

UAHuntsville Staff Senate

Meeting Minutes

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

Quorum present? Yes

Others present: None

Proxy: Pam Tejes is the proxy for Penelope Lang
Jorgy Umlor is the proxy for Marcia Pendleton
Vonda Maclin is the proxy for Kathy Gentry

Unfinished business:

- WOW Tents: If you are signed up to help out at the Week of Welcome Tents, please wear your Staff Senate nametags. If you are interested in signing up for a tent, please contact Jaime Superczynski. Please contact Scott Royce if you do not have a nametag.

Approval of Minutes

The Minutes of the June 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 Katie Thurston; motion passed unanimously.

II. Division Reports

A. Academic Affairs – Holly Arnold / Margaret Hall/ Pam Tejes

- Fall 2012 Orientation is continuing this week on July 19-20th.
- They've seen good numbers at 125-130 students signed up.
- If you see students please help them find their way and make them feel welcome.
- Chief Information Officer/Associate Provost position search has been offered and accepted by candidate. They are expected to start before school starts on August 13th. Announcement should be out this week.

B. Advancement- Katie Thurston

- Finished interviews for the VP of Advancement candidate this week. Assuming decision and offer made this week.

C. Facilities and Operations – Jorgy Umlor/ Scott Royce

- UAHuntsville Ball field almost finished, expect to finish renovations by the end of this month. Department is holding off on ground breaking until the students return to classes. Athletics will probably plan something on August 21st.
- Installing two 100 pound heat pumps over a year's period, savings of 200K and 250K will be paid for in a couple of years.
- The Beville Center new roof. Bids sent through Roberts Hall.
- They are putting keyless entry to every exterior door on UAHuntsville Campus. Wilson Hall is currently the only building finished. The new ID cards will be distributed through card office for students and Human Resources for all UAH Faculty/Staff. ID Cards are already purchased, but we are unsure of the estimated completion date.
 - 8:15-5pm all campus doors will remain open. After hours, you'll use your card to access buildings. UAH Faculty/Staff will be given access to only your building your currently work at after hours. If you need access to another building, all you'd have to do is give a call to police and they could give access to your card directly over the system.
 - If you open a door without access an alarm will sound. The alarm will go to public safety. New system also allows the custodial staff access to push a button and open doors if need be. Everyone will get a new ID Contact Card.
 - In the future we are hoping to get to use ipad/iphone to access keyless entry.

D. Finance and Administration

- Nothing to report.

E. Research – Randy Barbour / Barbie Sumner

- Dr. John Horack's last day at UAHuntsville was July 13th. No word as of yet on who the interim VPR will be. Dr. Tom Koshut will remain with signature approval for all research proposals/actions.
- VPR's office is sending 35 IEC students to Naples, Italy at the end of October this year. Randy is deemed chaperone.
- 2012 Research and Study Abroad Program in Panama is ending this month.

F. Student Affairs –Margaret Hall/Nicke Keimer

- Photos are currently posted of the new Student Life Center posted in the University Center Lobby.
- Orientation continues this week on July 19 and 20th.

- New immunization policies this year for all students living on campus. Before students can live in the Residence Halls they are required to get Meningitis vaccine and show proof of shots within the past 5 years. Student Health Center ran a report, and they still have 398 students that do not have a current meningitis vaccine. The Student Health Center is working to send out notifications to those students through mail and campus housing. Meanwhile, they ask that in your contact with students please remind them of these required vaccines.

III. Committee Reports

A. Bylaws –Eric Dossey (chair)

- Committee met yesterday (July 17th) and reviewed the constitution. They plan to meet again next month.

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

- Committee has not met yet.

C. Government Relations- Jaime Superczynski (chair)

- Committee has not met yet.

D. Safety- Marcia Pendleton (chair)

- Committee has not met yet.

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

- Committee has not met yet.

F. Communications- Daniel Horton (chair)

- Committee met yesterday (July 17th) and continued to work on the directory. Dr. Karbhari wants to hold off on it at this time.
- Committee would like to send out a montly email using a-list to show weekly events.
- Continuing last year’s work of creating a “Start Up Guide” to inform new employees of benefits/instructions and channels to advertize. They hope to include information such as if you want to put an announcement in the headline or the weekly newsletter, who do you contact. If you want to utilize the Mass email, what to do and who do you contact.
- Committee continued talks about how activities can be advertised.
- ITS is currently working with the Provost to move away from using a-list and move to Google groups instead. ITS needs to decommission the server that runs the a-list and Google groups are more up-to-date; they are updated nightly.

G. Executive- Scott Royce

- Committee has not met yet.
- Scott Royce announced he had a chance to interview candidates for VP of Advancement. Two candidates he met are great and either one will help us move forward.
- Budget meeting for university will take place next week. More to report next week.

IV. New Business

- At Large position on Staff Senate is now open. The position will end in 2014. Janice Temmen in Advancement has resigned. Janice is no longer working at UAHuntsville, but is working for the systems office.
- Sally Badoud has accepted to move into the Advancement position until 2013.
- At Large position could be filled by our election list we have or Kevin Bennett would like to return to continue safety committee. Safety committee is new committee; Kevin voluntary gave his time and was originally on it.
- A motion was made to allow Kevin Bennett to fill At Large position in Staff Senate by Daniel Wyers and seconded by Eric Dossey. No discussion, motion passed unanimously.

V. Oath of Office

- The Oath of Office was administrated by Scott Royce for Randy Barber.

VI. Announcements

- Staff Senate bio information for website has been updated, but the photos need to updated as well. Next meeting, Scott Royce will take individual pictures of each Staff Senator for the website.
- Next meeting will be Wednesday, August 15 at 11:00am in VBRH, M-50.

VII. A motion was made to adjourn by Eric Dossey and seconded by Daniel Wyers. Meeting adjourned by Scott Royce at 11:31 p.m.

Respectfully submitted,

Barbara Sumner, Secretary
Staff Senate