

UAHuntsville Staff Senate

Meeting Minutes

19 September 2012 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		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)	X	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)	X	Katie Thurston (Advancement)
X	Nicke Keimer (Student Affairs)	X	Jorgy Umlor (Facilities)
X	Penelope Lang (At Large)		Daniel Wyers (At Large)
X	Vonda Maclin (Finance & Admin)		

Quorum present? Yes

Others present: Ray Pinner

Proxy: Vonda is proxy for Lisa Rivers and Kathy Gentry
Penelope Lang is the proxy for Eric Dossey

General Announcements

- None.

Approval of Minutes

The Minutes of the August 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.

Unfinished business

- Parking Issues and Concerns:
 - Faculty Senate and SGA are reviewing these issues.
 - Scott Royce talked with chief of police and was told that he wants to hear concerns, but he also wants to hear solutions for the problems we are having. For example, we've heard complaints about part-time workers having to pay the same decal as a full time employee. An idea would be they get something from Human

Resources Department stating your spectrum or a standard out there. Another example are faculty that are on sabbatical. We have to find solutions with the concerns we submit.

- Margaret Hall added that a member of ROTC works in her office. She has been creating a letter stating the student's information which she sends to Campus Police. Then they decide if he needs to pay or issued a discounted decal. Margaret suggested that other departments do that as well.
- Scott Royce added the Chief of Police wanted to communicate to people who have received a ticket for having multiple decals visible, that the regulation is no longer in place. In other words, it's not a ticket. Policy changed. You are instructed to go to the UAH police department so they can fix the error.
- Vonda Maclin said that once concern she has heard is that there are temporary employees on campus and these employees are unsure when they will work. Policy is for a month for \$13, but some of them work one day. What are they supposed to do?
 - Scott Royce reminded Vonda Maclin that visitor decals are available. He added he understood Vonda's concern. He received an email from a parent saying they were visiting and got a ticket.
- Daniel Horton added he thinks there isn't clear communication to those visiting campus about the parking policy. That's the real issue. He added he would expand more in his committee report.
- Nicke Kiemer said she heard that all parking issues that Staff have are being directed to Staff Senate.
- Scott Royce noted according to the policy guidelines, a visitor can go to campus police at any hours of the day or any day of the week to receive a visitor decal.
- Sally Badoud said that the issue she has found is with the lack of parking spaces available. She explained that Shelby King Hall is completely filled. So what are employees supposed to do?
 - Scott Royce responded saying we as Staff Senators can spread the word that if there are events on campus, campus police need to be involved. That way they can make sure all people have spaces.
- Vonda Maclin added that she's heard that even the Presidents visitors are getting ticketed, because lack of visitors space in Shelby Hall.
- Daniel Horton raised the question of if there are public parking lots on campus? It was his understanding that the library and gym are considered public parking. Can you get ticketed?
 - Scott Royce responded that campus police run the license plate to see if you are employed at UAH. If they are violating procedure and are employees, you will get ticketed. If you are visiting and the plate does not appear in the system, you will not get a ticket. But just to be sure, direct others to Campus Police to get a visitor pass.
- Marcia Pendleton noted that when groups do advertising for events, they should put the parking details on the advertising document/flyer. This will help with the line in campus event.
 - Kevin Bennett added it won't hurt to just let campus police know. They can recommend where to park.
- Penelope Lang said she understood that they initially wanted to have shuttles on campus, but the university didn't have enough money to support it. Now no one wants to park far away (in the parking decks). Are they going to put the shuttles back in the plan any time soon?

- Ray Pinner responded saying that no plans are in place. He says that initial plan would cost thousands of dollars a year to run shuttles on campus. He added everyone concerns about the parking are great points! He said that they have discussed all these issues you have mentioned with the chief at the administration meeting. They are working on maybe issuing visitor passes directly to departments so they can give them out. This will make things much easier. Just remember they have increased enforcement this year, therefore we always get a number of complaints about all topics- visitors, curb parking, etc. Note they are trying to focus on those, but keep idea's coming.
- Scott Royce motioned for staff senators to move forward and start brainstorming ideas on the issues we are hearing. But keep in mind we have to look at scenarios and know what is required, when and how. But most importantly, we have to be consistent.
- Jaime Superczynski said once concern she heard was a student being charged for a full decal price when he was only taking one class. Another issue is the parking at the university center. They are known for having events, however, if an event is held there, what about the faculty/staff? They pay for a decal and should have a place to park. What about the visitors? She then suggested to we could provide a solution of color coded parking. You could color code the parking that you are allowed to park in.
 - Scott Royce added that he has seen good and bad with color coding. What you have to realize is its permanent and you will be designated to those areas.
 - Pam Tejes said but UAH is not a walking campus yet. So if you can't drive, it's an inconvenient.
- Daniel Horton explained that if you did receive a ticket, that person would have to pay the fine before you can appeal the ticket. So you'd lose the money up front. Then if you win the appeal you will be refunded, but the refund goes back into your student credit account. Which they may lose down the road if they owe anything on their account. You can't get the actual funds back?
 - Margaret Hall confirmed yes the appeal policy is correct.
 - Scott Royce added that students can get funds back; however, they can go to the Bursar's Office to get an issued check.
- Marcia Pendleton spoke up saying on a positive note; reports are showing that parking has increased security on campus. That also means no strangers on campus.
- Scott Royce mentioned again for staff senators to begin brainstorming for idea's on the parking regulations for campus police and we can go from there, such as create a proposal to submit to campus police and go from there.
 - Jaime Superczynski added that these concerns fall underneath her committee, therefore, send recommendations to her as chair.

II. Division Reports

A. Academic Affairs – Holly Arnold

- Student Success Center has a new director, Alan Constant. Constant is from The University of Texas in Austin. He has spent the past 13 years working in this field. Hopes to bring him here to staff senate. He will be a face people see often.

B. Advancement- Katie Thurston, Sally Badoud

- Bob Lyon started September 4th, 2012 as new VP of Advancement.
- Advancement is working on the Annual Fund Campaign, which is currently scheduled to launch in October. They are always in need of volunteers.
 - Scott Royce recommended volunteers to answer phones. Says its usually a lot of fun!

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

- Mike Perry is retiring and his last day will be 9/28/12. Ray Steuber (HVAC Tech) will also be retiring in less than 90 days.
- Jorgy Umlor mentioned for us to remind everyone in our departments to be cautious with the traffic on campus. Remember, texting while you walk on a crosswalk is dangerous. Also watch for speed. Speed limit on campus is 25mph. She added that we are approaching the season transition for heating/air. All air should be put on 69-71 in winter time. Remember that all buildings are different.
- Jorgy Umlor also wanted to remind everyone, don't put the horse before the cart. Be aware of the building you are requesting maintenance on and plan early. For example, they got a call Friday night to turn off lights at southeast. Staff did the best they could to accommodate everyone. Another example is the compression in the lab that could get complicated. Plan ahead if you can to have someone come look at it. Remember three things: Be aware. Plan early. Be aware of the facility.

D. Finance and Administration- Vonda Maclin

- Vonda Maclin said that Human Resources can assist you if you need to hire temporary employees. Get with Human Resources and they have information on their website.

E. Research – Randy Barbour/ Barbie Sumner

- Randy Barbour mentioned that 34 UAH Students are going to Naples, Italy on October 1-5, 2012 for the 63rd International Astronautical Congress. The Office of Vice President for Research is again sponsoring the "IAC Student Paper Project". This year the students will be presenting 42 papers at the meeting.
- Randy Barbour also noted that Dr. Dean Smith, the Interim Vice President for Research, started September 4th.

F. Student Affairs – Jamie Superczynski/ Margaret Hall

- Margaret Hall said that there will be a new job posting to the Student Affairs department on Human Resources employment opportunities website. Student Affairs is hoping to hire Asst. Dir. for Orientation & Parent/Family Programs. The new hire will be responsible for the mandatory first-year and transfer orientation programs including online supplemental orientations for specified student populations. Additionally, this person will be tasked with coordinating Family Weekend and other initiatives for Parents and Families including orientation activities for Parents/Families.
- Margaret Hall added that yesterday student affairs presented a webinar for student employees. The webinar included information on Frontline students. The focus was teaching how to listen, how to deal with costumers and learning how to keep the communication gap open. Margaret has flyers if anyone is interested in learning a little more about this.

- Margaret Hall announced that UAH Homecoming is coming up October 12th. There will be a parade this year. Get information out to our departments. Your department can participate in the parade by making a float or even walking with their department banner.
- Lastly, Margaret Hall said that the Fall 2012 student handbook is now available online.
- Jaime Superczynski told senators that ACE is having a White Water Rafting Trip this Saturday and they are still looking for chaperones. The bus is leaving the university parking lot at 7am. If you volunteer to chaperone, you will have a free ride, you can participate in the rafting, and lunch/dinner is provided for you. If you know anyone interested contact Jaime Superczynski, jah0023@uah.edu. Please note, GRA's can chaperone as well.
- Jaime Superczynski said that also after the parade for homecoming, the Homecoming Committee encourages tailgating in the parking lot of Spragins Hall in honor of Midnight Madness. We have asked participants to bring your own stuff and setup in the parking lot. If you participate in the parade, we encourage you to tailgate.
- Jaime Superczynski added that Family Weekend is (the first weekend of) November 2-4th. Kasey Schaum, kacey.schaum@uah.edu is in charge of the weekend. If your department is interested or has anything going on let Jaime or Kasey know so they can add it to the calendar.
- Jaime Superczynski added that Homecoming will be held October 8-13th:
<http://www.uah.edu/student-life/special-events/homecoming/welcome>
 - Monday: Homecoming Kickoff lunch "Meet me at the slab"
 - Tuesday: "Can Creations". Any student organization collect food cans and come to build a structure. Then a group judges the structure and cans will be donated to local food bank.
 - Wednesday: "Charger Stomp" Step Show Competition
 - Thursday: "Lan Party". Like years past. It will be held in the Exhibit hall. It will include videogaming.
 - Friday: "Muddy Mayhem". Students are asked to compete in muddy obstacle course outside UC. Friday will also be the parade, tailgating at Spragins Hall Parking Lot, Volleyball Game and Midnight Madness.
 - Saturday: "Weatherfest" which will be hosted by the atmospheric science department: <http://www.rocketcityweatherfest.com/>. Saturday evening we are hoping to have a battle of the bands and bonfire.
- Margaret Hall added that Student Affairs is still in need of a Cheerleading Coach or representative for UAH. This person will act as an advisor. Contact Margaret Hall if you are interested.
- Jaime Superczynski did add that "Save the Dates" for Homecoming and Family Weekend went out over the summer.
- Nicke Keimer said that Flu Shots are going to be done in coordination with Health Fair this year. Be on the lookout for details.

III. Committee Reports

A. Bylaws –Eric Dossey (chair)

- No new business.

B. Government Relations- Jaime Superczynski (chair)

- Jaime Superczynski mentioned that this past week, President Scott Royce sent out a letter on voting. Other than that, no new business.

C. Safety- Marcia Pendleton (chair)

- Marcia Pendleton said they are focusing on emergency planning, preparedness, response, and security.

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

- Jaime Superczynski said their committee met with Laurel Long in Human Resources and they are reviewing the staff handbook. They anticipate it being completed towards the end of spring. Any changes do have to go through the legal office, so if you have any interest in reading the current one and have suggestions let Jaime know. If its about dates, know this will be updated. For example, the layoff policy with new information will be updated. Human Resources is working on the Staff Handbook and editing any changes they have made. If you would like to read through it and make any suggestions, please let Jaime Superczynski know so we can discuss in the committee meeting.
- They are meeting next Wednesday at 11am to discuss parking.

E. Communications- Daniel Horton (chair)

- Daniel Horton said they are hoping to add the staff senate minutes to the campus wide email updates staff receives in the Monday morning. Or if not the minutes, maybe we can provide a link that goes to the minutes on our Staff Senate website.
- Daniel said they are making improvements to the online directory. They hope to make more information on there that is clear and correct, such as office locations or email addresses, etc. They are even going to explore how to add a persons nickname that you go by in replace of their legal name. Daniel said they are continuing to work on the Start Up Guide. We are in the proposal stage of that. Please note that the proposal is for faculty and staff only, not students. If you have ideas on the display or how it might work- contact Pam Tejes.
- Pam added to the information given about the Start Up Guide. She said that the work on the Start Up Guide began last year in their communication committee. The process started as a way for departments to get the word out on what process they need to take to complete something. Such as, how do I get something in the charger times? Or how do I send an email out to all faculty? It's a guide that they want to create and explain outlets.
- Daniel Horton said he wants to get with Kevin Bennett to talk about how we can communicate the rules of parking across campus. That way we can dispel the myths of parking.
- And finally, Daniel Horton mentioned another idea his committee has was to add a list of volunteers needed to our staff senate website. That way all staff can be proactive and see what they can participate in, or where the need is. It will save time and be easy.

F. Employee Benefits-Vonda Maclin

- Vonda Maclin says the benefits committee is working on three things.
 - They are trying to use a sick day for your spouse and children as well.
 - Staff taking classes at UA & UAB, can we go for free or at a discount
 - Dependents that go to UA or UAB, can we get a tuition discount

G. Executive- Scott Royce

- Scott Royce said that the Executive Committee met and discussed two big issues: parking and signage across campus.
 - Ray Pinner added that we did detailed studies on the master plans and they are currently working on better signage in and around buildings. The first step is deciding what our logo is going to be. We do want consistent and better signage on campus. But don't hold your breath. We have money to dedicate to it, but it's in the hands of the committee and administration. It could take a while.
- Scott Royce also mentioned his committee discussed this year's Holiday Party.
- Scott Royce added that next month we are going to learn a little more about SAFE Fund. Delois Smith will show up next month to explain to us what it is, how it works, and how we can get the word out.

IV. New Business

- Scott Royce proposed that the next upcoming two months, meeting days fall on days that may not show a strong attendance. He asked if senators we want to change the November 21st and December 19th meeting dates to different days.
 - Jaime Supercynski motions to move the Staff Senate November 21st meeting to November 14th, the second Wednesday of the month. Katie Thurston seconds. No discussion. Voting was unanimous. Scott Royce officially moved November meeting to the 14th.
 - Jaime Supercynski then motions to make the meeting in December our Holiday Social. Holly Arnold seconds. Discussion began on if the date for the social is too late in the month. Question was the attendance of senators so close to the university closing. Scott Royce tabled this motion of the Holiday Social until next time.
- Scott Royce added that last term Staff Senate we talked about doing a social with the faculty senate. A suggestion was that both groups would meet at a public restaurant/bar like The Nook to socialize. Scott asked if this was something we still want to move forward? Senators agreed, therefore, Scott said he would reach out to faculty president.

V. Announcements

- Pam Tejes announced that October is National Cyber Security Awareness Month. i.t.solutions has several awareness events planned with a focus on mobile device security. We are using a zombie theme which should be fun. We would appreciate your assistance in getting the word out: 1) We are hosting a poster contest for student art; 2) There will be a Zombie Art Reception on Oct 4 at 8pm at Union Grove; 3) We are planning some activities with ChargerCon; and 4) we will host several workshops on securing your mobile device. More info on the ITS website (its.uah.edu) and our uahitsolutions Facebook page.
- Scott Royce announced that he was notified that Kathy Gentry has stepped down as Staff Senate. She is enrolled in a class that takes place during Staff Senate times and will no longer be able to attend. Scott added that our next meeting we will look at finding her replacement.
- Katie Thurston brought Paint the Town Blue flyers from Rachel Osby's office. Please help get the word out.
- Scott Royce added that our next meeting will be on October 17th.
- Scott Royce is still trying to update our website with pictures of staff senators. He offered for senators to stick around for pictures or you can email him a picture for the website.

VI. A motion was made to adjourn by Jaime Supercynski and seconded by Pam Tejes. Meeting adjourned by Scott Royce at 12:08 p.m.

Respectfully submitted,

Barbara Sumner, Secretary
Staff Senate