

Meeting Minutes
 March 18, 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	X	Vonda Maclin (Finance & Admin)
X	Jennifer Barry (At Large)	X	Midori Maloney (Academic Affairs)
X	T.J. Brecciaroli (Student Affairs)	X	Ashley Miller (At Large)
X	Kenya Cole (Research)	X	Anita Rathz (At Large)
X	Amelia Duke (At Large)	X	Sherri Restauri (At Large)
X	David Ford (Facilities)	X	Laurie Schmitz (At Large)
X	Jim Fisher (At Large)		William Sinclair (At Large)
X	Kathy Gentry (At Large)	X	Jim Steele (Advancement/Pres. Office)
	Debby Griffith (Research)	X	Dana Parcher Warner (At Large)
	Jeremy Holden (Finance & Admin) -	X	Jorgy Umlor (Facilities)
	Liz Russell Johnson (At Large)		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: Ray Pinner, Al Wilhite

Proxies: Kenya Cole proxy for Debby Griffith; Sally Badoud for Jeremy Holden; Nicke Keimer for Vickie Woods; David Ford for Will Sinclair & Elizabeth Russell Johnson.

I. Approval of Minutes

The Minutes of the January meeting were e-mailed to all Staff Senate members prior to the March meeting. No February meeting was held due to University weather closure. 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 TJ; motion was seconded by Jim Steele; motion passed unanimously.

Guest Presenter: Dr. Al Wilhite, QEP Discussion

- QEP stands for Quality Enhancement Plan, and is part of the SACSCOC review process. QEP is the second half of the SACSCOC review process. One example of QEP outcomes is the UAH SSC—which was formed in the last SACS review as part of the campus’ QEP.
- QEP is focused on enhancement of student learning, and the environment of student learning.
- *Collaborative Problem Solving is a primary focus of the QEP committee at this time*
 - This is not just “group projects”. It includes a broader focus on collaborative work from freshmen level to graduate coursework, both in class as well as out of class.
- This initiative must be evaluated tightly to measure success of the program, not only to comply with requirements of SACSCOC but also to ensure that the program itself has a successful rollout, implementation, and support.
- Pilot plans are scheduled for Fall 2015 term to test out the concept of this initiative with various classes.
- Please email ideas and any questions relating to the QEP to Al Wilhite wilhitea@uah.edu

II. Unfinished Business

- Faculty/Staff Picnic, update from Wendy, Liz, and Midori
 - Meeting for the picnic planners has taken place, and they will be meeting with April Harris and the Event Planning group to coordinate some of the event activities (this group is primarily responsible for arrangements regarding catering & food).
 - Wendy noted that 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.
 - Dr. Harry Delugach and his band have volunteered to serve as entertainment for this event, which is pending.
 - Date is set for picnic: Wednesday, May 13, 2015 by the slab at the University Center.
 - Advertisements for the picnic will begin April 22, 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 Scholarship—Sally noted that this was temporarily put on hold.
 - Midori Maloney motioned for a scholarship feasibility committee
 - Dana Warner seconded. Motion was approved.
 - Dana Warner asked for 3 volunteers to serve on this committee. Midori Maloney, Dana Parcher Warner, & Jim Fisher will serve on this committee, and discussion will move forward with Bob Lyons.

III. Division Reports

A. Academic Affairs – Midori Maloney/Wendy Worlund

- SIE’s across the colleges moving to an online format. DL components are being examined currently. As well, separate DL faculty & student evaluations of technology and services are to begin this term as part of evaluations meant to provide additional data for accreditation and other uses across campus.
- 15 more classrooms scheduled for upgrade in May 2015 by Academic Technologies (OIT). Specifics on which rooms will be provided at a later time.
- On 2/11, Chargerware received a Visual Refresh. The campus has MATLAB and other wonderful products there; don't forget to use it
- On 3/3, myUAH and the Single Sign-On (SSO) login screen were rebranded. This was mainly due to efforts by Drew McDowell and OIT's William Eubank and Jill Casey. Also, my.uah.edu now redirects directly to the myUAH login, skipping the landing page. The following UAH systems use SSO:

- myUAH - UAH internal portal
- Canvas - Learning Management System
- Panopto - lecture capture
- OIT Help Center (search our documentation, submit a ticket, etc.)
- Qualtrics - online survey software
- Chargerware - download desktop software
- Symplicity-CareerPath - student employment

- The OIT Help Center has been revamped to serve as a more helpful resource for IT help; it contains a Knowledge Base articles as well as contact information for the OIT Help Desk and a form where you can submit a ticket.
- Canvas: Primary contact for the Canvas LMS is Ms. Christy Stanley, who is the new Academic Technologist hired by Academic Technologies/OIT.
- Graduate School having Open House April 23, 2015 4-6pm
- Graduate School is having a half-day training opportunity for faculty as well as staff assistants; Midori will send out dates
- Office of International Engagement: Joy Werka is a new international student advisor; she works primarily with faculty and students with J1 visas. Mona Foroughi will be returning in June from maternity leave.
- Registration for Summer is April 1, Fall is April 8

B. Advancement – Jim Steele/Sally Badoud

- New signage project was rolled out, with additional physical signs, digital signs, etc. Phase one will be completed in April. Ray Garner is the chair of the committee managing the digital signage.

C. Facilities and Operations –David Ford/Jorgy Umlor

- Dig permits are required for completing the external signage. A digital sign is planned for Sparkman in the next few months.
- Madison Hall has been completely demolished.
- New electric vehicle is available for student use, and specifics of use are still under consideration. Managed by Regina Hyatt, kept at Student Union.
- Single stream recycling bins are up and will continue to go up in other locations.
- Vaping policy—some violations have been noted. Consideration of adding updated or more signage.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

- No report.

E. Research – Kenya Cole/Debby Griffith

- A training program has been established—a certified program is available. More information available here <http://www.uah.edu/osp>
 - 3 tiers of training are available

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

- Peggy Master's is the new Director of Admissions; Sally Badoud is no longer serving in an interim role for this dept.
- A new Director of Financial Aid is also coming.
- UG admission is Saturday, April 11
- Final schedules for FTF should be released in the next few weeks
- A newly hired Veteran's services staff member, Brittany Howard is the Veteran's Services Coordinator under Student Affairs. Housed in the Charger Union.
- An Open House is coming for student health center, faculty & staff clinic, and DSS, held jointly due to their close proximity. An announcement will be sent out soon.

IV. Committee Updates

A. Bylaws Committee – William Sinclair, Chair

- No report.

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

- ACHE discussions were covered. A number of new academic programs were approved. Notes from their meeting are on Google Drive.
- See committee notes:
<https://drive.google.com/a/uah.edu/file/d/0BxN07aGOiyCBaGtxNE1TTjRMSXc/view?usp=sharing>
- Higher Ed Day is April 9; a van will be leaving at 7am for staff/faculty, and students will be riding separately.

- BOT minutes will be distributed more broadly by this group; they are currently password protected.
 - Committee is looking into how to address concerns regarding in-state reimbursement.
- C. Employee Benefits & Development Committee – Nicke Keimer, Chair
- Proposed resolution discussion—Research by the committee finds that four Alabama universities (UA – Tuscaloosa, UNA, A&M and Auburn University) offer their staff members a more generous annual holiday package than UAH does. In order to improve staff retention and help promote savings to the university, the Staff Senate should consider advancing.
 - Handout was presented, and discussion will be moved to the April meeting.
 - Ray Pinner noted that the entire leave package would have to be evaluated, rather than just the changes to the holidays themselves.
 - The committee is meeting next week to further discuss pending items.
- D. Communications Committee – Wendy Worlund, Chair
- The Communications Committee hasn't met, but a deadline was set for review of the Staff Reference Guide/Cheat Sheet for February's meeting. It will undergo a final review then will be posted on the Staff Senate website this week.
 - Wendy Worlund asked the Senate to vote on 2 potential names for this document: Staff Reference Guide versus Staff Cheat Sheet. Senators voted for Staff Reference Guide as a name for their new document.
 - Channels of Communication may also need to be updated as it relates to the signage project.
- E. Policies and Procedures Committee – Dana Parcher Warner, Chair
- Group discussed various committee updates. The Lactation Rooms policy is currently being pursued by HR. Committee would appreciate senators looking into their departments to help assess the need for this priority and support HR in this process.
 - Visual ID Badges currently has a committee examining this policy and will be soon composing a recommendation for the President.
 - The committee is also currently looking into the Child Protection signature and paper and what can be done to help streamline this process. They are continuing to discuss various other policies on campus and which to examine: Motorcycle parking, the starting salary process, merit raises, and holidays.
- E. Safety – David Ford, Chair
- Discussed lighting, road, and parking issues across campus. Some lighting is out due to the demolition of Madison Hall.
 - Minutes of subcommittee from Google Drive:
<https://drive.google.com/a/uah.edu/file/d/0B9w1dQUC4yBnVTQyWE1jTU5ITG8/view?usp=sharing>

F. Executive Committee – Sally Badoud

- No report.

G. **New Business/Discussion Items**

- Policy on Policies request from Dr. Altenkirch; Sally asked that Senators please review the policy she distributed via email before our meeting. Please send her feedback via email at the end of March if you have comments, questions, etc.
- Staff Senate elections are coming up. Important dates of note are below:
 - March 30 nominations opening; closing April 13
 - Elections will open April 27; elections close May 4
 - New Senators will be announced the day of the Picnic, May 13

H. **Announcements**

- Next Senate meeting is Wednesday, April 15, 2015 at 11:00 am in VBRH M50.

I. A motion was made to adjourn by Wendy Worlund and seconded by Jen Barry. The vote passed unanimously. Meeting adjourned at 11:59 a.m.

Respectfully submitted,

Sherri Restauri

Secretary, Staff Senate 2014-2015