

## UAH Staff Senate

### Meeting Minutes

February 26, 2014 11:00 am  
VBRH-50, UAH Campus

#### I. Call to Order – Meeting called to order by Sally Badoud at 11:06 a.m.

##### Attendance

	Holly Arnold (Academic Affairs) - Pres.	X	Marcia Pendleton (Facilities)
	Randy Barbour (At Large)		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)
X	Greer Eleazer (At Large)	X	Scott Royce (At Large) - Past Pres.
X	Jim Fisher (At Large)	X	Laurie Schmitz (At Large)
	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
		X	Scott Malcolm (At Large)
X	Nicke Keimer (Student Affairs)		Jaime Superczynski (Student Affairs)
	Erica Mossholder (At Large) - Secretary	X	Katie Thurston (Advancement)
X	Dana Parcher (At Large)		Jorgy Umlor (Facilities)
	Beth Parker (At Large)	X	Wendy Worlund (Academic Affairs)

Quorum present?     Yes

Others present:       Ray Pinner, Finance & Administration; Dave Cook

Proxy:                 Sherri Restauri proxy for Erica Mossholder & Susan Phelan;  
Marcia Pendleton for Jorgy Umlor;  
Laurie Schmitz for Jeremy Holden & Lisa Rivers

#### Approval of Minutes

The Minutes of the January meeting were e-mailed to all Staff Senate members prior to the meeting; senators reviewed them prior to the meeting. A motion to accept minutes as they stand was made to approve by Jim Fisher and seconded by Scott Royce; motion passed unanimously.

#### II. Unfinished Business

- None

#### III. Division Reports

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

- Wendy: Regarding the recent move from A# to Charger ID: password for new logon is not currently set to expire, though this may change in the near future. Also, Wendy

presented a reminder to use the new CrashPlan software. Users may contact Wendy with questions on this software, or check the OIT website. Please continue to hold off on updating Java, per OIT.

- New Provost Christine Curtis started on Monday of this week.

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

- Katie Thurston: SAIC Case Competition is going on now, first prize team splits 10k for tuition; 2<sup>nd</sup> is 4k, 3<sup>rd</sup> place is 2k; interdisciplinary and must be undergraduate level. Please encourage students to sign up for this. Deadline is Friday of this week.
- Laurie Schmitz: UAH has a new Asst Director of Alumni Relations, Taryn Caudle, who moved over from the Office of Diversity on campus.

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

- Marcia Pendleton: We have an Environment Health & Safety committee on UAH Campus, who has been meeting quarterly. Recommending reappointing to major committees as well as the development of a purchasing policy for regulating materials. Fac & Operation just updated the AED program, available on the UAH website. Tomorrow is 02/27 Arbor Day (Haley Hix—Chargers for Sustainability) @ Charger Union @ 10:30 tomorrow for presentation.
- UAlert: Madison Co has always received all alerts. However, it is now set to an addressable system and only sounds siren based on a certain geographic region, rather than to all areas. U-alert will now only go out when UAH falls within the “warning polygon”.

#### D. Finance and Administration – Jeremy Holden/Lisa Rivers

- BOT meeting 04/03 & 04/04 at UAH. Friday is an institutional presentation but it will likely be mid-morning. Everyone is welcome to attend.
- Ray Pinner: Building projects: Nursing building is under way for the new addition, and the old building will be renovated. The severe weather center is also under development. Replacement for Madison Hall is planned, as well, in the upcoming months with the building to be completely redone.
- Scott Royce: Mass notification upgrade system is underway in residence halls. Room selection for students is also underway.

#### E. Research – Susan Phelan/Gregory Reed

- Dave Cook: RCE: research & creative experience for UG, based on application, working for a fac/researcher during a summer period and receive \$3500 stipend, with deadline on Friday.
- Panama research & study abroad program: Getting students to apply is a difficulty for the program, so senators are asked to personally encourage students to apply for this program. This is no longer just a science program, and now works with sociology and other departments on campus. It involves 5 week summer course, with 2 weeks in spent abroad. Flyers were distributed to senators for posting in areas on campus.

#### F. Student Affairs – Nicke Keimer/Jaime Superczynski

- Nicke Keimer: Charger Union opening and reception has gone well. Remember the fall Week of Welcome: deadline to submit plan is early May, contact Kacey Schaum.
- Jamie Superczynski is no longer working at UAH, and her position in Staff Senate is currently vacant. We will be waiting to fill after elections.

- Dana Warner: Student life website has 9 separate student awards currently available. Due by Friday of this week. This program has been going on for 3-4 years at this point, and Senators are encouraged to complete a form. If a person that you recommended receives an award, the person suggesting them is also invited to the banquet. Links are:
  - [Nomination Forms and due dates](#)
  - [Award Descriptions](#)
- Sally Badoud: Held Admitted 306 students on site, with only 256 last year, great improvement. Sunday beforehand allowed students on site at campus for a visit. Last year was around 50 students on site, with over 100 responses this year and around 90 on site for the overnight stay. Over 800 people on campus including parents for the main event, and it was relocated to Spragins Hall due to the large numbers. Went very well.
- Saturday, April 5, 2014: Open House for UAH, which also coincides with ChargerCon.
- Admissions office is moving over the next month from the ENG building back to the University Center.

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

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

- Scott: due to snow, no meeting was held, but have plans to reconvene. Will be focusing on elections as the major project for the committee soon.

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

- Have not met, and also lost 25% of their total group.
- Higher Ed day is tomorrow.

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

- Communications committee met to create a Staff Senate survey, with 5 questions, geared towards increasing awareness of Staff Senate on campus. Plans are to distribute campus-wide over the next couple of weeks.
- Have made progress on website work; request form has been added from Senate homepage in which individuals may submit requests either with or without personally identifying themselves regarding questions, concerns to be investigated by the Senate, etc.

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

- Katie Thurston: UAH does not get time off for Veteran's Day, and there were some discussions within the group regarding if this may be considered a request. Some work is underway to investigate what other institutions do in terms of providing this day as a holiday to faculty/staff/students.
- The committee is also reviewing information regarding cost of benefits in the different levels of insurance benefits due to the significant difference that exists, which has led some people not to adopt UAH benefits.

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

- Dana Warner: Committee met to review tuition assistance feedback, with combined info to be turned in to Ray Pinner via Sally Badoud. The committee is working on development of a survey to employees on campus regarding how many people would be interested in a tuition assistance program spanning the UA and UAB campuses.

- Visual badges: We also met with the Chief of Police between now and the last meeting and he was very receptive to the visual badges idea we proposed. He gave us some questions to consider and we will be attempting to move forward with that as best as we can.
- Some discussion is underway and a proposal is under discussion regarding the requirement of faculty and staff on campus to wearing name badges while on site.

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

- Kevin: No meeting has been held. Marcia's staff at OEHS has developed training opportunities on a variety of topics that are available for the campus as a whole.

#### G. Executive Committee – Holly Arnold

- Meeting of the Executive Committee was focused on the 4 day work week topic and discussions prior to our meeting with the President. Another meeting will be planned in near future.

### V. New Business

- Sherri Restauri: 2014 Faculty/Staff Picnic is scheduled for May 7, 2014 11:30 – 1:00 p.m. It is linked as a news item from the Staff Senate website. We have established a website to promote this event, and will be listing the Staff Awards (which are presented shortly before the Picnic) on our website, along with details of the upcoming event.
  - Sherri Restauri distributed to Staff Senators as well as to the Faculty Senate representatives our sign up sheet for assisting with the set up, management, and tear-down of the event. Staff Senators are asked to sign up for at least one slot so that we can cover all shifts; many shifts are already covered, so thank you!
  - A vendor sign up sheet will be distributed shortly, as soon as our vendor solicitation letter is complete. Be on the lookout for this.
  - Wendy Worlund: Suggested we consider tshirts for this event in the future.
  - We will be having easy games at this year's event, and Mike Logan is assisting us with planning this aspect.
- BETA Policy: Sally Badoud: Comments due on this policy by no later than mid-April. Please try to get these comments to Sally Badoud within the next week if at all possible. BETA team is responsible for behavioral evaluation & threat assessment on campus at UAH. BETA team evaluates each incident and classifies each incident as either threat/non-threat and varying levels of threat. This is primarily an advisement and recommendation team, but does not prescribe any particular type of discipline against a student. No policy setting is made from this team. Our BETA team focuses on faculty, staff, students, and even visitors—both daily and temporary campus visitors.
- 4 Day Work Week: Sally Badoud noted that the campus-wide email was distributed on this proposal, indicating that this change was not going to occur this summer. For employees interested in this proposal, you may email this request.
  - Ray Pinner noted that individuals who were very positive on support for this proposal were not very vocal, while people who were very negative were quite vocal. Noted that the meeting with the President to discuss the 4 day work week proposal overall appeared negative. He noted that if the Senate felt that it was something that was a remaining interest, we could make a proposal of such. He noted primary issues: childcare, coordination of contracts (Redstone), etc. there is a possibility of the Senate providing recommendations of how this proposal might be implemented successfully, accommodating for the challenges that were addressed during our meeting with the President. Question was proposed (Amelia

Duke) of Ray Pinner if the possibility of this being a permanent (not just summer) consideration, along with the idea of only a half-day work week on Fridays. Ray noted this is a potential consideration but closing a ½ day on Friday does not provide as significant of cost saving benefits.

**VI. Announcements**

- None.

VII. A motion was made to adjourn by Jim Fisher and seconded by Scott Royce. Meeting adjourned by Sally Badoud at 11:51 a.m.

Respectfully submitted,

Sherri Restauri,

for

Erica Mossholder, Secretary  
Staff Senate