

Meeting Minutes
 April 15, 2015 11:01 am
 VBRH-M45, UAH Campus

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

Attendance

X	Sally Badoud (Advancement) –President		Vonda Maclin (Finance & Admin)
X	Jennifer Barry (At Large)	X	Midori Maloney (Academic Affairs)
	T.J. Brecciaroli (Student Affairs)	X	Ashley Miller (At Large)
X	Kenya Cole (Research)		Anita Rathz (At Large)
X	Amelia Duke (At Large)	X	Sherri Restauri (At Large)
	David Ford (Facilities)	X	Laurie Schmitz (At Large)
X	Jim Fisher (At Large)	X	William Sinclair (At Large)
X	Kathy Gentry (At Large)	X	Jim Steele (Advancement/Pres. Office)
	Debby Griffith (Research)	X	Dana Parcher Warner (At Large)
X	Jeremy Holden (Finance & Admin) -	X	Jorgy Umlor (Facilities)
X	Liz Russell Johnson (At Large)	X	Vicki Woods (At Large)
X	Nicke Keimer (Student Affairs)	X	Wendy Worlund (Academic Affairs)
			Holly Arnold (Academic Affairs) – Past. Pres.

Quorum present? Yes

Others present: Scott Royce; Dr. Louise O’Keefe; Nathan Dewberry; Ray Pinner

Proxies: Nicke Keimer proxy for Vonda Maclin; Kenya Cole for Debby Griffith; Sherri Restauri for T.J. Brecciaroli; Jorgy Umlor for David Ford; Ashley Miller for Jim White; Laurie Schmitz for Anita Rathz.

I. Approval of Minutes

The Minutes of the March meeting were e-mailed to all Staff Senate members prior to the April meeting. Senators reviewed them prior to the meeting and made necessary corrections. Final draft of minutes was posted online by the Staff Senate Secretary. A motion was made to approve the minutes by Dana Parcher Warner motion was seconded by Ashley Miller; motion passed unanimously.

Guest Speaker: Dr. Louise O'Keefe: Colon Cancer Screening

Dr. O'Keefe discussed the free colon screening option that is available on campus, and provided instructions on using the kit. Additional information:

- Free kit is provided to individuals 50 years of age and older; available to UAH employees and significant others.
- Must include name and contact information.
- Paper included in kit provides instructions and consent to follow up with results.
- Follow up with Dr. O'Keefe in Wilson Hall 327 if interested.

II. Unfinished Business

- Employee Picnic, update from Wendy, Liz, and Midori
 - Date has been changed for picnic: **Thursday, May 14, 2015** by the slab at the University Center. Some tent repositioning will take place this year.
 - RSVP system is new this year, so it should have improvements over issues that were experienced last year. Make sure that when you RSVP, you note the event you are responding.
 - Name changed from *Faculty/Staff Picnic* to *Employee Picnic*.
 - UAH President has provided his approval for all attendees to be present throughout the entire event. Please pass this on to all employees in your area.
 - Food vendor is Smokey's—additional vegetarian options have been requested this year.
 - The Picnic Committee is planning to have yard games and such again this year, as in previous years.
 - Instead of just giving out prizes by drawings, are considering using Bingo.
 - This year, attendees do not need to be present to win your prize.
 - Entertainment this year will be through an iPod play list. Contact Liz for music requests in advance.
 - Scott Royce will be the Emcee this year.
 - Link to Vendors for Picnic Solicitation Form is below; all Senators are asked to sign up for 2 or more:
<https://docs.google.com/a/uah.edu/document/d/1DuGCvhuL4oEMXprQRQIeb1R0b-2rb5JH0kIa1icjH8E/edit?usp=sharing>
 - UAH tax exempt certificate: http://www.uah.edu/images/administrative/business-services/Tax_Exempt_2014-2015_Revised.pdf
 - Make sure to include the form for Advancement for each vendor that you solicit.
 - Midori Maloney has been working with Faculty Senate, to get involvement from our faculty members in planning the picnic, recruiting donations, etc., as well.

- All staff senators need to contribute to donations by participating in the recruitment for contributions from vendors. Senators will receive information regarding a sign-up sheet for both volunteering during the event, as well as for recruiting contributions for prizes, in the near future.
- Advertisements for the picnic will begin April 16, 2015. Senators should help to promote this to their individual areas, as well as to encourage staff and faculty in your area to sign up. Early advertisements cannot take place due to limitations of the event reservation software system.
- Staff Senate Election—update from Will Sinclair
 - Staff Senate elections are coming up. Important dates of note are below:
 - March 30 nominations opened; closed April 13
 - Elections will open April 27; elections close May 4
 - New Senators will be notified on the 8th; announced the day of the Picnic, May 14
 - 17 accepted nominations; waiting to hear back from 18 others who need to confirm their willingness to run.

III. Division Reports

A. Academic Affairs – Midori Maloney/Wendy Worlund

- Reminder to use the correction Instructional Method codes for upcoming course scheduling—O (online), H (hybrid), and T (traditional) format. These methods are to replace the previous use of “D” for distance learning courses. IR and OL, as well as others on campus, must have these items coded correctly for data collection purposes for SACSCOC, State Authorization, and other regulatory requirements. It also assists our students in searching for courses by type using the new Interactive Schedule:

https://sierra.uah.edu:9021/PROD/bwckschd.p_disp_dyn_sched

- Please verify your summer/fall courses are coded correctly and make changes where needed. You may contact Amber Adcock, Assistant Registrar (ana0007@uah.edu) for additional instructions. If you need clarification on coding with the 3 terms of O, H, and T, contact Sherri Restauri.

- DL is now Online Learning: <http://www.uah.edu/online-learning> Please alert Sherri Restauri if you note any remaining updates where DL/Distance Learning is presented in print, web, or elsewhere so that these references may be updated. Changes throughout other unit references to “DL”, such as in COE DL, have also begun updating.

- Reminder of upcoming Scholars Institute May 12 & 13 at the UAB campus:
- Required password changes are coming for Charger passwords. Your Charger ID is used to sign into Banner, Canvas, myUAH, Cisco NAC, Google Apps, Wireless and other services around campus. Authentication to many of these services is managed via our Single-Sign-On (SSO) technology. These will require periodic updates from that point forward. This will assist with using Active Directory and Eduroam.

- Make sure to use CrashPlan as a desktop backup solution. Contact is Wendy Worlund for additional information.

- Graduate Studies and Undergraduate Admissions will host a number of moon buggy student guests on campus this week. Please be courteous and welcome them to our campus.

- Study Day is April 24, UC 8-5 is tutoring blitz. Please encourage students to attend this.
- Several new names have been approved for Colleges and Departments:

- ✓ College of Liberal Arts → College of Arts, Humanities, and Social Sciences
- ✓ Department of Art and Art History → Department of Art, Art History, and

Design

- ✓ Department of Foreign Languages and Literatures → Department of World Languages and Cultures
- ✓ Office of Student Financial Services → Office of Financial Aid
- ✓ UC has now been renamed the Conference Training Center

B. Advancement – Jim Steele/Sally Badoud

- Sally Badoud was selected as one of the recipients of the UAH Foundation Staff Awards for 2014-15. Also, Mike Finnegan, Associate VP for Facilities and Physical Plant, and Bethany Wilson were recognized.
- Signage: all buildings have gone to a 3 letter abbreviation, which will impact schedules and other items across the campus. Make sure to be aware of all of these changes that are coming up and to use the new abbreviations where needed..

C. Facilities and Operations –David Ford/Jorgy Umlor

- It is important that if departments order golf carts that these automobiles are registered with maintenance. Call Theresa Shelton to get this managed.
- Annual UAH Garden Plant Sale is this week and weekend, as well as next weekend.
- April 22 is Earth Day at Shelby Center.
- New student center is still under construction.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- Legislative cycle has just begun and we already have 2 different budget proposals; one from the Governor (which needs additional taxes to be passed). This first proposal has some funds allocated for the University. The Senate's version does not provide support for the University.

E. Research – Kenya Cole/Debby Griffith

- No updates.

F. Student Affairs – Nicke Keimer/T.J. Brecciaroli

- Summer orientation May 14 & 15
- June 1—First orientation for fall; hoping for 200 attendees/session.
- May 3 is commencement; April 20 is the practice. Toni Morgan is contact.
- 8/14-8/22 is WOW; Contact Kasey Schaum if interested in participating.
- Sept 25-27 is Family Weekend
- Homecoming week is October 13 - 18
- Student Leadership Awards were last night, and it went exceptionally well.
- Admissions Charger Preview is June 27, and July 24. This is for rising juniors and seniors for the fall.
- Haley Lewis is the new Senior Associate Director of Admissions

- Saturday, May 2 is the date of residence hall closure. Students needing to stay later need to contact Liz.

IV. Committee Updates

A. Bylaws Committee – William Sinclair, Chair

- The committee has collected numerous nominations; working on elections currently.

B. Government Relations Committee – T.J. Brecciaroli, Chair

- 2 representatives attended Higher Ed Day—T.J. Brecciaroli and Anita Rhatz.

C. Employee Benefits & Development Committee – Nicke Keimer, Chair

- Discussed a proposal from IR/Provost's Office for supporting staff members, similar to the faculty. Will discuss in new business.
- Have been discussing adding additional days to the holiday schedule throughout the term as one of the committee's project, including tremendous research on what other universities both in and out of the UA System currently provide. This will be discussed in more detail at the June meeting.

D. Communications Committee – Wendy Worlund, Chair

- SS Survey to Campus results were reviewed by Amelia who agreed with Wendy's initial summary; Wendy just needs to wrap that up and apologizes for the delay.
- Committee wants the Staff Reference Guide on myUAH but do not feel comfortable renaming it as was suggested by the myUAH admin. Its' target audience is Staff and should not be renamed to seem to target Faculty as well (even though it contains many points that apply to Faculty). They are awaiting approval from the myUAH administrator regarding whether or not the two documents will make it into myUAH interface or not.
- Some edits to the Staff Reference Guide had been suggested by Debra Morgan; the committee is working on those.
- The committee does not feel the need to establish the scope of the Staff Reference Guide since it is so new. This may be addressed at a later time, if needed.
- The Channels of Communication document will also not be renamed.

E. Policies and Procedures Committee – Dana Parcher Warner, Chair

- Continuing to review starting salaries, and also is looking into Staff Awards and recognition.
- Visual ID badge subcommittee is finished meeting and recommendation is being reviewed.
- Scholarship committee— The scholarship feasibility committee met to discuss the objective of a scholarship for staff in preparations for a meeting with Bob Lyon to discuss his concerns and to receive guidance on the best way to move forward with the scholarship fund.

F. Safety – David Ford, Chair

- No report.

G. Executive Committee – Sally Badoud

- Exec committee met and discussed a number of items that were presented throughout the meeting today, as well as planned for items that should or should not be included in today's agenda. Also discussed possibility of adopting May meeting as picnic—to be voted on momentarily.

H. **New Business/Discussion Items**

- Leadership Academy and Staff Training
 - Sherri Restauri passed out the *Leadership Academic & Staff Training Proposal* for the Senators to review individually. This proposal comes from IR, by way of the Provost's recommendation to research possible means for providing support and recognition for the staff on the UAH campus. Suzanne Simpson from IR came to speak to the Employee Benefits subcommittee regarding their ideas on possible suggestions for support and recognition. Suzanne is looking for the Senate to review the ideas and provide suggestions/feedback. Link to proposal shared on Senate Google Drive: <https://drive.google.com/a/uah.edu/file/d/0B-SgV-WjmljJSEdvcnFOdlQ2V2c/view?usp=sharing>
 - Please review the *Leadership Academic & Staff Training Proposal* and share with your colleagues. If you have any feedback, please provide that to Sherri Restauri via email by April 30, 2015.
- May Staff Senate meeting
 - Sally Badoud proposed that our May Staff Senate meeting be the same time as our Employee Picnic, which is consistent with the Senate's operations over the last several years.
 - Jim Steele formally motioned that we make the Employee Picnic our May meeting; Liz Russell seconded.

I. **Announcements**

- Next Staff Senate meeting is Wednesday, June 17 at 11:00 am in VBRH M-50.
- June meeting plans for Staff Senators:
 - Newly appointed senators will be in attendance at the June 2015 meeting for the first time.
 - If you are rolling off from serving on the Senate after the April 2015 meeting, you are not expected to attend the June meeting, but are encouraged to do so if you are available. It may be useful for you to do so to pass on information to new members, particularly if you have served in an executive position or in a chair of a subcommittee position.
 - Please make sure to update all files on Google Drive with all documents you have completed throughout the year, to be passed on to new Senators for the 2015-2016 year.

J. A motion was made to adjourn by Kenya Cole and seconded by Jim Steele. The vote passed unanimously. Meeting adjourned at 11:58 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015