I. **Call to Order** – Meeting called to order by Holly Arnold at 11:20 a.m.

**Attendance**

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

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

**Proxy:**
Holly Arnold proxy for Jeremy Holden
Katie Thurston for Lisa Rivers and Laurie Schmitz
Wendy Worlund for Sherri Restauri

**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 the minutes by Katie and the motion was seconded by Wendy; motion passed unanimously.

**II. Unfinished Business**

- The Senate performed a second reading of the proposed Constitution
  - A motion to read silently was offered by Sally Badoud and seconded by Erica Mossholder.
  - Scott Royce reviewed changes made during the last meeting. None of these changes altered the substance of the document.
  - Kevin Bennett noted additional formatting changes.
  - Scott Royce motioned to vote to approve the new Constitution, Kevin seconded. The motion passed unanimously.
  - Thank you Bylaws Committee!
• Proposal for Tuition Assistance
  o Dana Warner motioned to approve as is, with a second from Greer.
  o The motion passed unanimously.

III. Division Reports

A. Academic Affairs – Wendy Worlund
• **Effective Tuesday, December 17, 2013:** Banner ID’s and Banner PIN’s will cease to be used for accessing Self Service Banner (SSB).
• We recently announced an initiative to standardize the login credentials to campus systems. Please note that we will make a change that affects how you use SSB:
  o If you access SSB by visiting register.uah.edu instead of through Chargernet, please note that you will be prompted for your Charger ID and Charger password instead of your A-number/Banner ID.
  o When you verify web time entry, performance evaluations, etc. and are prompted for your password, you should enter your Charger password instead of your Banner PIN.
• Note: You can log into Self Service Banner through Chargernet (which requires Charger credentials).
• **It is important to use a secure password; not the default password.**
  o Please remember the importance of customizing your Charger password. A secure password is the key to safeguarding the data that has been entrusted to your care. Please take a moment to review some tips at http://www.google.com/goodtoknow/online-safety/passwords/ and find more information about changing your Charger password [here](http://www.google.com/goodtoknow/online-safety/passwords/).
• Also OIT will turn on Google+ and encourage collaboration for students, staff, and faculty. Youtube will also be turned on for Faculty and Staff only.
• Finally, INB (Native Banner) logins/passwords will **not** change.

B. Advancement – Katie Thurston/Sally Badoud
• UAH is interviewing for an Assistant Alumni Director.
• Phone-a-thon is still going and looking forward to having totals to report.
• Sally Badoud is the Interim Director of Admissions.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor
• Charger Union looks great and is scheduled to open on time in January.
• Contractors will be working over the UAH holiday break. Building coordinators will be contacted to verify contractor presence in buildings and on campus.

D. Finance and Administration – Jeremy Holden/Lisa Rivers
• No report.

E. Research – Susan Phelan/Gregory Reed
• No report.

F. Student Affairs – Nicke Keimer/Jaime Superczynski
• No report.
IV. Committee Updates

A. Bylaws Committee – Scott Royce, Chair
   • No report, but working on the new set of Bylaws to accompany the recently passed Constitution.

B. Government Relations Committee – Jim Fisher, Chair
   • No report.

C. Communications Committee – Sherri Restauri, Chair
   • No report.

D. Employee Benefits & Development Committee – Lisa Rivers, Chair
   • No report.

E. Policies and Procedures Committee – Dana Warner, Chair
   • Submitted the Tuition Assistance Proposal that passed today.

F. Safety Committee – Kevin Bennett, Chair
   • No report.

G. Executive Committee – Holly Arnold
   • Met to compile a list of questions to ask each Provost candidate that is interviewing this week and next.

V. Announcements

   • Jim Fisher’s wife’s ranch dip was a hit. Thank you to everyone who brought snacks!
   • Please send Division Reports, as well as Committee Reports, in advance of each meeting to Erica (eam0017@uah.edu).

VI. A motion was made to adjourn by Sally Badoud and seconded by Katie Thurston. The vote passed unanimously. Meeting adjourned by Holly Arnold at 11:46 a.m.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate