



## MEETING MINUTES | AUGUST 16, 2017 | 11:00 AM | SSB 201

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### Call to Order

- Roll Call and Proxies

Meeting called to order by Andrea Thompson at 11:03 a.m.

Attendance:

Andrea Thompson (Academic Affairs) –President	Benita Hopkins (Advancement)
Fathia Hardy (At Large) – President Elect	Valerie Johnson (At Large)
Diana LaChance (Academic Affairs) – Secretary	Patti Sparkman (At Large)
Justin Thompson (Facilities & Operations)	Jackie Smith (At Large)
Chris Dulling (Research)	Mary McManus (Academic Affairs)
Anna Beth Thomason (Stud. Affairs)	De’Onah Norfleet (Finance & Admin)
Julie Woltjen (At Large)	Veronica Garner (Finance & Admin)
Mark Massey (At Large)	
Mona Foroughi (Academic Affairs)	<del>Brittany Holland (Stud. Affairs)</del>
Maria Heflin (At Large)	<del>Mary Pat Bohrman (At Large)</del>
Valerie Green (At Large)	<del>Kevin Bennett (Facilities)</del>
Patrick Hambloch (Research)	<del>Katie Rhodes (At Large)</del>
Karessa Acosta Lee (At Large)	<del>Nicke Keimer (At Large)</del>

Quorum present?      Yes

Others present:      Laurel Long (HR)

Proxy: Andrea for Katie, Mark for Nicke, Anna Beth for Brittany

### Reading and Approval of the June Minutes

The minutes of the July meeting were emailed to all Staff Senate members prior to the meeting and were posted on the Senate website; senators reviewed them prior to the meeting. A motion was made to approve by Fathia Hardy and seconded by Valerie Green. The motion passed unanimously.

### Division Reports

- Academic Affairs - Mona / Mary
  - UAH has again increased enrollment. Estimates put the total number of students for

Fall 2017 between 9,100 and 9,200.

- Wednesday, August 16 is the first day of classes.
  - Outgoing Staff Senate Secretary and Academic Advisor, Bethany Wilson, gave birth to a little boy, Graham James. Congratulations!
  - A number of lectures have been scheduled around the solar eclipse. 1) [Moon, myth and magic: Researching the role of the moon in culture, religion, and superstition](#), 2) [Lunar Logistics: Researching Eclipses, Astrophysics, and Other Cosmic Data](#), 3) [The Science and Spectacle of Solar Eclipses](#), 4) [Total Solar Eclipses: Probing the Structure of our Nearest Star](#)
  - The Space Hardware Club will host the [NASA 2017 Total Solar Eclipse MegaCast](#). The event will take place on Monday, August 21, from 11am-3pm in the Charger Union Theater. The broadcast will allow NASA to interact with the scientists and members of the public across the country as they watch and study the eclipse.
  - Salmon Library will host an eclipse viewing party on Monday, August 21, from 11am-2pm on the Library Greenway. Free snacks and viewing glasses will be provided.
  - The Student Success Center opens August 21. SSC Hours: Sundays - 5pm-9:00pm; Monday-Thursday - 9:00am-9:00pm; Friday - 9:00am-3:00pm
  - Academic Technologies is hosting a number of faculty trainings over the next three weeks. Sessions on Classroom AV/Panopto, Canvas I, and Canvas II will be offered. These trainings appear on the university Events calendar.
- Advancement/University President's Office - Benita / Diana
- Phonathon begins September 7 - October 19
  - Alumni regional events coming up:
    - September 21 at 5:30 p.m. - Birmingham Alumni Event at the new Elyton Hotel
    - October 19 at 5:30 p.m. - Nashville Alumni Event at Jimmy Kelly's Steakhouse
    - January 18 at 7:00 p.m. - Atlanta Alumni Event at The Porter Beer Bar Cellar
  - Homecoming November 8-11
- Facilities and Operations – Justin
- Fencing for the I<sup>2</sup>C Building is going up.
  - Sidewalk on southeast campus is almost done.
  - Charger Village making progress and starting to put a roof on section A.
  - Sorority house roof going on this week.
  - Zone parking is almost complete.
  - Question about Wilson Hall barricades (they will eventually come out and curbing and green spaces will go in).
  - Question about FFRH barricades (street will come out and be turned into greenway).
  - Question about the turn in off University Ave. being better marked.
  - Question about visitor parking passes for centers.
  - Question about Sparkman/Tech Hall intersection. Owned by city.
- Finance and Administration - De'Onah / Veronica
- For the month of August Human Resources has processed the hiring/payroll paper work for more than 250 new employees (that includes Faculty, Staff, Part-Time Faculty, Graduate & Undergrad Students).

- Now that summer is over we plan to begin promoting the Charger Fit Employee wellness program.
  - We want to remind employees of the \$50 wellness incentive. To be eligible you will need to complete the Biometric screening, which can be done in the Faculty & Staff Clinic, complete the health quotient on the BCBS website, and completing one of the fitness activities (Fitbit challenge, attend a seminar, participate in the 5k, participating in the walk at lunch day). In order to receive the \$50 incentive you must have meet the requirements by October 31st
  - A System wide Fitbit challenge “Fit for Fall” is planned to begin on August 21
  - Also, Charger fit will be supporting the Alabama Credit Union in the “Secret Meals 5K Shuffle”. The event will be held here on campus on September 16th, and will start at 8:00 a.m. The race supports Secret meals for hungry children. If you join the Charger Fit team the entry fee is reduced to \$20 for early registration (regular cost is \$25). Two Charger Fit team participants will be randomly selected to receive a \$50 gift card. This is a great way to get fit and support a local charity all at the same time. Participation is encouraged, you are not required to run, you can jog or walk the course. Remember the Charger Fit motto is “Getting Healthy One Step at a Time”
  - HR would also like to remind employees of the Faculty & Staff clinic and the services they offer. The clinic provides professional medical services for a low out-of-pocket cost (\$5 per visit) and claims are not filed with the University’s Blue Cross/Blue Shield plan. We want to increase the services offered in the clinic and that will require additional staffing. An increase in the utilization numbers will be instrumental in expanding services to the University community, so please take advantage of the clinic.

□ Research - Patrick / Chris

- Von Braun Memorial Symposium - Poster Competition: For the first time, one of this year's winners will be sponsored by the American Astronautical Society to attend the 2018 International Astronautical Congress in Bremen, Germany.
- AIAA Young Professionals Symposium: Oct. 23-24. Most attendees will be Young Professionals (age 35 and under). Also expecting senior engineering and management attendees from government and industry sectors. Location: Student Services Building Conference Center. [www.aiaayps.org](http://www.aiaayps.org)

□ Student Affairs - Anna Beth / Brittany

- Counseling Center:
  - Wellness space with massage chair is open to faculty and staff. We are also available for consultation regarding students/concerns/situations as needed.
- Health Center: No report
- Student Life:
  - Homecoming theme: A Hero's Homecoming (November 8 - 11, 2017)
  - Family Weekend (November 10 - 12, 2017)
- Housing and Greek Life:
  - Housing Opening Day: Aug. 12
  - Go Greek Block Party: Aug. 14
  - Charger Cookout & “Bonfire”: Aug. 19
  - NPC Sorority Recruitment: Aug. 20-26

- Bookstore:
  - If new sections have been added, please remember to let the bookstore know so they can order additional class materials.
- CTC/CU:
  - Effective December 1, the CTC will no longer be scheduled or operated by the Event Scheduling and CTC staff. The facility is now open from 7am - 9pm daily (with the exception of previously scheduled Special Events); however, it no longer has staff working onsite in the Administration Office.
- Admissions:
  - Discovery Days will be Friday, November 10, and Saturday, November 18.
- Athletics:
  - The volleyball and soccer seasons are starting.
  - Hockey and basketball tickets are on sale now.
  - Almost 360 athletes for orientation.
  - Spragins floor was redone and bleachers will be replaced (waiting on order).

### Committee Reports

#### □ Bylaws – Valerie Green

- The committee proposed the following change to the Staff Senate Bylaws to name the president-elect as chairperson of the Events Committee:

#### **Special Events Committee**

The Special Events Committee shall be responsible for, but not limited to, assisting University Events in the organization of the annual Employee Picnic. Additionally, the committee will plan any other special event during the year as deemed appropriate by the Staff Senate. The Special Events Committee is chaired by the President-Elect.

- Discussed reading the constitution, deciding on all revisions to be made, and introducing them all at once.
- Discussed looking at the updated organizational chart to ensure all employees in each division are fairly represented.
- Discussed creating a report with the number of staff members in each division.
- Discussed using proper procedures to change the Staff Senate constitution by determining whether an amendment or a ratification is required.

#### □ Communications – Mary McManus

- Continued our review of the Staff Senate website.
  - Items updated: Members page, committee chairs, added Events committee, linked “Channels of Communications” to the OMC website.
  - Items still in need of updating: formatting of the Agendas/Minutes page, formatting of the Accomplishments page, review of the Staff Reference Guide.
- Discussed the creation and dissemination of a “Welcome Email” being sent to all staff members by the senate in September 2017. Would welcome suggestions from current senators on items to include.
- Benefits Committee collaboration request
  - Faculty/Staff Clinic awareness, 10 Year Anniversary of Faculty/Staff Clinic, and Wellness Initiative – Diana will reach out to get a News/Event article created.

- Awareness of 20-minute break policy – It was suggested that we link to the OMC website, HR website, and Policies website in our Welcome message. This might help direct people so they are more aware of this policy along with other benefits available and modes of communication on campus.
  - Social Media Accounts are floating around for Staff Senate
    - We'll get in touch with Andrea to get those removed if possible.
  
- Employee Benefits and Development – Valerie Johnson
  - Dr. O'Keefe gave a report on the background of the Faculty/Staff Clinic including statistics on utilization and cost savings for the university:
    - There have been over 10,000 visits since its inception 10 years ago.
    - In May of this year the clinic had 211 visits for a cost savings of over \$10,000 for the university.
  - The Clinic will be providing free flu shots, as long as they are available, at their open house event celebrating their 10th anniversary. The event is tentatively scheduled for Sept. 21.
    - The College of Nursing is paying for the flu shots this year.
    - Sandra is going to check to see how much BCBS charges the university for flu shots in hopes that HR would support paying for the shots in the future as a cost saving measure.
  - Only 30 people have completed their biometric screening that is part of the [Wellness Initiative](#). It has to be completed, along with a few other steps, by Oct. 31 to be eligible for the \$50 incentive.
    - Valerie Johnson is going to talk to the Communications Committee to see if they can help spread the word.
    - Employees can schedule a biometric screening with the Clinic.
    - HR will be sending out Wellness Initiative reminders soon.
  - Administration would like the Clinic to add service for dependents/spouses but the clinic is currently unable to provide that service due to budgetary and staffing restrictions.
  - Dr. O'Keefe said the clinic needs a full-time RN to support current needs and to consider expansion into dependents/spouses. The annual salary for an RN would be \$40,000.
  - Nicke will share statistics and an example resolution from Faculty Senate with the committee so that the Employee Benefits and Development Committee can draft a resolution to take to Staff Senate to support the need for an RN.
  - The committee will also work with Benita and Advancement to set up a fund for the annual Day of Giving so that employees can “pay it forward” to allow employees who can't afford the clinic to be paid for through the fund. (Comment: People can do a payroll deduction for the clinic co-pay.)
  - Next meeting is scheduled for September 12 at 11am in SKH 127.
  
- Events Committee – Fathia
  - Did not meet.
  
- Government Relations – Mark
  - Meeting began with introduction of members to Ray Garner and Dave Cook.

- Mr. Garner discussed the role of the Government Relations Committee and the activities of Alabama United for Education (AUE). Based on changes in leadership, we need to assess the state of AUE.
  - The committee, in conjunction with Mr. Garner and Mr. Cook, discussed potential activities for raising awareness of Alabama state political and legislative issues that affect staff, faculty, and students at UAH and within the UA system. These activities include:
    - Conducting a campuswide survey on state legislation concerning the funding of higher education and staff and faculty pensions.
    - A follow-up AUE membership drive based on the results of the survey with a coordinated effort among other Alabama universities to drive up their AUE membership as a means of organizing and developing the influence of the staff and faculty across the UA system.
    - Planning and coordination for a UAH voter registration drive in prior to the next major election cycle.
  - All committee members will do research on university government relationship committee functions and activities, and report what they've found and their interest areas at the next meeting.
- Policies and Procedures – Patrick Hambloch
    - Continued discussion about the in-state travel policy.
    - After reviewing the code of Alabama, it does not make a lot of sense that contracts that aren't coming from Alabama-funded state accounts are held to the limit of \$75 travel reimbursement.
    - The P&P committee will work with the Government Relations committee to contact state representatives for clarification. (Comment: GR is pulling together data on state rates. Comment: Travel is provided through the contract so it doesn't go outside of the state. Comment: Might be worth talking to other schools in the UA System.)
  - Safety – Justin Thompson
    - Trying to standardize and bring up to date evacuation maps.
    - Looked at peripheral/additional parking lots and how to get safety cameras in them.
    - Talked about if there's a need for a crosswalk to Executive Plaza.
    - The Rave Guardian app is being rolled out by the Emergency Management Office as an alternative to UAlert.
  - Executive Committee – Andrea
    - Did not meet.

### **Unfinished Business**

- None

### **New Business / Discussion Items**

- First reading of a new proposal. Mona Foroughi moved to have to have it read. Valerie Green seconded and read the proposal:

#### **Special Events Committee**

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Required second reading will be at September's meeting.

- Reminder about the Staff Senate scholarship fund.
- International Student Office has a new program called friendship families to help acclimate new students to life in Huntsville.
- Update on parental leave: Laurel will meet with Dr. Altenkirch next week and will be able to speak to this at the September meeting.

### **Announcements**

- Next Meeting: Wednesday, September 20, 2017 at 11:00am in SSB 201.

### **Adjournment**

- A motion was made to adjourn by Patrick Hambloch and seconded by Justin Thompson. Meeting adjourned by Andrea Thompson at 12:00 p.m.

Respectfully submitted,

Diana LaChance, Secretary

Staff Senate

2017-2018