

## UAHuntsville Staff Senate

### Meeting Minutes

20 November 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.		Marcia Pendleton (Facilities)
x	Randy Barbour (At Large)	x	Susan Phelan (Research)
x	Sally Badoud (Advancement) - VP	x	Gregory Reed (Research)
	Kevin Bennett (At Large)	x	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.
x	Jim Fisher (At Large)	x	Laurie Schmitz (At Large)
x	Jeremy Holden (Finance & Admin) - Treasurer	x	Jackie Siniard (At Large)
	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
x	Erica Mossholder (At Large) - Secretary	x	Katie Thurston (Advancement)
	Dana Warner (At Large)	x	Jorgy Umlor (Facilities)
	Scott Malcolm (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present?      Yes

Others present:      Laurel Long, Human Resources, representing Ray Pinner

Proxy:                      Jorgy Umlor for Marcia Pendleton and Kevin Bennett  
                                    Laurie Schmitz for Lisa Rivers  
                                    Greer Eleazer for Dana Warner and Nickie Keimer

#### Approval of Minutes

The Minutes of the October 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 the minutes by Scott Royce and the motion was seconded by Sally Badoud; motion passed unanimously.

#### II. Division Reports

##### A. Academic Affairs – Wendy Worlund

- New late withdrawal forms and procedures have been implemented.
  - Starting this fall students will be required to provide documentation and a written explanation of why they are withdrawing from the course. We have changed the form to highlight that fact, as well as limiting each form to one withdrawal. If the student wants to withdraw from multiple classes, they will need multiple forms.

- Again, starting this fall, we won't be able to accept stamped signatures. We will need the actual written signature on each form. I know many of you fax the forms as well, which is fine, but we will need the original sent via campus mail to keep in the student's file.
- The fall Tutoring Blitz is December 4th (Study Day) in Madison Hall from 9am-5pm. Drop-in tutoring all day for students. Free t-shirts to the first 100 students.
- The new Information Security Officer will be starting first full week of January 2014.

#### B. Advancement – Katie Thurston/Sally Badoud

- Candidates for the Provost position will be coming to campus the first two weeks in December for interviews and meetings with different groups. The Executive Committee of the Staff Senate will meet with all four candidates while they are on campus. The committee would like Senators to send questions they may have to Holly, so that the committee can ask all the candidates similar questions. ***Please email your questions to Holly before Thanksgiving.***
- The committee working on the new UAH website plan to conduct a poll to determine what current staff and faculty want and need on website. A lot of content will be moving off the front page onto a landing page for staff, so the committee wants to evaluate what pages, functions, forms, etc. staff use the most so they can easily locate it for us.

#### C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Haley Hix, the Green Fund Manager and Chargers for Sustainability Coordinator, has put together a proposal to be certified as a Tree Campus USA college, awarded by the Arbor Day Foundation. We have met all of the requirements and she is submitted the final proposal this week.
- UAH's Office of Environmental Health and Safety has recently entered into a contract with Universal Recycling Technology LLC (URT) to manage and recycle the universal waste created on our campus. We are extremely proud to inform everyone on the campus that URT has been certified by the e-Stewards® certification body. The e-Stewards® program is the most comprehensive and aggressive recycler certification program available today. URT's end-of-life processing programs keep millions of pounds of electronic waste (e-waste) from entering our nation's landfills each year through recycling and material recovery. URT uses only domestically located companies; e-Stewards® is the first third-party, independently audited and accredited certification program for electronics recyclers that ensures ethical, responsible recycling and protects customers from liability.
  - Encompasses the globally recognized ISO 14001 environmental management system. URT Environmental Management System complies with all legal and other requirements, including the Basel Convention, Basel Amendment, OECD Decisions and national laws of import and export countries.
  - Prohibits all toxic waste from being disposed of in solid waste landfills and incinerators.
  - Requires full compliance with existing international hazardous waste laws and treaties for exports and imports of electronics and specifically prohibits the export of hazardous waste from developing countries.
  - Prohibits use of prison labor in the recycling of toxic electronics, which often have sensitive data embedded.
  - Requires extensive baseline protections for and monitoring of recycling workers in every country, including developed nations where toxic exposures are routinely taking place.

- Entering into this contract is one way in which UAH shows commitment to environmental sustainability and enhances the future of US companies.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- Please check the Benefits Enrollment website and make sure you have logged in completed your profile *even if you aren't making any changes*.

E. Research – Susan Phelan/Gregory Reed

- The ChargerSat-1, a student-built cubesat (miniature satellite) has been deployed and launched into space. This is a great achievement in student research. More information can be found at [http://www.uah.edu/news/research/6994-chargersat-1-boosted-into-space-by-minotaur-rocket-tuesday-night#.UozgoxFL\\_p8.facebook](http://www.uah.edu/news/research/6994-chargersat-1-boosted-into-space-by-minotaur-rocket-tuesday-night#.UozgoxFL_p8.facebook)
- New research center directors have been appointed -- David Arterburn for Rotorcraft Systems Engineering Center (RSEC) and Bob Lindquist for the Center for Applied Optics.
- A new research center will also be established -- The Severe Weather Institute Research and Lightning Laboratory (SWIRLL).

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Late Night Breakfast has been scheduled (Dec. 3) 10pm-12am.
  - Staff can volunteer and it's a lot of fun and free breakfast! Contact Student Affairs (or just show up) if you're interested in helping out.
- The Grand Opening for the new Charger Union is January 8, 2014. The ribbon cutting will be at 10am. Please join us in the celebration!
- The Dean of Students Office is moving (week of Dec. 16), so they will be in a transition phase until the end of the year. Please be patient during this time.

### III. Committee Updates

A. Bylaws Committee – Scott Royce , Chair

- The committee has a fresh revision of constitution to be read during new business.
- Thanks for everyone's help editing the document!

B. Government Relations Committee – Jim Fisher, Chair

- No report.

C. Communications Committee – Sherri Restauri, Chair

- The Channels of Communication document has been passed on to Holly Arnold for the President's review. It will be sent to Senate as a whole for feedback soon.
  - The intent is to create a comprehensive, but fluid, document to help orient new staff to the process of receiving and sending out information.
  - Sherri Restauri will send the document out this week and the Senate will have several weeks to review and provide feedback on the Google Drive document.
- The committee's mission is to help make the campus more aware of the purpose, functions, and activities of the Staff Senate. Two things were discussed: (1) sending out campus-wide email to direct them to the newly updated website; (2) in January conducting a survey of the staff on campus to get their input on what type of projects that they would like to see done on campus.

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

- No report.

E. Policies and Procedures Committee – Dana Warner, Chair

- The committee will discuss their main project, the Tuition Assistance Policy, during New Business.
- During their meeting, the committee discussed overall changes suggested from Laurel Long, made appropriate changes, and discussed sub-policy (visual badges).
- The meeting about sub-policy (visual badges) will take place in near future with Kevin Bennett and the UAH Police Department and the committee.

F. Safety Committee – Kevin Bennett, Chair

- This report is referenced in Section II, Item C: Division Reports, Facilities and Operations.

G. Executive Committee – Holly Arnold

- At the November meeting, the committee spent time passing down information and documents to President-Elect Sally Badoud. The committee will continue to pass down information electronically going forward.
- As a committee, the Constitution was reviewed and feedback was provided to the Bylaws Committee.

**IV. New Business**

- Faculty & Staff Picnic
  - Staff Senate will partner with April Harris to plan and host the Annual Faculty & Staff Picnic. The volunteers will start meeting in January.
  - The Senate needs 3-5 volunteers who will work to get the picnic up and running.
    - At the meeting, these members volunteered: Wendy Worlund, Sherri Restauri, and Katie Thurston. We will take more volunteers if anyone who was not present but would like to volunteer.
  - The entire Senate should help solicit door prizes. Start now and bring them to the picnic committee as you secure donations. Try to solicit your favorite restaurants, shops, and service providers.
- Reading the newly revised Constitution.
  - Sherri Restauri motioned we read the Constitution silently, seconded by Sally Badoud. The motion was approved and the Senate performed a silent reading of the Constitution and provided small adjustments to grammar, punctuation, and spelling.
  - The reading today serves as the first reading. The second reading will be Dec. 4, 2013.
- The Policies & Procedures committee has written a proposal for tuition assistance.
  - Wendy Worlund motioned to read the proposal silently and Jim Fisher seconded. The vote passed and a silent reading was held.
  - The committee researched several universities, colleges, and systems to see what they offer and provided a document benchmarking the results.
  - Specific definition of “covered fees” is currently under review by HR. A decision should be made soon and the Senate will be notified of what counts as “covered fees.”

- This policy will be voted on at the December 4, 2013 meeting. Please review, discuss, and decide how you feel about this policy.
- Please designate a proxy if you will not be present and instruct them how you would like to vote.
- The December 4, 2013 meeting will be condensed, but we must have a second reading of the revised Constitution and the Tuition Assistance policy.
  - Committees are not expected to meet before December, but if you have a report to present, the Senate will hear it.
  - The second part of the December 4, 2013 meeting will be a holiday potluck. Please watch for the Google Drive document that will have opportunities to sign up to bring a dish.

#### V. Announcements

- Senators had a question about stair railings at SKH that have been removed.
- Remember to email your Provost Candidate questions to *Holly Arnold before Thanksgiving*.
- The December meeting has been moved to December 4, 2013. A celebration will follow our condensed meeting. The meeting will be in VBRH as of right now. Greg Reed will check reserving SKH 301. If you wish to participate, please bring a \$10 (maximum limit) Secret Santa gift to exchange.
  - There is no budget for food at this party. Sherri Restauri will post a sign-up sheet on Google Drive so Senators can sign up.
- Wendy Worlund did an amazing round-off after being the first volunteer for the Annual Picnic! Way to go, Wendy!
- Please send Division Reports, as well as Committee Reports, in advance of each meeting to Erica ([eam0017@uah.edu](mailto:eam0017@uah.edu)).

VI. A motion was made to adjourn by Sally Badoud and seconded by Laurie Schmitz. The vote passed unanimously. Meeting adjourned by Holly Arnold at 12:07 p.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate