



MEETING MINUTES | JULY 19, 2017 | 11:00 AM | SSB 201

Call to Order

- Roll Call and Proxies

Meeting called to order by Andrea Thompson at 11:02 a.m.

Attendance:

Andrea Thompson (Academic Affairs) –President	Benita Hopkins (Advancement)
Fathia Hardy (At Large) – President Elect	Maria Heflin (At Large)
Diana LaChance (Academic Affairs) – Secretary	Chris Duling (Research)
De’Onah Norfleet (Finance & Admin) – Treasurer	Mark Massey (At Large)
Mary McManus (At Large) – Staff Relations	Katie Rhodes (At Large)
Kevin Bennett (Facilities)	Julie Woltjen (At Large)
Karessa Acosta Lee (At Large)	Jackie Smith (At Large)
Valerie Johnson (At Large)	Veronica Garner (Finance & Admin)
Patti Sparkman (At Large)	Brittany Holland (Student Affairs)
Justin Thompson (Facilities & Operations)	
Valerie Green (At Large)	
Patrick Hambloch (Research)	
Nicke Keimer (At Large)	

Quorum present: Yes

Others present: None

Proxies: Mary McManus for Mona Foroughi, Jackie Smith for Anna Beth Thomason

Absent/No Proxy: Patrick Hambloch, Mary Pat Bohrman

Reading and Approval of the June Minutes

The Minutes of the June 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
 - ❑ Library is going live with their new search feature, Primo Pathfinder, today. Patrons can now access their library accounts with their SSO credentials. (Email was sent out via Academic Affairs with more details.)
 - ❑ UAH has established a Latin American Studies minor. (Write up at UAH News: <http://www.uah.edu/news/campus/uah-establishes-new-latin-american-studies-minor>)
 - ❑ Graduate Student orientations for fall 2017 begin next week. Contact Midori Maloney if you have any questions.
 - ❑ Summer finals scheduled for August 3rd and 4th.
 - ❑ 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](#)

- ❑ Advancement/University President's Office - Benita / Diana
 - ❑ New parking map is out and parking permits are available. (Large kiosks on campus will be updated shortly). There will be two more town halls.
 - ❑ Please add your events to the event system (www.uah.edu/events) for Week of Welcome (and any other time).
 - ❑ The new issue of UAH Magazine is out and available at www.uah.edu/magazine.
 - ❑ The phonathon starts early sept and will go through mid oct. Advancement is in need of student callers to work a minimum of 10 hours weekly. If interested, contact Jennifer Brost.
 - ❑ August 1st is the Alumni of Achievement Award ceremony in the SSB at 5:30.
 - ❑ Convocation is August 15th at 6:30pm on the Greenway.
 - ❑ OMC is in the process of rolling out a new email service for newsletters across campus called Emma to replace Constant Contact or Mail Chimp or any other contractor. The rate will depend on number of emails sent.

- ❑ Facilities and Operations - Justin
 - ❑ The restriping of the loop and work on the new entrance to the UFC has begun.
 - ❑ Progress is being made on the new dorm.
 - ❑ The foundation is being poured for the new sorority house.
 - ❑ Temporary barricades are going up at Frank Franz and Morton this afternoon; permanent ones will be added after the restriping is complete.
 - ❑ An extra entrance has been added to the Wilson Hall lot.
 - ❑ A new sidewalk is going in along Sparkman across from campus.

- ❑ Finance and Administration - De'Onah / Veronica
 - ❑ Contracts & Grants Accounting will be moving from SKH to VBRH on August 1, 2017.

- ❑ Research - Patrick / Chris
 - ❑ Nothing to report.

- ❑ Student Affairs - Anna Beth / Brittany
 - ❑ Housing – Fall Opening Day for housing is Saturday, August 12th at 9 am.
 - ❑ Admissions – Charger Preview is this Saturday, July 22nd.
 - ❑ Call for WOW volunteers will go out today! PLEASE sign up to volunteer (and encourage staff to do the same). While this week is coordinated by Student Life, it is a campus wide initiative and it takes everyone to make it a success! Visit www.uah.edu/wow for a list of events.
 - ❑ ACE weekend movies are for the UAH campus community! FREE with UAH ID. Children 12 & younger are free. UAH Alumni \$2. General Admission is \$5. FREE concessions for all. Friday evenings at 7:30 p.m. and a second showing day and time will be announced soon.
 - ❑ Homecoming and Family Weekend dates have been updated due to a change in the UAH Hockey schedule. Homecoming is now November 8 - 11 and Family Weekend is now November 10-12, 2017. Homecoming theme is "A Heroes Homecoming". This will allow us to have fun with a superhero theme, recognize our true heroes (Veteran's Day), and give everyone a chance to be a hero (blood drive on campus during Homecoming). These activities are at no cost to participants. Visit www.uah.edu/homecoming for a list of events.
 - ❑ Late Night Breakfast is Tuesday, November 28, 2017 from 10 p.m. - 12 a.m. Call for volunteers will go out in October.
 - ❑ Stress Less Finals Week is November 29 - December 5, 2017. Call for programs will go out in October.

Committee Reports

- ❑ Bylaws – Valarie Green
 - ❑ Valarie Green was appointed the chairperson of the committee.
 - ❑ Regular meetings have been set for the first Wednesday of the month at 11am in SKH 369.
 - ❑ The Bylaws document currently available on the website are not the most up-to-date, so the committee will track down a more current version and have it uploaded to the site.
 - ❑ The committee will be looking into amending the bylaws to have the President-Elect operate as the chairperson for the Events committee.
 - ❑ We will be looking into creating a standardized form for election nominees for their election listings.
 - ❑ The committee will also look into redistricting the divisions so as to more accurately and equally represent all staff on campus.

- ❑ Communications – Mary McManus
 - ❑ Determined the date/time/location of future Communications Committee meetings. We will meet the second Wednesday of each month at 3:30pm in Shelby King Hall (SKH) 369. Next meeting is scheduled for Wednesday, August 9, 2017.
 - ❑ Staff Senate website needs updates:

- ❑ Access was extended to Mary McManus so that she can edit the Staff Senate Members page. Edits have been made. Will request that senators review www.uah.edu/staff-senate/members at August meeting.
 - ❑ Committee members will review website and senate documents and bring suggested edits to August 2017 meeting.
 - ❑ Discussed the possibility of including Staff Senate information in onboarding materials given out to new staff members.
 - ❑ Discussed a welcome email sent out from Staff Senate account to all new staff members.
 - ❑ Discussed the inclusion of Staff Senate meetings and minutes on the uah.edu/events page as well as Headlines.
 - ❑ Discussed coordinating with other Staff Senate committees in an effort to communicate important information to staff members across campus.
 - ❑ Photos of some senators still needed.
- ❑ Employee Benefits and Development – Valerie Johnson
- ❑ A committee chair will be voted on at the next meeting. Valerie Johnson was mentioned as a candidate.
 - ❑ An employee asked if terminating staff members could donate sick leave since they are not paid for unused leave that is accumulated before their last workday. Unused leave for Retirement Systems of Alabama employees in Tier 1 (hired before January 1, 2013) rolls over into their retirement. Last year, this committee talked about a leave bank, and UAH Benefits Director Sandra Parton said the university had a policy in 2005. It was canceled after the short-term disability policy was implemented in 2009. We will further consider the issue; however, extensive research is needed to determine if a leave bank policy will work for UAH.
 - ❑ The Faculty/Staff Clinic needs a full-time registered nurse. Could support from the Benefits Committee help to show the importance of hiring someone? Clinic Director Louise O'Keefe is willing to talk to the committee and the Staff Senate about the clinic. The possibility of spouses being able to visit the clinic was also discussed. It was suggested that Louise and Sandra speak to the committee and answer specific questions about needs and funding.
 - ❑ The committee and HR will brainstorm ideas to promote the existing 20-minute break policy. We may need to do research on state and/or federal rules about requirements regarding breaks.
 - ❑ Meetings will be held on the second Tuesday of each month at 11 a.m. in Shelbie King Hall Room 127.
- ❑ Events Committee – Fathia Hardy
- ❑ Discussed when to meet on a regular basis. Will meet on the third Wednesday of every month in CU 228.
 - ❑ Discussed brainstorming enhancements for the Holiday Party and Employee Picnic. More details to come.
 - ❑ Brainstormed ideas for Take your Child to Work Day on April 26, 2018. We want to bring it back to campus.
 - ❑ Brainstormed ideas for other events, volunteer opportunities, and staff senate relationship building events. Ideas mentioned were: Staff Senate mixer at a UAH athletic event, play, etc., Battle of the Senates with staff and faculty senates and SGA, Partner with Women's Club to do a "Mom Prom", Christmas Party with Early Learning Center, Professional Day with makeovers/haircuts, etc.

- ❑ Government Relations – Mark Massey
 - ❑ Meeting began with introduction of members. Committee has no returning members from previous term.
 - ❑ Mark Massey was nominated/voted in as Chair and will discuss ongoing activities with previous Chair-David Cook as well as Ray Garner from the President's Office to ensure consistency. He will brief the committee on those discussions.
 - ❑ Mr. Cook and Mr. Garner will be invited to the August meeting.
 - ❑ There was a brief discussion of meeting times and locations. Proposal for 2nd Tuesday of each month at 2 pm. Permanent location TBD, though the next meeting will take place on 8/8/17 at the SSB.
 - ❑ There was a brief discussion of the functions that the committee can perform (including being involved in Alabama Unites) and the previous work that was being done. In the next meeting, we will try to develop a better idea of what current issues are on the table and then assign duties amongst committee members.

- ❑ Policies and Procedures – Patrick Hambloch
 - ❑ Will meet the second Wednesday of each month (time tbd) in VBRH.
 - ❑ Patrick will serve as chair for the committee.
 - ❑ The child protection policy is concluded.
 - ❑ The in-state travel policy was addressed. It's currently \$75 per day per the state but there is a question if that should apply to federal contracts. The committee will work with Government Relations Committee to seek input/clarification.

- ❑ Safety – N/A
 - ❑ Met last week.
 - ❑ No chair selected yet.
 - ❑ Discussed the committee's focus and looked at safety issues related to the move to zoned parking and the increase in foot traffic across Sparkman Drive given the purchase of Executive Plaza and the new SWIRLL parking lot.

- ❑ Executive Committee – Andrea
 - ❑ Selected a date to meet (first Thursday of every month at 4 p.m. in the CU)
 - ❑ Discussed improving internal communications across the university, perhaps with a state of the university address at the beginning of each academic year
 - ❑ Discussed planning a mixer with the Faculty Senate and/or finding ways to work more closely with the Faculty Senate

Unfinished Business

- ❑ None

New Business / Discussion Items

- ❑ A group photo was taken in the Atrium at 11:30 a.m.

Announcements

- ❑ Next Meeting: Wednesday, August 16, 2017 at 11:00am in SSB 201.

Adjournment

- A motion was made to adjourn by Fathia Hardy and seconded by Valerie Green. The meeting was adjourned by Andrea Thompson at 11:32 a.m.

Respectfully submitted,

Diana LaChance, Secretary

Staff Senate

2017-2018