

UAH Staff Senate

Meeting Minutes

16 April 2014 11:00 am
VBRH-45, UAHuntsville Campus

I. Call to Order – Meeting called to order by Sally Badoud at 11:20 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, Acting President	x	Gregory Reed (Research)
x	Kevin Bennett (At Large)	x	Sherri Restauri (At Large)
x	Amelia Duke (At Large)		Lisa Rivers (Finance & Admin)
	Greer Eleazer (At Large)	x	Scott Royce (At Large) - Past Pres.
x	Jim Fisher (At Large)		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)
	Scott Malcolm (At Large)	x	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Laurel Long for Ray Pinner

Proxy: Dana Warner for Nickie Keimer and Greer Eleazer
 Jorgy Umlor for Marcia Pendleton
 Katie Thurston for Laurie Schmitz

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 Wendy Worlund and the motion was seconded by Scott Royce; motion passed unanimously.

II. Unfinished Business

- No unfinished business.

III. Division Reports

A. Academic Affairs – Wendy Worlund

- Registration is underway; finals are April 28 – May 2. Commencement is May 4, 2014.
- Summer Classes start May 27, 2014.

- Tutoring Blitz – April 25 from 9am-5pm. Free drop-in tutoring for all students.
- Campus recommendation for the new software to be adopted as a campus-wide LMS was made formally last Friday by the Learning Management System Task Force. They recommended software called Canvas by Instructure. This recommendation is currently with the Deans for final approval. Angel is going away and the faculty may be allowed to elect into piloting the new software in the summer and fall. More information will be distributed out to the campus as a whole in the near future. Any feedback regarding this choice needs to be sent to Sherri Restauri as soon as possible.
- College of Engineering launched first MOOC this semester with around 223 enrolled. They are creating a call for proposals for the next MOOC, to be distributed shortly. Contact Sherri with questions.
- Admissions is having a notecard writing campaign for faculty and staff. Anyone who signs up will get about 20 names and you will be provided with notecards and envelopes; you will be expected to write a personal note and encourage students to come to UAH and welcome them to the Charger community. Volunteer here: <https://docs.google.com/a/uah.edu/forms/d/1WS8ntT72bNGUUUVF2jY1rbaHs88i9CeSaiSln3yg48s/viewform>
- Career Services has hired Kelly Cothran to be a Career Counselor. She is a licensed counselor and will help students determine career paths.

B. Advancement – Katie Thurston/Sally Badoud

- Phone-a-thon is going on until right before graduation; seems to be going well. Callers are getting results and updated information which is valuable.

C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor

- Hired a Sustainability Coordinator, Haley Hix, who's been a student employee and has started many green initiatives on campus. Welcome, Haley!
- Toyota Manufacturing Co. has agreed to donate 75 trees of UAH's choosing to the campus. She has been a very active student and now is a full time employee.
- New Lock/Key change form. Please use this new form because it relates to the new policy!
<http://www.uah.edu/images/administrative/facilities/facilities/FrmKeyRequestLockChange2013.pdf>
- We want to formally recognize the excellent work of the CU custodial staff! Thank you!
- Pest control comes every Tuesday. If you have a pest problem, contact Ravi Seth the week prior via email sethr@uah.edu.
- Madison Hall replacement goes to the BOT in June for review and approval. Design work is already underway.
- University Dr. Gateway Project is underway.
- HVAC Guidelines are as follows:
 - Summer 74°-76° and Winter 69°-71°.
 - Caveat: Shelby Center & Material Science Bldg. use winter guidelines all year long due to the fact that they use 100% outside air in the bldg.
 - If you have any questions about the guidelines, contact Tom Estes estest@uah.edu.

D. Finance and Administration – Jeremy Holden/Lisa Rivers

- Congrats! The 2014 UAH Foundation Staff Award Recipients this year are:
 - Mary Pat Bohrman, Office of Financial Aid

- David G. Brown, College of Nursing
- Kenya Cole, Office of Sponsored Programs
- Service Awards are also being recognized. You can see the lists at <http://www.uah.edu/hr/awards>

E. Research – Susan Phelan/Gregory Reed

- IIDR call for proposals and process is underway for review; 74 applications. Announcement of award winners is forthcoming in the next few weeks.
- Mandatory training for anyone involved in grant research: Responsible Conduct of Research.

F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Dean of Students is interviewing next week for a position working with Fraternities and Sororities.
- Student Leadership Award dinner held last night, April 15, 2014. It was a wonderful, positive experience and many student leaders were honored.
- April 25, 2014 is LATE NIGHT BREAKFAST!

IV. Committee Updates

A. Bylaws Committee – Scott Royce , Chair

- The committee is working on elections. They are looking for more nominations from Facilities & Operations, Research, and Administration/Advancement. All nominees must accept the nomination and provide a photo and short bio for the election.
- Scott hopes to send out the draft to the committee by Friday, April 18 and send out the election ballot on Monday.

B. Government Relations Committee – Jim Fisher, Chair

- No report.

C. Communications Committee – Sherri Restauri, Chair

- Channels of Communication document is on Google Drive. Please check there and make comments on the document. If you have trouble accessing it online, please contact Sherri and she can send you the document via email for your review. If you have any changes to this document, please make these by no later than Friday, 04/18/2014 so that we may complete our current round of updates.
- It will be a living document, constantly updated since information changes. Sherri will format it after the Senate has made final comments for this session.

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

- Staff Appreciation Committee met and Scott, Randy, and Kevin generated many ideas and Laurel will ensure the recommendations are passed on to Ray and Dr. Altenkirch in the coming weeks.

E. Policies and Procedures Committee – Dana Warner, Chair

- Tuition Assistance Proposal – survey is ready to be sent out. However, we need to put all the upcoming surveys in a timeline. Holly Arnold needs to speak with UAB and UA administration to gauge their interest in reciprocal tuition policies. This conversation and survey data will complete the proposal for Ray Pinner's review.

- Discussion on the timing of the survey was held and the decision was made to send the survey out in May for an open period and if not enough data is returned, the survey can be resent at a later date. We will also post it on the Staff Senate website for periods TBD.
- Visual Badges – The committee is meeting with Faculty Senate next week to determine their thoughts on policy.
- The committee has been asked to review the Smoking Policy to consider including vaporized and e-cigarettes, plus smokeless tobacco. The Senate previously took up the Smoking Policy that regards traditional cigarettes, but no one on Senate was a full part of the project. Laurel Long suggested that the committee check with Bob Reeder, who is currently reviewing this policy. The committee will follow up on the status of this policy revision.
 - The campus smoking policy is available here:
<http://www.uah.edu/eng/departments/mae/people/mae-faculty/181-facilities-operations/oehs/4783-smoking>.
 Other universities are documenting policies that include smokeless chew and water vapor cigarettes, and we've been asked if UAH can do that.
 Read an article about the trend at:
<http://www.thewilkesbeacon.com/news/2014/03/25/campus-tobacco-limits-include-smokeless-chew-water-vapor-cigarettes/>.

F. Safety Committee – Kevin Bennett, Chair

- No report.

G. Executive Committee – Holly Arnold

- Action Items need to be reported to all Senators and discussed in meetings. Committees please email the President when your project is ready to move to action and it will be listed on the New Business section of the Agenda and presented to the entire body at the meeting. All projects need final approval by a Staff Senate vote.

V. New Business

- A. Faculty/Staff **PICNIC** is coming up! Flyers are available via email and on Google Drive and paper copies were also handed out during our meeting. We still need volunteers to work the day of the event, so please sign up on Google Drive – we have 9 spots open and each is for only 1 hour of work time. We are also still in need of individuals to sign up to contact vendors for our door prizes; staff senators are expected to sign up for at LEAST 3 spots, so please make sure to do so as soon as possible by updating the information in the Google spreadsheet. Give all completed forms and goodies to Sherri, Wendy, or Katie before the picnic occurs. Please check out the website, because there are entertainment updates and more info online! Thanks to all who've helped!
- B. Joint meeting with Faculty Senate is **April 17 at 12:45 in LIB 111.**
- C. Parking issues asked to be addressed by Staff Senate. Wendy Worlund wondered how to bring up issues that are brought to Senators and detailed several examples. Kevin Bennett explained the parking prices reflect the budgetary requirements to maintain parking and roads on campus. He said the expressed desire for parking hangtags (rather than decals) may be a possible option, if the senate wants to take it up, it should be assigned to an appropriate committee. This issue would also include the secondary vehicle policy and temporary employees.
- D. The Communications Survey is a way to solicit these complaints (pending distribution), the Staff Senate website has a direct link on the homepage to allow individuals to submit comments/questions, and also emailing concerns are all acceptable ways to submit concerns. Holly also suggested that it will also be important to manage concerns and explaining the limitations of the Senate. A good strategy is to ask the complainant who they have already spoken with and then soliciting a proposal for change or suggestion for a solution.

VI. Announcements

- Please send Division Reports, as well as Committee Reports, in advance of each meeting to Erica (eam0017@uah.edu).
- Scholars Institute – **May 12-13, 2014** at UA Tuscaloosa. Not only open to Faculty so staff may also sign up to attend, but limited to 50 individuals from each campus, so sign up early! Please consider attending. The topic this year is Technology and one special topic is Emergency Preparedness. Your travel will be covered by your department or on your own, though there is a request to possibly receive funding from the Provost's office; this final decision is pending.
- Sherri is moving offices – she will be in WH 127 going forward. She is taking on a new project regarding state authorization for distance learning. Please drop off all paperwork and items relating to the picnic with her in her new office.

VII. A motion was made to adjourn by Katie and seconded by Sally. The vote passed unanimously. Meeting adjourned by Holly Arnold at 12:05pm.

Respectfully submitted,

Erica Mossholder, Secretary, Staff Senate