

## UAH Staff Senate

### Meeting Minutes

16 July, 2014 11:00 am  
VBRH-50, UAH Campus

DRAFT

#### I. **Call to Order** – Meeting called to order by Sally Badoud at 11:02 a.m.

##### Attendance

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

Quorum present?     Yes

Others present: Ray Pinner

Proxy: David Ford proxy for Jorgy Umlor

#### **Approval of Minutes**

The Minutes of the June 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 the minutes by T.J. Brecciaroli; motion was seconded by Jim Steele; motion passed unanimously.

## II. Unfinished Business

- None

## III. Division Reports

### A. Academic Affairs – Midori Maloney/Wendy Worlund

- Digital Measures: Complete by August 30, 2014. Please have faculty update information by this deadline.
- Mathematica—Software package that can be used across the board on campus by various departments. SEVersion 10 is now available. Contact OIT or visit [Chargerware.uah.edu](http://Chargerware.uah.edu) to download.
- State Authorization Update—Sherri Restauri
  - State approvals and exemptions are currently being pursued for the following states: PA, TN, GA, FL, Illinois, Indiana, North Carolina. Alaska has been approved. If there are additional priority states that you are aware of due to projects/program offerings on campus, please notify Sherri Restauri directly. Reminder that SA regulations impact:
    - DL courses and faculty, plus:
    - Off-site activities from the state of Alabama in any other U.S. state or territory, including activities such as advertising; internships/practicum; proctoring; off-site faculty and staff; off-site recruiters; off-site meetings or workshops with potential or current students; hosting of storage or computer back-up facilities, and essentially, any off-site activities that UAH engages in out of the State of Alabama.
  - Webpage has been developed explaining State Authorization, for UAH employee reference. It includes links to SREC Program & Course Forms, which departments offering hybrid & online programs will need to complete. <http://www.uah.edu/distance-learning/state-authorization> This page is still under development and will be expanded over time.
- Admissions: Admissions has the second Charger Preview Day scheduled on July 25. There are currently 157 students registered; 416 including guests at this point. This one is scheduled on a Friday, which differs from the last offering.

### B. Advancement – Jim Steele/Sally Badoud

- Website redesign is still scheduled for August 2014 though there is a possibility it may be delayed.
- Annual alumni meeting is scheduled for the end of August and will bring on new Board of Directors and recognizing alumni achievements.
- Also working on a campus signage program that is aimed on updating signage around campus, starting with the external then internal signage will be targeted.

### C. Facilities and Operations –David Ford/Jorgy Umlor

- Office of Env. Health & Safety will have a new employee process that will start in August and will be coordinated through HR. This will all be provided through email and through the website.

D. Finance and Administration – Vonda Maclin/Jeremy Holden  
None

E. Research – Kenya Cole/Debby Griffith  
• None.

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

- Orientation is going well.
- Immunizations continuing—if there are any questions, contact directly.
- First time freshman orientation next event is tomorrow (July 17, 2014). FYE, SYE, transfer experience, and veteran’s experience programs will roll out this fall. This will be coordinated with Admissions, and will include a concierge center and will also coordinate with Financial Aid and Student Success Center. Working towards becoming a veteran friendly institution. We are developing a website for these initiatives and T.J. will be finalizing these over the next couple of weeks and will update the Senators once ready.
- Health Careers Day is Sept. 19, 2014 ([www.uah.edu/hcd/students](http://www.uah.edu/hcd/students)) open to all students on-campus, and the community. Time still being coordinated, but generally: 10-2 for sessions to learn about different areas in pre-health careers. The biggest part of this is an exhibit fair held over lunchtime at this event. This fair will allow them to meet and greet representatives from various health professional schools from across AL and the south.
- Sept 18, 2014 On campus job & leadership symposium—notifications will be sent out through individual selected partners, as well as in the weekly email.

#### IV. Committee Updates

A. Bylaws Committee –  
• No meeting

B. Government Relations Committee –  
• No meeting

C. Communications Committee –  
• No meeting

D. Employee Benefits & Development Committee –  
• No meeting

E. Policies and Procedures Committee –  
• No meeting

F. Safety  
• No meeting.

G. Executive Committee – Sally Badoud  
• Met to discuss committee assignments and policies and procedures regarding sign-up for committees. Drafted survey and distributed to Staff Senators in advance of July meeting for early sign-up.

## V. New Business/Discussion Items

- Committee Assignments
  - Reminder: Committee chairs are responsible for a number of duties, so if you are elected as a Chair, please verify that you are engaging in all of these duties.
    - Provide notes in advance of the monthly Staff Senate meeting to the Staff Senate Secretary (Sherri). You may provide these in an email prior to the day of the meeting, upload them to your group folder, or (preferably) both.
    - Serve as the spokesperson for your group in our Staff Senate meeting. If you will be absent at our meeting, verify someone from your committee is selected to speak and represent your group.
    - You are encouraged to contact your previous chairs from last year to get additional information on work from your committee. Also refer to documentation in the Google Drive folders for your committee.
      - Google drive folders: Sherri will share out with Committee Chairs; please share out access to your committee folder with your committee members and update access if committee members change.
    - Sherri will send out a list of committee enrollments with minutes.
- The Policies & Procedures committee has some updates on 3 policies.
  - Smoking policy wording is being worked on and it will be passed up the chain when ready.
  - Tuition Assistance policy response was turned into Mr. Ray Pinner, we will be waiting on feedback regarding this initiative.
  - Visual Badges: Please review the policy and provide feedback electronically to Dana by **Aug 13, 2014**. We will be putting this up for a vote at the August 20<sup>th</sup>, 2014 Staff Senate meeting. Please review the policy as written. Any comments regarding the policy can be added to the proposal under a comments section.
    - Some discussions ensued regarding the difference between a visual badge of the type we are talking about versus the current Charger Card that is used for swipe access, as a Charger ID, etc.
    - Additional discussion over the idea of “strongly encourage” versus “require” the wearing of these visual badges.

Senators are asked to review this proposal with their individual departments and to follow up with Dana with any additional questions

## VI. Announcements

- New Staff Senator photographs needed: Please stop by SKH 342 to have your portrait made on Thursday, July 24th, 10:00 am – 12:00 OR Friday, July 25th, 2:00 pm – 4:00 pm. if you are a new Senator or if you need a new photo taken. These photographs will be added to the Staff Senate website: <http://www.uah.edu/staff-senate/members> Contact is Michael Mercier; background is blue. Take a look at the current website to see what the others look like.
- Next meeting is **Wednesday, August 20, 2014 at 11:00 am in VBRH M-50**

VII. A motion was made to adjourn by Liz and seconded by Jim Fisher. The vote passed unanimously. Meeting adjourned at 11:48 a.m.

Respectfully submitted,

Sherr Restauri

Secretary, Staff Senate 2014-2015