

UAHuntsville Staff Senate

Meeting Minutes

20 February 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

X	Holly Arnold (Academic Affairs) - VP		Marcia Pendleton (Facilities)
X	Randy Barbour (At Large)	X	Susan Phelan (Research)
X	Sally Badoud (Advancement)	X	Liz Redding (At Large)
X	Kevin Bennett (At Large)		Lisa Rivers (Finance & Admin)
	Eric Dossey (Academic Affairs)	X	Sherri Restauri (At Large)
	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)
X	Vonda Maclin (Finance & Admin)	X	Jorgy Umlor (Facilities)
	Rachel Osby (Past President)		Daniel Wyers (At Large)

Quorum present? Yes

Others present: Laurel Long, Human Resources (Proxy for Ray Pinner)
Amelia Duke, SSC
Jeremy Mitchell, Facilities

Proxy: Randy Barbour is the proxy for Debby Griffith.
Kevin Bennett is the proxy for Marcia Pendleton.
Vonda Maclin is the proxy for Lisa Rivers.

Approval of Minutes

The Minutes of the December 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 Holly Arnold and seconded by Sally Badoud; motion passed unanimously.

II. Unfinished Business

- None.

III. Division Reports

A. Academic Affairs – Holly Arnold

- Keep Calm and Study On preparation for mid-term exams.

B. Advancement – Katie Thurston/Sally Badoud

- Brenda Walker, the new VP for Advancement, started today.
- No date determined yet for unveiling/launch of new logo.
- Marketing and Communications division is hiring an academic writer and photographer. Sally Badoud is now Director of Marketing for Student Recruitment. A research writer has been hired recently. Jamie asked if Student Affairs should use photographer or if they should continue to hire their own photographer for events. Sally suggests trying to schedule photographer first – as there are financial and management advantages. Referred to Joel Lonergan for more information including if there are associated charges.

C. Facilities and Operations – Jorgy Umlor/Kevin Bennett

- There is a new housing supervisor: Glenn Hall.
- Charger Unplugged energy competition between housing units is in progress. Winner gets to choose prize. More information at <http://www.uah.edu/powersave/residence-hall-competition>.
- Kevin distributed information on new defensive driving course. All drivers of university vehicles will need to take this course. It is online and Jorgy indicated the process is very simple/easy.
- There is an open bid on Phase 2 of building notification systems (voice alerts by building, zone, etc.); it will be tied into Ualert system and will implementation will start with housing and academic buildings on North campus and then move to South campus.
- Upgrades to CCTV system on campus are in progress.

D. Finance and Administration – Vonda Maclin

- No report.

E. Research – Susan Phelan

- OSP is hosting a wide variety of training, please visit the website <http://osp.uah.edu/> for additional information. If you have questions or would like to receive bulletins, contact Susan Phelan.

F. Student Affairs – Margaret Hall/Jaime Superczynski

- Susan Steen is the new Director of International Engagement and is reporting through the Office of Student Affairs (Regina Hyatt).
- TJ Brecciaroli has accepted the offer of Assistant Dean of Students and will start on March 4. His position will report through the Office of Student Affairs (Regina Hyatt).
- Grad Fair will be held on Tuesday, February 26, 2013 from 4:00 p.m. until 7:00 p.m. and Wednesday, February 27, 2013 from 11:00 a.m. until 2:00 p.m. in the University Bookstore.
- SGA will be going to PA on their spring trip.
- Alternative Spring Break: Building a house for Habitat for Humanity in Florida. One more faculty or staff advisor is needed and involves traveling on Sunday, working 8-2:30 Mon –Thurs. and returning on Saturday; Friday is a free day. Trip will be paid for and the volunteer would help drive van and be contact for students. Email Jaime Superczynski if interested.

IV. Committee Updates

A. Bylaws Committee- Katie Thurston, Chair

- No meeting.

B. Government Relations Committee- Jaime Superczynski, Chair

- Higher Ed Day is February 28 in Montgomery. Jaime Superczynski is contact – let her know if you would like to participate. You could ride bus with SGA, lunch provided. Flyer forthcoming.

C. Communications Committee- Sally Badoud, Chair

- Committee met and discussed committee goals/initiatives.
- It should be noted that printable directories are available in ChargerNet. The Online directory (from website) has been revamped, check it out.
- An outreach guide developed last year and the committee will work on updating and finalizing it for distribution (plan is to post to website).
- Staff Senate website is being maintained but committee would like to update it; please send in a photo for member directory. Events could also be posted on the site.

D. Employee Benefits & Development Committee – Vonda Maclin, Chair

- Committee met and looking at revising/adding policy regarding sick leave. Other universities were researched; sister institutions have similar policy in place. Feedback is being solicited:

Sick Time

Sick time is provided by UAHuntsville for your income protection when an employee must take time away from work for medical reasons. Employees must report an absence for sick leave to their supervisor prior to the absence or at the earliest opportunity, giving the reason for the absence and the expected date of return.

Eligible employees may be granted sick leave when they:

- Are unable to perform their duties because of personal illness or injury
 - Must attend to the serious illness of relative who reside in the immediate household
 - Must attend to the serious illness of their parents (including current step-parents or legal guardians)
- Vonda is stepping down as chair. Lisa Rivers has agreed to be the new chair.
 - Laurel indicates this year Human Resources will be using Benefit Focus to provide paperless benefits services. The system will be in place by June 1 (for testing) then rollout for fall faculty orientation. The first year there will be positive enrollment – everyone will be required to make change. Subsequent years users will only need to use to make changes. This should make benefits process easier.

E. Policies and Procedures Committee- Jaime Superczynski, Chair

- No meeting.

F. Safety Committee- Marcia Pendleton, Chair

- No meeting.

G. Executive Committee- Scott Royce

- No meeting.

V. New Business

- Volunteer to take March minutes: Sherri Restauri. Requested that division reports be sent ahead if possible (sherri.restauri@uah.edu).
- Benefits & Employee Development Motion – postponed pending feedback.
- Jorgy Umlor indicates that her unit has an employee that needs weekly [B12] shots and the Staff/Faculty Clinic agreed to administer the shot. Suggested that the Benefits Committee might investigate this further as it may be useful and result in insurance savings.

VI. Announcements

- Daniel Wyers has stepped down from his position with Staff Senate. Position will remain vacant until next election cycle.
- Severe Weather Awareness Week: February 17-22. Today is Tornado Safety day – take a moment to review safety procedures.
- Be vigilant about belongings in offices as there have been campus thefts.
- HPE is sponsoring Ladies Self Defense seminar on March 6 from 6:00 – 8:00 p.m. in FFH and it is open to all.

VII. A motion was made to adjourn by Jaime Superczynski and seconded by Liz Redding. Meeting adjourned by Scott Royce at 11:45 a.m.

Respectfully submitted,

Pam Tejes, Secretary
Staff Senate