

UAHuntsville Staff Senate

Meeting Minutes

16 January 2013 11:00 am
VBRH-50, UAHuntsville Campus

I. Call to Order – Meeting called to order by Scott Royce at 11:01 a.m.

Attendance

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

Quorum present? Yes

Others present: Ray Pinner
Dave Cook, Research

Proxy: Jorgy Umlor is the proxy for Kevin Bennett.
Randy Barbour is the proxy for Debby Griffith.

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 Jorgy Umlor and seconded by Marcia Pendleton; motion passed unanimously.

II. Unfinished Business

- None.

III. Division Reports

A. Academic Affairs – Holly Arnold

- Next Tuesday (January 22) from 11:00 a.m. - noon SSC Directory will be hosting Ted Talks (topic: Positive Psychology) in the Madison Hall Lobby.
- On February 7 from 10 a.m. until 2:00 p.m. the Career Fair will be at the UFC (open to students and alumni). Students are required to be professionally dressed.
- The Tutoring Center is now open.

B. Advancement – Katie Thurston

- Advancement is in the process of finalizing interviews for Assistant VP of Development.

C. Facilities and Operations – Jorgy Umlor

- Vanessa Ennis (Energy Directory) has permission to schedule activities for Earth Week (week of April 22). She is seeking staff volunteers. If you are interested please contact her.
- Previously the four hour Defensive Driving course was taught on campus; it is going to be offered online via the HR website. Some insurance companies may provide a discount for taking the course. Certificate will be provided (necessary to use a fleet vehicle). Anyone can sign up to take it (including students that drive fleet vehicles).
- Housing is competing in (reduce) energy use competition.

D. Finance and Administration – Lisa Rivers

- Payroll Services – you may sign up for electronic W2 in Self-Service Banner. It is a toggle flag so you will not see a confirmation message – just submit and it will stay checked.
- Paychecks will be reduced due to expiration of temporary reduction in FICA tax rate. Since the deduction was unknown at the issuance of the January 4 paycheck, it will be taken out over next (five) checks; please spread the word.
- HR website – has listings of employee discounts in the area.

E. Research – Randy Barbour

- No updates.

F. Student Affairs – Margaret Hall/Jaime Superczynski/Nicke Keimer

- Jenny Russell is new Director for Orientation and Family Programs; orientation is moving to Student Affairs starting for this fall.
- Interviews are being conducted for Assistant Dean of Students.
- Rebecca Mattor new the Disability Coordinator and begins work on January 28.
- Spring Commencement is May 4 at 10 a.m.
- April 8-12 Toni Morgan and Crisis Services will be hosting a Clothesline Project in UC lobby at 11 a.m. The Clothesline Project is a visual display that calls attention to sexual and physical violence. The project displays shirts designed by survivors of violence and those who support and care for them.
- Student Affairs is implementing a book club within their department to discuss at staff meetings.
- SHC reminds us that it is flu season; vaccines are available.
- Kasey Schaum is hosting student leadership conference on March 2. She is seeking presenters; contact her if you are interested.
- Office of Student Life has started weekly volunteer opportunity option – see website (<http://www.uah.edu/student-life/service-opportunities>) for details; organized by students. Currently planning an alternative spring break and fall break; need advisor volunteers.
- There is no protocol for missed class; student needs a doctor's note and to come to the Student Affairs office.

IV. Committee Updates

A. Bylaws Committee- Eric Dossey, Chair

- Committee seeks new chair; Katie Thurston has volunteered. Katie requests Eric Dossey to forward materials.
- No report.

B. Government Relations Committee- Jaime Superczynski, Chair

- No report.

C. Communications Committee- Sally Badoud, Chair

- Committee seeks new chair; Sally Badoud has volunteered.
- No report.

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

- No report.

E. Policies and Procedures Committee- Jaime Superczynski, Chair

- No grievances.
- Committee has been gathering data regarding tuition assistance and how other state systems set policy. For example, some staff would like to advance in current positions, and UAH does not offer graduate programs in these areas. Current policy is that you are only eligible for tuition assistance at your institution, but system employees can attend any of the three universities. If anyone has requests or information regarding this, please contact Jaime Superczynski. The initiative is still in infancy/data gathering stage; desire is to create awareness that this is a staff retention vehicle and will improve skills sets for employees.

F. Safety Committee- Marcia Pendleton, Chair

- No report.

G. Executive Committee- Scott Royce

- Committee met and would like to present a few ideas for next term including providing a better education/training for new senators. More to come in next few months.

V. New Business

- Staff picnic. Liz Redding is the representative for Staff Senate. The understanding after last year was that Office of Advancement (April Harris) would coordinate. April Harris has requested Staff Senate to assist with the program (working at the picnic and soliciting door prizes). Liz Redding is seeking volunteers from Staff Senate to join a committee with April Harris, Faculty Senate and others. Sally Badoud and Lisa Rivers have volunteered. Request for all senators to help with door prizes and working at the picnic. The potential date is Wednesday, May 8.
- Student Affairs is hosting a Spring Fling (April 1-6) and asked Staff Senate, Faculty Senate and ACE to co-sponsor. No decision was made regarding financial sponsorship; it was noted that the Staff Senate has limited funding. It was mentioned that perhaps the Faculty/Staff picnic could be combined; discussion suggested that might be an idea to look into for next year.
- Just Move It kicks off on January 28. The Staff Senate will have a team (The Senate, or suggest another if you like). If you want to participate sign up and request to be on the

team. Scott Royce agreed to be the team captain. In JMI everyone sets their personal exercise goals and records progress online. Additionally, there will be programming throughout the ten weeks. Liz Redding distributed a handout to post in your area. JMI partners with Scale Back Alabama (weight loss program). If you would like to participate, weigh-ins are next week. There are prizes; read about it online at the JMI site (<http://www.uah.edu/jmi/>).

- Bylaws and Policy committee need additional members. Liz Redding and Sherri Restauri will join the Bylaws committee. Susan Phelan will join the Policies committee.
- All committees were encouraged by Scott Royce to meet before next meeting, and plan for transfer of current activities/initiatives for next year.

VI. Announcements

- None.

VII. A motion was made to adjourn by Jaime Superczynski and seconded by Katie Thurston. Meeting adjourned by Scott Royce at 11:42 a.m.

Respectfully submitted,

Pam Tejes, Secretary
Staff Senate