

UAH Staff Senate

Meeting Minutes

19 March 2014 11:00 am

VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Sally Badoud at 11:20 a.m.

Attendance

	Holly Arnold (Academic Affairs) - Pres.		Marcia Pendleton (Facilities)
x	Randy Barbour (At Large)		Susan Phelan (Research)
x	Sally Badoud (Advancement) – VP, Acting President		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.
	Jim Fisher (At Large)	x	Laurie Schmitz (At Large)
	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
x	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
x	Erica Mossholder (At Large) - Secretary	x	Katie Thurston (Advancement)
x	Dana Warner (At Large)		Jorgy Umlor (Facilities)
	Scott Malcolm (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Ray Pinner
 Laurel Long

Proxy: Sherri Restauri for Susan Phelan
 Laurie for Jackie and Lisa

Approval of Minutes

The Minutes of the February 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 and the motion was seconded by Wendy; motion passed unanimously.

II. Unfinished Business

- No unfinished business.

III. Division Reports

A. Academic Affairs – Wendy Worlund

- Self Service Banner issues with security questions have been resolved.
- UPGRADE if your computer runs Windows XP as quickly as possible.

- Hoping to see more adoption of CrashPlan, which includes an *app* that will allow you to access all of your files from your phone. It will also keep all of your files automatically updated every 15 minutes. Also helps when you upgrade computers. Please sign up for CrashPlan via ChargerWare.
- Default Charger passwords need to be changed ASAP! Soon default passwords will expire automatically. So, please change your password to a more secure login.
- Digital Measures is the new program where faculty should be uploading all of their experience and CV information. Please remind and assist any faculty in your department with this process, as it is critical to accreditation.
- Please take a look at the flat rate tuition memo on the home page of the UAH website. A lot of great policy changes are coming to benefit potential students, including the flat rate tuition, accepting more AP scores, making more flexible requirements for admission (i.e., junior year GPA *and* senior year GPA consideration).
- Scholars Institute this year is **May 12-13** in Tuscaloosa. The call for proposals was announced yesterday and now registration is open. We would like to have representation from UAH, including faculty, support staff, and graduate students, especially since this year's theme is "*Teaching, Research, and Service: United through Technology.*" You may request travel funds through your department to attend and/or carpool with other Senators. If you have any questions about submitted, contact Sherri Restauri.
- Registration for Summer 2014 opens April 2. Fall registration opens April 8.

B. Advancement – Katie Thurston/Sally Badoud

- Phone-a-thon kicked off last week and will be going through May.
- Web group is working on a new website and will soon be soliciting feedback about what should be included in landing pages for faculty and staff (since the new website will be geared toward prospective students). There will be an area off the front page that will be dedicated to faculty and staff. A survey is forthcoming, so please be thinking about what you use the website for most often and be prepared to submit your answers for this important survey.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Fire hydrants and sprinkler systems on campus will be tested next week.
- The Building mass notification systems will also be tested last week.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- Room selection in Residence Life is underway and nearing completion.
- Staff Award Nominations were due last week, so we are thankful to the Foundation for the ability to offer these.
- Also there will be staff recognition coming soon for 5 year, 10 year, etc. employees.
- March 24 is compliance effective date for 7% of our employee population should be persons with disabilities and 7% should be veterans. We will be developing proactive recruiting plans for these populations. We will also be surveying demographics of current employees every 5 years, which is a new requirement to gather, compile, and report this data.
- Partnering with Phoenix in Huntsville that has helped in recruiting employees with disabilities, which is a positive program. We are doing well with recruiting our veteran population.
- One strategic priority from Dr. Altenkirch is to recruit, develop and retain a diverse and outstanding employee base. He wants us to develop more incentives for the faculty and

staff, such as an appreciation day. Kevin Bennett is already serving on the committee to develop the appreciation day, but Laurel Long is looking for a few additional members to be on this committee so that our voice can be included. (Randy Barbour and Scott Royce immediately volunteered – thank you!)

E. Research – Susan Phelan/Gregory Reed

- Dr. Robert Lindquist has been appointed as a new Associate VP for Research. He joins Dr. Thomas Koshut who continues to serve as Associate VP for Research.
- The Office for Proposal Development (OPD) has moved to Shelby Center, Suite 157.
- Research Enterprise on campus is working to improve the impact in the community.

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Dean of Students Office has received their new beautiful furniture and are busy getting ready for the April 15
- October 13-18, 2014 is Homecoming Week.
- Week of Welcome contact Kacey Shaum is gathering events. Please submit those to her by May 5, 2014.
- Counseling Center is running HOPE campaign and will hold a 5K in September. Also, please participate in photos/messages of HOPE
- Toni Morgan is doing the Clothesline Campaign for victims of sexual assault. This will be on display on April 7 in Charger Union.
- April 5, 2014 is Spring Open House. Please spread the word!
- Counselors Day is April 10, 2014. All UAH recruiters will solicit their guidance counselors in and beyond Alabama. There will be an in-depth campus visit, presentations, question and answer sessions, dining in the CU, student panels, etc. We are trying to bridge the gap to garner support for UAH from local and regional guidance counselors. We're not the same UAH that we were five years ago! Let's wow them!
- Honors Day is April 1, 2014. However there is no scholarship dinner that evening.

IV. Committee Updates

A. Bylaws Committee – Scott Royce , Chair

- The Staff Senate is gearing up for the upcoming election of Senators for the 2014-2016 term, and we need your help. Please think about nominating one of your fellow colleagues to serve on Staff Senate as a Division Senator or as an at-large member.
- Nominations are due by March 27th. Please submit your nomination by or before the due date to staffsenate@uah.edu. Please contact Scott Royce by Email: royces@uah.edu or Phone: 256.824.2705 with any questions on the nomination process or Senate elections.

B. Government Relations Committee – Jim Fisher, Chair

- No report.

C. Communications Committee – Sherri Restauri, Chair

- Met in February, the campus wide survey is ready to go after Scott's survey is complete.

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

- No report.

E. Policies and Procedures Committee – Dana Warner, Chair

- Visual Badges Policy is still under review and the next steps are being taken.
- Response for Tuition Assistance has been drafted and submitted to Scott and Sally. We will be coordinating with Staff Senates from UA and UAB.
- Feedback for the Policies & Procedures survey - please turn in to Dana.Warner@uah.edu by April 7th at noon. If you would like to take the survey on the web for fun to see what it looks like, feel free to do so here:
- [Take Survey](#)
- Or copy and paste this in your browser:
https://uah.co1.qualtrics.com/SE/?SID=SV_9udrhiWmmZwb8TX&Preview=Survey&BrandID=uah

F. Safety Committee – Kevin Bennett, Chair

- No report.

G. Executive Committee – Holly Arnold

- No report.

V. New Business

- A. Karli Creech – Director of Campus Membership and Student Activities, Higher Education Partnership <http://www.higheredpartners.org/>
1. Karli presented on how Staff Senate can get involved as individuals and/or as a body. Public university presidents formed a group to represent higher education in the Alabama legislature. They act as the voice of all 14 public institutions in the state.
 2. Gordon Stone is the lobbyist and lobbies for funding public higher education. The motto: 1/3 (higher ed) and 2/3 (K-12) split for funding. Second battle cry is “Pre-K through PhD,” which is the full scope of education in Alabama as a whole.
 3. Karli’s job is to recruit groups (faculty, staff, and students) to get involved. SGA President Nandish Diyal has been very involved and has brought many UAH students to Higher Ed Partnership activities.
 4. One option is to become an affiliate member. UAH is an institutional member and then then next level is AMP (affiliate membership) which helps extend the reach to specific action groups; it extends the web of advocates. Majority of affiliates are SGAs and Alumni Associations, for example. Affiliate membership is \$1000 annually. The benefits of AMP membership are that they will push notifications and action items out to a list of 500 names that the AMP group submits to the Partnership. Also, AMPs receive a “behind the scenes” day organized by the Partnership at the State House and they will arrange legislators visits on the day the group comes down.
 5. As affiliate members, we would be a part of these main events:
 - a) Higher Education Day
 - b) SLUAC: Student Leadership and University Advocates Conference
 - c) College Colors Day
 6. You can also join as a regular member, which provides discount programs and benefits, such as liability insurance.
 7. Karli Creech’s contact info: Phone: 334-832-9911
- B. Faculty/Staff Picnic Update: **Please sign up to be a part of the picnic ASAP!** Faculty Senate is also participating. Please also solicit donations for door prizes. Instructions are online about how to gather these prizes. There is a link directly on the Staff Senate webiste. CHECK IT OUT!
- C. Joint meeting with Faculty Senate is April 17 at 12:45 in LIB 111.
- D. Location for next regular meeting is VBRH M-45 and Holly plans to come back next week!

VI. Announcements

- Please 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 Sherri and seconded by Greer. The vote passed unanimously. Meeting adjourned by Sally Badoud at 11:59am.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate