

## UAHuntsville Staff Senate

### Meeting Minutes

16 October 2013 11:00 am  
VBRH-50, UAHuntsville Campus

#### I. Call to Order – Meeting called to order by Holly Arnold at 11:02 a.m.

##### Attendance

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

Quorum present?     Yes

Others present:     Laurel Long, Human Resources, representing Ray Pinner  
Sandra Parton, Director, Benefits & Training

Proxy:                 Holly Arnold proxy for Randy Barbour  
Sally Badoud proxy for Jim Fisher  
Laurie Schmitz proxy for Lisa Rivers  
Wendy Worlund proxy for Sherri Restauri  
Dana Warner for Jaime Superczynski

#### Approval of Minutes

The Minutes of the September 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 Jorgy Umlor and seconded by Sally Badoud; motion passed unanimously.

#### II. Unfinished Business

- After discussion, there is no interest on the Administration's part to hold town hall meetings. However, the President is willing to come to our Staff Senate meetings, if there is ever a need. Furthermore, Laurel Long and Ray Pinner are the representatives for the Administration and will be happy to provide the liaison for all of our needs.

#### III. Division Reports

A. Academic Affairs – Wendy Worlund

- Symposium went well.
- Many committee members are at EduCause this week.
- In honor of National Career Development week, the Career Development office is have a suit drive for their Suit Closet the week of Nov. 11-15. Bring donations (professional clothes only) to Madison Hall 111. Tax deductible receipts are available.
- The spring semester Career Fair will be held January 30th.
- Registration for Spring 2014 classes begins the week of November 20, 2013.
- Dean of Science, Jack Fix, is retiring in June 2014.

B. Advancement – Katie Thurston/Sally Badoud

- Jennifer Brost has accepted the position in UAH Development as the Director of Annual Giving and Research.
- Phone-a-thon coming up and students will be hired for those positions:  
[www.oncampusphonathon.com/uah](http://www.oncampusphonathon.com/uah)

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Hailey Hix, the Green Fund Coordinator, went to the Association of Advancement for Sustainability in Higher Education where she obtained the following guidelines:
  - Green Fund start up guide information
  - Tools for waste and lighting audit information
  - Composting start up guide information
  - Tips for “Ban the Bottle” campaign (water bottle fillers on water fountains). The next step is to convert more vending machines to aluminum products.
- UAH Facilities now taking responsibility for all maintenance activities at Redstone Arsenal Aerophysics Facility.
- Facilities will be modifying the Charger Park Locker Room utilities to enable installation of new commercial washer and dryer equipment.
- Facilities just finished installation of a new chiller at the Bevill Center. It will provide enhanced operation and energy conservation.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- No report.

E. Research – Susan Phelan/Gregory Reed

- On October 29-31, UAH will host a team of three nationally recognized research administrators on campus conducting a peer review as part of the National Council of Research Administrators (NCURA) peer review program. This review, similar in nature to an academic program review, is being done to ensure that we appropriately organized to advance excellence in research and creative accomplishments within the UAH community. For more info, please visit the “Research” tab on the UAH website (<http://www.uah.edu/ovpr>).

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Open House is Saturday, October 19, 2013.
- The next Open House is Saturday, November 9, 2013.
- Homecoming Parade is this Friday at 5:30pm. Please invite your friends and family to come and watch the parade. Midnight Madness will follow that evening.

- Graduate Programs Open House is October 24, 2013 from 4pm-6pm.
- ASPIRE is a leadership program on campus for first year students. Applications are being accepted until October 25, 2013 until 5pm. Please encourage young, eager students that you may know to apply for this opportunity.
- Save-a-Life Tour (alcohol awareness and drunk driving prevention program) will be at the UC on October 17, 2013, from 11am – 5pm.

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

##### **A. Bylaws Committee – Scott Royce , Chair**

- Met October 15, 2013. The main project is editing the Constitution to make it more generally worded and crafting the By-laws to be more specific (to accommodate for technology changes and timing issues).
- The committee hopes to have the first wave of changes sent out to Senators for thorough review before the November meeting (where the motions will be proposed) so that we can move the process forward. Right now, with the way the timeline is set, it will be January before we can send the final proposal to Administration.
- Currently, most changes take a minimum of 3 months to change and require multiple readings before changes can occur.
- Holly Arnold requests that everyone be mindful of what information we need as new Senators, so that we can include this information in new Senator orientations / packets.

##### **B. Government Relations Committee – Jim Fisher, Chair**

- The committee met October 9, 2013 and discussed changing the name of Government Relations Committee to Government and Community Relations Committee. They discussed the name change would reflect its greater involvement with the Faculty & Staff Picnic each year. The Committee thought it would be best to leave the name unchanged, but rather propose the creation of an additional committee dedicated to events that the Staff Senate would be involved with, in order to make sure that those who work on such committees are interested in participating in those events.
- The second topic for discussion was Higher Education Partnership. They are a group that represents higher-education at the state level, and lobby for appropriate funding for higher-education. Most staff seem to know very little about the Partnership, so in order to have a better informed staff, the Government Relations committee would like to invite a representative from their office to speak at a staff senate meeting in the future, to see if we might be willing as a group to support the Partnership and keep our staff informed.

##### **C. Communications Committee – Sherri Restauri, Chair**

- Channels of communication document is currently being finalized for distribution to the Senate.

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

- No report to give. Committee will meet October 17, 2013.

##### **E. Policies and Procedures Committee – Dana Warner, Chair**

- Draft of Tuition Assistance Policy has been written and the HR Committee will review it next; it has been submitted to them. After an additional review from Laurel Long, it will be presented to the entire Senate.
- Transferred to the Visual Badge draft out of the committee.

#### F. Safety Committee – Kevin Bennett, Chair

- Met on October 14, 2013, and have identified a need for Building Safety Committees. The next item is to come up with composition suggestions for these committees and areas in which they should be involved.
- The committee discussed **Trash and Refuse**: Health, safety, and appearance concerns relating to placement of trash, hazardous materials, surplus electronics, etc. on loading dock at VBRH and other locations. No action items have been identified yet.
- The committee discussed **Vehicle Safety**: Concerns for potentially unsafe departmentally-controlled UAH vehicles and possible further questions.
- Please note the committee found that regarding **Student Worker Safety**: Federal work study students (undergraduate) not covered by worker's compensation insurance.
- The committee is exploring safety training for employees around campus.

#### G. Executive Committee – Holly Arnold

- The executive committee met on Sept 25th. They continued the discussion of what we (the Senate) want to pass down to next year's Senate in terms of information/processes/duties in the senate manuals. They will work with the Bylaws committee to update the Bylaws section along with adding in information about how senate meetings run (making a motion, giving a division or committee report, etc.).
- They are still working on their other ongoing project: creating a template for an online database to house the information that will be passed down from senate to senate.

#### V. New Business

- Sandra Parton reviewed Open Enrollment and insurance changes that will be forthcoming. UAH operates a self-funded insurance program, meaning our premiums are dependent on our claims the previous year and will also be affected by the Affordable Care Act (ACA).
  - Our claims last year were as expected, but for 2014 we project claims to be higher (half increase due to ACA), minor plan design changes and premium increase. Overall 3-5% rate increase, while national trend is 7-9%.
  - UAH pays about 70% of premium costs for employees; so both UAH and employees will see an increase in rates.
  - Unfortunately, it was not favorable year on dental insurance, so we are doing plan design changes to mitigate increase in premiums.
  - Vision insurance had a good year, so there will be a negligible increase in the rate (less than \$1).
  - Open Enrollment is expected to run Oct. 28 – Nov. 25, 2013.
  - Everyone will be asked to login to HR's new web portal – HR Connection – to update your changes and preferences and it will also be a place to find all of the updates to our insurance plan. Per the Affordable Care Act, UAH must provide insurance to all employees who work 30+ hours. Thus, everyone will be asked to login and confirm their plan and/or make changes. UAH could face penalties if employees do not successfully enroll and update their preferences, but then try to purchase insurance on a national health exchange.
  - Consider Flex Spending, because that money is allocated to you pre-tax. UAH also offers a flex spending debit card to make using the account easier. Contact HR for more information about what the flex spending can be used on – it can be used for things such as contacts and glasses, travel to medical care (mileage), and other expenses.

- Scott Malcolm was sworn in as a new Staff Senator.
- Sally Badoud motioned to have a social gathering in December and play Dirty Santa in lieu of our scheduled meeting on December 18, 2013. We would like to move the date to December 4, 2013. Marcia Pendleton seconded the motion. The motion passed unanimously.

#### **VI. Announcements**

- Feel free to send Division Reports, as well as Committee Reports, in advance of each meeting to Erica ([eam0017@uah.edu](mailto:eam0017@uah.edu)).
- Senate Member Dana Parcher recently married and has changed her name to Dana Warner. Congratulations, Dana! Please note this change in your contacts.
- Lisa Rivers, Chair, has been promoted to a new position at UAH. Congratulations!
- Please make sure you have your photo taken by Michael Mercier in SKH 326 for the website. You can make an appointment with him to have your photo made.
- The December meeting will be held December 4, 2013. It will be a holiday party. Time and location TBA.

VII. A motion was made to adjourn by Jorgy Umlor and seconded by Wendy Worlund. Meeting adjourned by Holly Arnold at 11:50 a.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate