

UAHuntsville Staff Senate

Meeting Minutes

17 April 2013 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Scott Royce at 11:07 a.m.

Attendance

	Holly Arnold (Academic Affairs) - VP	X	Marcia Pendleton (Facilities)
X	Randy Barbour (At Large)	X	Susan Phelan (Research)
X	Sally Badoud (Advancement)		Liz Redding (At Large)
X	Kevin Bennett (At Large)	X	Lisa Rivers (Finance & Admin)
	Eric Dossey (Academic Affairs)	X	Sherri Restauri (At Large)
X	Greer Eleazer (At Large)	X	Scott Royce (At Large) - President
	Debby Griffith (Research)		Jackie Siniard (At Large)
X	Margaret Hall (At Large) - Treasurer	X	Jaime Superczynski (Student Affairs)
X	Nicke Keimer (Student Affairs)	X	Pam Tejes (At Large)
X	Penny Lang (At Large)	X	Katie Thurston (Advancement)
	Vonda Maclin (Finance & Admin)		Jorgy Umlor (Facilities)
	Rachel Osby (Past President)		Vacant (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration
Debbie Morgan, University Advancement

Proxy: Scott Royce is the proxy for Jackie Siniard, Jorgy Umlor, Debby Griffith, and Holly Arnold.
Pam Tejes is the proxy for Eric Dossey.
Lisa Rivers is the proxy for Vonda Maclin.
Sally Badoud is the proxy for Liz Redding.

Approval of Minutes

The Minutes of the March 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 by Jaime Superczynski and seconded by Marcia Pendleton; motion passed unanimously.

II. Unfinished Business

- Sick Leave Proposal
No comments.
- Review of Background Check Policy
One senator received feedback regarding financial check aspect; it was confirmed this would only apply as related to job function.
Another question raised was if a driver license check would be incorporated in the check by HR since it is currently done by facilities; Ray Pinner confirmed the policy is

comprehensive and the license check would be included, but did not know the specific details of how it would work.

- Staff Relations Executive Position – S.B. 12-13.01
Reading of the bill (attached). Request to send changes to Scott Royce; bill will be read again at next meeting.
- President Elect Term Update – S.B. 12-13.02
Reading of the bill (attached). Discussion ensued and clarification about the terms and the rationale of this bill was provided. Request to send changes to Scott Royce; bill will be read again at next meeting.

III. Division Reports

A. Academic Affairs – Scott Royce

- Registration for Summer and Fall is open.
- Tutoring Blitz is April 24 from 9-5; email tutoring @uah.edu for more information.

B. Advancement – Katie Thurston/Sally Badoud

- New logo and strategic plan were announced and made public following last week's Board meeting.
- Logo info will be provided to departments as needed. Advancement is asking that all marketing/printed materials go through approval process – send to Joel Lonergan or Sally Badoud.
- A style guide will be developed and distributed.

C. Facilities and Operations –Kevin Bennett/Marcia Pendleton

- Work in the library parking lot starts May 6th.
- Board approved mass notification system.
- Encourage those in your area to review protective areas and emergency evacuation routes out of buildings. Questions should be directed to Marcia Pendleton.

D. Finance and Administration – Vonda Maclin

- No report.

E. Research – Susan Phelan

- Office had discussion about logo and wondered about the vetting process. Feedback related to the “A” being lost.

F. Student Affairs – Margaret Hall/Jaime Superczynski

- Late night breakfast is Tuesday, April 23. Volunteers are needed to serve; email Nikki Goode if interested.
- Leadership Banquet last night to recognize student leaders.
- Preparing for Orientations, Week of Welcome, etc. Jenny Russell is contact for orientation.
- MDH-137 – new home of ISSO (under Student Affairs).
- SGA Leadership swear-in is in UC-EH Monday, April 22.

IV. Committee Updates

- A. Bylaws Committee – Katie Thurston, Chair
- Met several times working on the bills presented today.
 - Election starts on Monday and runs through Friday; look for email on Monday.
- B. Government Relations Committee – Jaime Superczynski, Chair
- No report.
- C. Communications Committee – Sally Badoud, Chair
- Met to discuss start-up guide; compiling information about how to communicate on campus.
- D. Employee Benefits & Development Committee – Vonda Maclin, Chair
- No report.
- E. Policies and Procedures Committee – Jaime Superczynski, Chair
- No report.
- F. Safety Committee – Marcia Pendleton, Chair
- Meeting held April 11th; Attendees: Kevin Bennett, Vonda Maclin, Randy Barbour, and Marcia Pendleton. The committee members discussed the need for a University all-encompassing safety policy. All-encompassing means that it covers faculty, staff, students, and visitors and that it focuses on the areas of environmental health and occupational safety, personal security and emergency planning, preparedness and recovery. A basic framework for the draft policy was used to add, delete and change verbiage to best meet the goals of the University of Alabama in Huntsville. The committee decided on a policy statement. The Staff Senate Safety Committee discussed the purpose and scope, the policy statements and itself and the objectives that need to be met to be successful in the implementation of the policy. The Staff Senate Safety Committee recommendations were incorporated and sent to the members for further review.
- G. Executive Committee – Scott Royce
- No meeting.

V. New Business

- Faculty/Staff Picnic – Debbie Morgan
Picnic is scheduled for May 8th. Flyer distributed. Smokey's will provide the food. Please encourage everyone to RSVP; tickets will be handled as previously. No take-outs. Location: UC Slab (UC-EH is rain spot). Extra flyers will be distributed in Facilities. Kim Fuller will handle RSVPs for those that do not use or have access to email. Email will come out soon. Staff Senate will handle agenda, volunteers, entertainment, and door prizes.
Sign-up sheets distributed; please sign-up to work at the picnic. Schedule of events: 11:30 start time; Scott Royce (Emcee); DJ for entertainment (option for student ~\$200 or free playlist by Will Hall). Working on dance contest (asking Dr. Altenkirch to lead). Door

prizes – spreadsheet to sign up for door prizes. Google Doc will be distributed; request everyone procure three. Need response and items by May 1. Forms for donations on website. Liz Redding will email details.

- May Meeting – Scott Royce
Motion was made by Lisa Rivers that the picnic be considered in lieu of May meeting. The motion was seconded by Margaret Hall and carried unanimously.

VI. Announcements

- JMI Luncheon at noon (today) in Varsity Room in Spragins Hall.

VII. A motion was made to adjourn by Jaime Superczynski and seconded by Randy Barbour. Meeting adjourned by Scott Royce at 11:44 a.m.

Respectfully submitted,

Pam Tejes, Secretary
Staff Senate

A Bill Allowing for the creation of a Staff Relations position on the Executive Committee

Whereas, *Section IV: General Organization of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, reads:

“General Organization

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of a President, Vice President/President-Elect, Secretary, Treasurer, and the immediate past president of the Staff Senate, who shall be a non-voting ex-officio member. In the event the immediate past president is unavailable, the President may select an officer from the previous Executive Committee to fill this seat. The Executive Committee will be selected by all the Senate members at the first official Staff Senate meeting of the new term in June. Executive Committee members will serve for a one-year term and may not be elected to serve more than two consecutive terms in any capacity on the Executive Committee.

Whereas, the creation of a staff senate email address needs a clear responsible party

Whereas, the position would serve as the primary conduit for correspondence from the staff senate.

Whereas, it is desired that this position serve as liaison between staff and the senate through email

THEREFORE, Let it be hereby resolved by the Staff Senate of The University of Alabama in Huntsville that *Section IV: General Organization of the Constitution of the Staff Senate of The University of Alabama in Huntsville* now read as:

“General Organization

Within the Staff Senate, leadership shall be provided by the Executive Committee, which consists of a President, Vice President/President-Elect, Secretary, Treasurer, Staff Relations and the immediate past president of the Staff Senate, who shall be a non-voting ex-officio member. In the event the immediate past president is unavailable, the President may select an officer from the previous Executive Committee to fill this seat. The Executive Committee will be selected by all the Senate members at the first official Staff Senate meeting of the new term in June. Executive Committee members will serve for a one-year term and may not be elected to serve more than two consecutive terms in any capacity on the Executive Committee....

...The Staff Relations position shall serve as the liaison between staff and senators. Primary responsibility will be to monitor staff senate email. Additionally, will send out correspondence to staff on behalf of the Senate and will serve as chair for the communications committee.

Let it be further enacted that:

1. The Staff Relations position be added to The Executive Committee
2. This bill be enacted at the start of the 2013-2014 Senate.

Presented to the Staff Senate of The University of Alabama in Huntsville for its consideration on this, the 17th day of April, 2013, Scott Royce presiding.

Author: Katie Thurston, Advancement/President's Office Senator

Sponsor: Sally Badoud, Advancement/President's Office Senator

A Bill Allowing changing eligibility of the President Elect Position

Whereas, *Section III: Election Guidelines (Terms of Office) of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, reads:

“Terms of Office

Each representative elected to the Staff Senate shall serve a two-year term to run from the first day of June through the last day of May two years later. No representative shall serve more than two consecutive terms as a member of the Staff Senate.

Whereas, the Executive Committee is selected during the opening session of the new senate

Whereas, the establishment of responsibility and consistency are desired

Whereas, it is desired that senators have a full understanding of the responsibility of the presidency.

THEREFORE, Let it be hereby resolved by the Staff Senate of The University of Alabama in Huntsville that *Section III: Election Guidelines (Terms of Office) of the Constitution of the Staff Senate of The University of Alabama in Huntsville*, now read as:

“Terms of Office

Each representative elected to the Staff Senate shall serve a two-year term to run from the first day of June through the last day of May two years later. No representative shall serve more than two consecutive terms as a member of the Staff Senate. A Senator in his/her 2nd year of his/her first term shall be eligible to serve as president elect, and if selected shall be eligible to serve as president in a 3rd year. A Senator in his/her 2nd year of his/her second term would not be eligible.

Let it be further enacted that:

1. This bill be enacted at the start of the 2013-2014 Senate.

Presented to the Staff Senate of The University of Alabama in Huntsville for its consideration on this, the 17th day of April, 2013, Scott Royce presiding.

Author: Holly Arnold, Academic Affairs Senator

Sponsor: Margaret Hall, At-Large Senator