://www.uah.edu/student-life/activities/submit-student-event>
- Service Opportunities can be found at <http://www.uah.edu/student-life/service-opportunities>; can send flyers (send in JPEG)

- Student Affairs welcomed the new Director of Counseling, Dr. Parrish Paul on Monday and comes from the University of Wisconsin-Madison. Please welcome him when you get a chance.
- Parent and Family Weekend is September 27th-29th <http://www.uah.edu/student-life/special-events/family-weekend/schedule-of-events>
- International Festival is on Saturday September 28th. They are looking for volunteers and/or just come out with your families to participate. More information can be found at <http://internationalsocietyofhuntsville.org/events.html>
- A new rule for the fraternities and sororities has been instituted that they must have a faculty or staff advisor from the university. If you are interested in getting involved on campus and would like to serve as an advisor to one of these organization, please contact Jaime Superczynski, jah0023@uah.edu or 5603. They will still have the main advisor who is a member of the organization, but we are looking for more contact with campus representatives.
- Health Careers Day is this Friday 10am-3pm.
- Flu shots not in yet, but soon. Be on the look out for information!

IV. Committee Updates

A. Bylaws Committee – Scott Royce , Chair

- The committee is working on separating the Constitution from the Bylaws.
- The committee will meet again by end of the month.

B. Government Relations Committee – Jim Fisher, Chair

- No meeting

C. Communications Committee – Sherri Restauri, Chair

- The committee will meet tomorrow.
- The committee is currently working on the Channels of Communication document (for new staff members). It will be made available to the Senate upon completion.
- Please remember to have your Staff Senate photo made with Michael Mercier in SKH.
- Please make sure your information is correct for Senate members. Please send corrections to Sherri. Sherri is updating our website for us (thank you!).

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

- The committee had some discussion and were told that Zone Parking is generally only beneficial for enrollment of 10K+.
- Parental Leave – Benefits office resistant, citing FMLA as the preferred method for family leave.

E. Policies and Procedures Committee – Dana Parcher, Chair

- The committee met & voted on projects. One project under consideration is implementing visual badges for staff. They are investigating practices at sister institutions and have identified next steps.

- Tuition assistance policy is still being discussed; and a proposal is being drafted. Employee Benefits will assist with the proposal once the draft is complete. The committee has identified next steps will continue to pursue this project.

F. Safety Committee – Kevin Bennett, Chair

- The committee did not meet, but they are looking into publication of important information as to how to get the word out about resources.

G. Executive Committee – Holly Arnold

- The committee will meet next week.

V. New Business

- No new business.

VI. Announcements

- HAPPY BIRTHDAY to Jim and Amelia!
- Distance Learning going to Maxwell Airforce Base (10/10/13) to promote academic programs. They will be happy to bring other materials from departments. A new benefit is that distance learning students are charged in-state tuition, so they will be heavily marketing DL to base residents. Please send along promo items from your colleges and programs, *as soon as possible*. You can direct these items to Sherri.
- Career Center new hires. Career Coordinator and Outreach Coordinator.
- Feel free to send Division Reports, as well as Committee Reports, in advance of each meeting to Erica (eam0017@uah.edu).

VII. A motion was made to adjourn by Nicke Keimer and seconded by Jaime Superczynski. Meeting adjourned by Holly Arnold at 12:03 p.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate