

UAH Staff Senate

Meeting Minutes

November 16, 2016 11:00 am
SSB 201, UAH Campus

I. Call to Order – Meeting called to order by Midori Maloney at 11:00 a.m.

Attendance

x	Midori Maloney (Academic Affairs) - Pres.	x	Benita Hopkins (Advancement)
x	Andrea Thompson (Pres. Elect)(Advancement)	x	Valerie Johnson (At Large)
x	Beth Wilson (Academic Affairs) - Sec.	x	Laura Mann (At Large)
P	Laura Vereen (Finance & Admin)-Treas.	x	Randy Marshall (At Large)
x	Scott Royce (Student Affairs) - Staff Relations	x	Mary McManus (At Large)
x	Kevin Bennett (Facilities)	x	De'Onah Norfleet (Finance & Admin)
x	Mary Pat Bohrman (At Large)	x	Antonia Pitts (Research)
x	Dave Cook (At Large)	x	Liz Redding (At Large)
x	Mona Foroughi (Academic Affairs)	x	Katie Rhodes (At Large)
x	Nikki Goode (At Large)	x	Anna Beth Thomason (Stud. Affairs)
P	Valerie Green (At Large)	x	Jackie Smith (At Large)
x	Patrick Hambloch (Research)	P	Brittany Willis (At Large)
P	Fathia Hardy (At Large)	x	George Watt (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration, Dana Parcher Warner, Pre-Professional Programs

Proxy: DeOnah Norfleet for Laura Vereen, Fathia Hardy, and Valerie Green, Mary Pat Bohrman for Brittany Willis

Approval of Minutes

The Minutes of the October meeting were e-mailed to all Staff Senate members prior to the meeting and were posted on the Senate website; senators reviewed them

prior to the meeting. A motion was made to approve by Scott Royce and seconded by Mona Foroughi; motion passed unanimously.

Welcome and swearing in of new Staff Senate members

Jackie Smith, Contracts and Grants Accounting, At Large term ends 2018, Employee Benefits and Development and Safety Committees.

Mary McManus - Information Technology, At Large term ends 2017, Communications and Policies and Procedures Committees.

George Watt - Business Academic Advising, At Large term ends 2017, Policies and Procedures and Governmental Relations Committees.

II. **Division Reports**

A. Academic Affairs – Beth Wilson/Mona Foroughi

- SSC Study Day Tutoring Blitz
 - Tutoring Blitz is November 30th from 9am-5pm in the CTC Exhibit Hall.
- PASS Leaders final study sessions posted
- Commencement volunteers needed - contact Janet Waller

B. Advancement –Andrea Thompson/Benita Hopkins

- Day of Giving on Tuesday, Nov 29
 - Staff Senate Scholarship will be given first time in spring. Consider giving.

C. Facilities and Operations –Kevin Bennett

- CV expansion bids on Nov 17 and anticipated opening date is Fall 2018
- Close Charger Way to become part of green way
- The Invention to Innovation Center (I2C) in design phase and will be located between Wilson Hall and the BAB. It will be connected to the BAB.
- Expanding bicycle capacity on campus/new racks
- Looking at adding 2 additional Greek units in future

D. Finance and Administration – Laura Vereen/De'Onah Norfleet

- No report.

E. Research – Antonia Pitts/Patrick Hambloch

- No report

F. Student Affairs – Anna Beth Thomason/Scott Royce

Student Life

- Call for Spring WOW events went out yesterday

- FLSA impact during Week of Welcome - no impact if volunteering to work after hours
- Stress Less Finals week - helps students relax and destress from November 29-December 9
 - Activities will include late night breakfast, SSC events (Tutoring Blitz)/Dining services, Health center/counseling center, therapy dogs and more.

Sodexo

- This week on Monday, Wednesday, and Friday we are hosting a Pack the Pantry Can Food Drive. You may purchase 5 cans for \$5 using your dining dollars, flex dollars, cash, or credit. We will have a table set up in the Charger Union Breezeway from 11-1pm and all can food items will be donated to the Manna House.
- On Monday, November 28th we will have a Cyber Monday Dining Dollar Sale - for every \$100 purchased, you will receive \$25 FREE! A perfect time to reload your dining dollars for the spring semester! Dining Dollars may be purchased at www.uah.edu/chargercard
- On Tuesday, November 29th will be Late Night Breakfast from 9:30 - 11:30pm. Any faculty and staff members are welcomed to help participate and serve the students!
- On Monday, December 5th we will be hosting a Steak & Shrimp Night in the Charger Cafe for dinner from 4:30pm - 8pm
- On Wednesday, December 14th we will be hosting a Hooray Luncheon for our Faculty and Staff members in the Gardenview Cafe to celebrate making it through the Fall semester. Lunch will be \$7.00 and we will offer a promotion to add more dining dollars to your charger card for the Spring semester. Purchase \$100, get \$25 FREE and a receive a FREE gift upon signing up on the day of the event!

Admissions

- Transfer Orientation is Thursday, November 19th and
- Discovery Day is this Saturday, November 19th

III. Committee Updates

A. Bylaws Committee – Brittany Willis, Chair

- The Bylaws Committee discussed the processes of replacing a Senator and Officer, and came up with proposed wording to add to the Bylaws. We also discussed the new Special Events Committee and came up with proposed wording to add to the Committee descriptions. Both will be voted on at the next Staff Senate meeting.

B. Government Relations Committee – **David Cook, Chair**

- Mr. Blake Harris from Alabama Unites for Education was invited to our meeting, but was unable to come. He may come in December or January of next year. During his visit we will arrange for a tour of campus including some of the interesting labs and research centers on campus, and perhaps meet with a few of our faculty. The idea is that we want him to know more about UAH, and in particular our strength as a tier 1 research university.
- In coordination with Mr. Harris, we would like to share with our ideas for increasing membership in Alabama Unites, and will move forward with an electronic and printer “flyer” that will include a link to join the organization AND a website where they can type in their address and see their representatives in Alabama and Washington.
- We will also encourage students to join Alabama Unites for Education, but may not necessarily include them on mobilization efforts if the issue does not affect them directly--although much of the time it could.
- The System Office will give guidance on talking points for issues when we mobilize the organization, and members will be encouraged to write and/or call their representatives with a personalized communication and NOT a form letter or script.
- Mr. Gordon Stone of the System Office was generally open to the idea of a “Posters at the Capitol” event, but we have not communicated about it yet. We now feel that there might not be enough time to put all the pieces in place for an event in 2017, but if we start talking now, and with the other 21 universities in Alabama, we can hopefully hold the first event in 2018.
- Higher Education Day will be held on Thursday, February 23, 2017. Higher Education Day provides a perfect opportunity to remind Alabama’s political leaders of the need to improve the university appropriations. The Higher Education Day Rally is Montgomery’s largest annual advocacy rally. By having a large number of attendees, the universities let legislators know that we are not only concerned about the funding of higher education. It also reminds them that the universities have a large and involved voting block. Join with students, faculty, staff and other supporters and take part in a huge rally supporting higher education.
- The recent elections did not have any immediate impacts on higher education issue at UAH. The Fair Labor Standards Act seems to be moving forward and will be implemented starting December 1. Several states have filed lawsuits against FLSA, but Alabama is not one of them. FLSA requires that an employee’s salary must be at least \$47,476 annually or \$913 a week in order to be considered exempt from the overtime provisions. An employee with a salary less than \$47,476 annually or \$913 a week must be classified as non-exempt. Salary is not the only consideration for a position to be determined exempt. Also, a person’s

job duties and responsibilities are taken into account. If HR determines that an employee will become exempt, their supervisor will be talking with them about it very soon, if they have not already.

- UA's HR website has a FAQ page which may be helpful for general questions: <http://hr.ua.edu/classification-compensation/fair-labor-standards-act-faqs#1>

C. Communications Committee – **Scott Royce, Chair**

- We are updating the Channels of Communication and posting as we go.

D. Employee Benefits & Development Committee – **Laura Vereen, Chair**

- Revised question wording for survey regarding tuition assistance

E. Policies and Procedures Committee – **Patrick Hambloch, Chair**

- Did not meet this month. Committee meets on first Tuesday of every month in VBRH M-45.

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

- Looking at project to put together and interactive, gridded map so people can report safety concerns.
- Still working on crosswalk issues.
- Talked about how Office of Risk Management works into safety here on campus and what office will do in long term.

G. Executive Committee – **Midori Maloney, President**

- Discussed vacancies and upcoming holiday December meeting
- Dr. Altenkirch asked for reps to serve on Title IV screening committee. Dr. Altenkirch will contact those Staff Senators chosen.

IV. New Business

- Bylaws: Discussion and vote on adding vacancy and events committee to bylaws.
- Proposed new wording for Senator Vacancies and Special Events Committee

SENATOR VACANCIES

1. Senate division vacancies shall be filled by a staff member from the same division for the remaining term of that seat using previous election results.

2. If a division alternate is not available or there is an at large vacancy, the Senate vacancy shall be filled by the highest voted at large nominee for the remainder of the term of that seat.
3. If the vacancy cannot be filled by a division or at large senator, it shall remain vacant until the next election cycle.
4. Any staff senate member who serves less than one year is eligible to be nominated for a staff senate position in the upcoming election.

OFFICER VACANCIES

In the event that an officer role becomes vacant, a special election shall be held at the next regular meeting of the Staff Senate in order to fill the vacant office for the remainder of the term.

SPECIAL EVENTS COMMITTEE

This committee shall be responsible for, but not limited to, assisting University Events in the organization of the annual Employee Picnic. Additionally, the committee will plan any other special event during the year as deemed appropriate by Staff Senate.

Discussion:

- Senator vacancy would be a constitution change, committee change would be a change to the bylaws. Need to present proposal for senator vacancy.

Motion to vote on wording for the Special Events committee in bylaws made by Andrea Thompson, seconded by Patrick Hambloch.

Yes - unanimous, no - 0, abstain - 0

- Changes to bylaws will now be forwarded for approval.
- Vacancies will be read again in January and voted on in Feb (unless there are changes)

V. Unfinished Business

- Both proposals are in HR and being reviewed/researched.
- Parental Leave Policy is in Human Resources and being reviewed/researched. Reached out to benefit consultant to be advised and looked at national policies.
- Half-day Policy is also in HR but no update yet. More information should be coming in January.

Announcements

- Next meeting will be on December 14 (one week earlier). Potluck Party/Optional Dirty Santa (\$10 limit) instead of meeting in December. Will let know if SC 301 is available and send out Google Spreadsheet for people to bring food.

VI. A motion was made to adjourn by Liz Redding and seconded by Mary Pat Bohrman. Meeting adjourned by Midori Maloney at 11:40 a.m.

Respectfully submitted,

Beth Wilson, Secretary
Staff Senate
2016-2017