

UAHuntsville Staff Senate

Meeting Minutes

15 August 2012 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Scott Royce at 11:05 a.m.

Attendance

X	Holly Arnold (Academic Affairs) - VP		Rachel Osby (Past President)
X	Randy Barbour (At Large)	X	Marcia Pendleton (Facilities)
X	Sally Badoud (Advancement)	X	Liz Redding (At Large)
X	Kevin Bennett (At Large)		Lisa Rivers (Finance & Admin)
	Eric Dossey (Academic Affairs)	X	Scott Royce (At Large) - President
X	Greer Eleazer (At Large)		Jackie Siniard (At Large)
	Kathy Gentry (At Large)	X	Jamie Superczynski (Student Affairs)
X	Debby Griffith (Research)	X	Barbie Sumner (Research) - Secretary
	Margaret Hall (At Large) - Treasurer	X	Pam Tejes (At Large)
X	Daniel Horton (At Large)	X	Katie Thurston (Advancement)
	Nicke Keimer (Student Affairs)	X	Jorgy Umlor (Facilities)
X	Penelope Lang (At Large)	X	Daniel Wyers (At Large)
X	Vonda Maclin (Finance & Admin)		

Quorum present? Yes

Others present: Michael Finnegan

Proxy: Scott Royce is the proxy for Jackie Siniard
Vonda Maclin is the proxy for Lisa Rivers
Vonda Maclin is the proxy for Kathy Gentry
Jaime Superczynski is the proxy for Margaret Hall
Jaime Superczynski is the proxy for Nicke Keimer
Pam Tejes is the proxy for Eric Dossey

General Announcements

- State of Physical Plant- Facilities and Operations, Michael Finnegan.
 - Michael Finnegan reviewed UAHuntsville's five year plan and gave updated status on each of the buildings in the five year plan (what has been completed and which they are still working). Details can be found on their website:
<http://facilities.uah.edu/architect/masterplan/masterplanexecsummary20100316.pdf>.
 - A few important points Michael Finnegan mentioned were as followed:

- UAH's Athletic Facility at Baseball/Softball fields:
Baseball/softball fields have been renovated. There is now an Athletic Facility which will act as a ticket office, concession stands, and contain public restrooms. A second outdoor Athletic Facility will be close to the other, but will contain locker rooms for team. Starting this season, UAH Soccer field will be moved towards the new ball fields.
- Greenway: Construction crews are currently working on the Greenway, a long avenue from the new parking facility all the way towards Lakeshore Drive on campus. 150 feet across from sidewalk to sidewalk. The vision is that it will be a pedestrian walkway, which will move parking sites to perimeter of campus, and will encourage a centralized campus. The primary sidewalks are 15 ft wide, which will provide walkways for pedestrians and bicycles. The greenway will have garden/ landscaped areas with beautiful scenery. It will also contain a memorial garden of those involved during the Feb. 12, 2010 shooting deaths of three fellow biology faculty members at the University of Alabama in Huntsville. At Holmes Avenue, the walkway will be a raised crosswalk. It will be signalized for pedestrian walk. You will be able to walk through the student life center and continue onto the new parking site.
- Student Center: Will be located on the Greenway before you get to Holmes Avenue. The center will include theatre, outdoor seating, bookstore, and student administrative offices. The hope is it will be open in 16-18 months. Two new restaurants will be included in the Student Center: WOW- World of Wings/Dunkin Donuts. Hours of operation of the center will be determined in the future.
 - Additional information can be found on the Student Affairs website: <http://www.uah.edu/student-affairs/charger-union>
- Nursing Building: The nursing building is about to undergo a 17.2 million dollar project. This renovation will add addition for more space, hoping to expand enrollment in Nursing building. Expected to be completed in the Fall of 2014. Board will approve architectural in September.

Approval of Minutes

The Minutes of the July 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 Jorgy Umlor; motion passed unanimously.

Unfinished business

- Week of Welcome Tents will be up on campus the first day of classes, Wednesday August 22nd. If you'd like to sign up, have forgotten when you signed up please talk with Jaime Superczynski. Jaime has created a signup sheet in a live Google document. You can login and sign up yourself or volunteers, or feel free to email Jaime. Honor society students are helping out.
 - Instructions and the signup sheet will be included at each tent. The goal is to be a welcoming friendly face to talk to students and help them if needed. Everything that is there should be given away (info, water, and candy) except tents/chairs. Please continue to refill the cooler with water and try to wait for your replacement before you leave. If you cannot wait, nothing of value is there, you can leave it

you need to. Tents/Chairs will be set up/broken down for you. Jaime's contact information will also be at each tent if you have any questions.

- Week of Welcome Events are also happening all next week, President Scott Royce encouraged each member to attend.

II. Division Reports

A. Academic Affairs – Holly Arnold

- Classes are starting next Wednesday, August 22nd.

B. Advancement- Katie Thurston

- Robert Lyon has been named Vice President for University Advancement. Lyon will start after Labor Day. He is bringing experience and knowledge to our university.
- Career Fair is scheduled for Wednesday, September 12, 2012 from 10am until 2pm at the University Fitness Center. A large number of attendees are already signed up (92 right now) and registration is through next week.

C. Facilities and Operations – Jorgy Umlor / Marcia Pendleton/ Kevin Bennett

- Continuing to receive work orders around campus and are actively completing them.
- Campus Police Department has introduced a new web-based system (on August 1st) that you may purchase your parking decal, query your parking account for issued citations, to pay a fine, or check the status of a citation appeal. You are encouraged to take advantage of the new resource. Parking will be enforced September 1st.
 - The link to this service is <http://parking.uah.edu/>.
- New Parking Regulations were also distinguished. Minor changes are:
 - The change to regulations on how cars are allowed to park in parking spaces. You are now free to park through or back-in however you want. Call the help desk if you have trouble logging into the website.
 - Campus Police are adding two parking enforcement positions. They will be full time positions to help enforce new regulations- so read the regulations.
- Campus police are doing a training for campus safety this week.

D. Research – Randy Barbour

- Dean Smith has been named Interim Vice President for Research. UAHuntsville President Bob Altenkirch said Smith will begin his duties on September 4, and a national search for the permanent post will begin immediately. Dr. Smith's experience includes serving as a research administrator at the University of Wisconsin-Madison, the University of Hawaii, and Texas Tech University, in addition to serving as dean of the graduate schools at Wisconsin and Hawaii. He is expected to visit campus next week.

E. Student Affairs – Jamie Superczynski

- Week of Welcome starting this Friday, August 17th through Saturday, August 25th. Schedule of events can be found online at: <http://www.uah.edu/student-life/special-events/week-of-welcome/>. A couple of big events are:

- Helping Hands for Huntsville. This is open to faculty, staff, and students. Participants will need to fill out an application online, then will meet in the UAH University Center Parking lot and will be shuttled to seven different locations in Huntsville to do community service. Breakfast (bagels) will be in the morning and student affairs will be hosting the Helping Hands Luncheon at 12:30pm. The first 200 people will get free t-shirts. Community services include projects from the United Way, Habitat for Humanity, Botanical gardens, UAHuntsville campus work, and the city of Huntsville. Please contact Jaime if you need flyers.
 - Participants are encouraged to fill out application online: <https://uahchargers.wufoo.com/forms/helping-hands-for-huntsville-sign-up-sheet/>. The application will help see where you'd best fit. For example, do you like animals, don't mind getting your hands dirty?
 - Jaime also has Fraternity and Sorority orientation brochures if you are wondering about the 12 Fraternity and Sorority organizations on campus.
- Charger Spirit Night with Kip Moore will be Saturday, Aug 25th at 7:30pm. This is our closing concert and is open to only UAH community. Faculty/staff will not be turned away. Faculty and Staff may enter with a Charger ID for \$10 and bring one guest for an additional \$10. UAH Students can bring one guest but the cost is \$10 dollars.
- Sorority/Fraternity Recruitment starts the first week of classes.

III. Committee Reports

A. Bylaws –Eric Dossey (chair)

- Committee has not met yet.

B. Employee Benefits and Development Committee- Vonda Maclin (chair)

- Committee has not met yet.

C. Government Relations- Jaime Superczynski (chair)

- Committee Chair met with Ray Garner, but committee is waiting until September until after state elections.

D. Safety- Marcia Pendleton (chair)

- Committee has not met yet.

E. Policy and Procedures Committee- Jaime Superczynski (chair)

- Committee has met and has several questions concerning policy/procedures:
 - First question is in our policy/procedures it states “staff gets the support of staff senate if they need it”. Our question is how does staff know we exist as a committee?
 - Scott Royce stated that information can be clarified on our website at this time. He encouraged the committee to work with Communications Committee on ideas. Staff should know if they have a grievance, they would go through Human Resources.
 - Second question is should we be partnering with Human Resources?
 - Scott Royce answered don't see why not. He encouraged the committee to talk with Laurel Long in Human Resources.

- Third question is what policy/procedures are we talking about? Is the formation of this committee more for the staff handbook?
 - Scott Royce agreed and added the last thing we set up to administration was a severance package when the layoffs were happening. We currently know that the staff handbook is being revised, the most recent is online.
- Fourth question is outside of the handbook, could there be a monthly campus wide email sent out to faculty/staff updating them on policy/procedures that update/change on campus?
 - Scott Royce replied yes, but this reminded the committee that this could be a huge undertaking. Scott said he could look into it.
 - Jaime suggested making link on the UAH Headlines that is sent out to all Faculty and Staff.
- Fifth question is who addresses or enforces the smoking policy on campus? For example, the policy states smokers should be away from doors, however, there are smoking areas by the doors.
 - Scott Royce clarified that all of UAHuntsville is supposed to enforce it.
 - Marcia Pendleton added she'd be glad to provide insight to the committee. She says campus police enforces cigarette butts not being thrown on campus with the law against littering; maybe they enforce other aspects too?
- The final question was how we can inform university as a whole. Maybe include the link in an email?
 - Marcia Pendleton suggested orientation for new employees should be longer when we can include all of this.
 - Scott Royce suggested the committee talk with Laurel Long in HR about it. But concluded keep in mind, they aren't staffed to do this.

F. Communications- Daniel Horton (chair)

- Committee has not met yet.
- Daniel Horton expanded on Policy & Procedures question concerning awareness to faculty/staff on campus. Daniel suggested we send out a monthly email.
 - Jaime Superczynski agreed about the email, but added there is already a faculty/staff email being sent out from Ray Pinner's office. She suggested we add a link to the email to minimize faculty/staff emails. "Staff Senate Section"?
 - Barbie Sumner added that Office of Sponsored Programs has new policies/procedures in a section on their departmental website. That way when new information is received, they update their website and then send out an email reminder of update on where to find more information on it. This also helps create a paper trail incase employees say they never were told about a policy.

G. Executive- Scott Royce

- Committee has not met yet.
- Scott Royce attended UAH's Budget meeting and minutes are now posted online. He added faculty/staff is looking at a 3% salary escalation.
- He also learned at the meeting that the university can get discounts on big selling items from local businesses, like batteries. Scott wants to speak with Terrance on how we can set it up/track. Maybe a place online where you can look.

- August 21st is the Installation Ceremony of Dr. Robert Altenkirch, sixth president of The University of Alabama in Huntsville. It will be held at 10:30 a.m., in Pei Ling Chan Auditorium. Scott Royce will be giving a speech during it.
- The Behavior Evaluations and Threat Assessment (BETA) Team is going through its review right now. Requirement of the team is that it's reviewed every year.
- University received a grant from the NCAA for alcohol prevention on campus. Scott got TIPS training along with RAs and athletics. Next organizations that will be trained are sorority/fraternity Risk Managers.
- Parking regulations were sent out this week. Scott Royce opened the floor for suggestions on concerns senators have heard. A few concerns were:
 - Faculty/Staff have to pay \$120 plus \$60 fee for two cars on campus. If they are physically driving one car at a time, maybe they can create a hangtag instead of two stickers.
 - Kevin Bennett added that Campus Police Lt. Bradey is handling all administrative work.
 - Scott Royce added he hopes we can write up something to send to them for consideration.
 - Part-time Faculty/Staff have to pay fullprice for a parking decal, even though they are just on campus a short amount of time. There should be price different in full-time/part-time employees.
 - Some Faculty/Staff do not have online access. Email says you can do either, but senators have been told apparently department enforces online only.
 - Scott Royce volunteered to send an email to the chief to clear up this matter.
 - Kevin Bennett added if you have registered online to receive your decal through campus mail, put campus address on the form, not your home address.

IV. New Business

- No New Business

V. Announcements

- No Announcements

VI. A motion was made to adjourn by Kevin Bennett and seconded by Liz Redding. Meeting adjourned by Scott Royce at 1:08 p.m.

Respectfully submitted,

Barbara Sumner, Secretary
Staff Senate