

UAHuntsville Staff Senate

Meeting Minutes

17 July 2013 11:00 am

VBRH-50, UAHuntsville Campus

I. **Call to Order** – Meeting called to order by Holly Arnold at 11:03 a.m.

Attendance

X	Holly Arnold (Academic Affairs) - Pres.		Marcia Pendleton (Facilities)
X	Randy Barbour (At Large)		Susan Phelan (Research)
X	Sally Badoud (Advancement) - VP	X	Gregory Reed (Research)
X	Kevin Bennett (At Large)	X	Sherry Restauri (At Large)
X	Amelia Duke (At Large)		Lisa Rivers (Finance & Admin)
	Greer Eleazer (At Large)	X	Scott Royce (At Large) - Past Pres.
X	Jim Fisher (At Large)	X	Laurie Schmitz (At Large)
X	Jeremy Holden (Finance & Admin) - Treasurer		Jackie Siniard (At Large)
X	Nicke Keimer (Student Affairs)	X	Jaime Superczynski (Student Affairs)
X	Erica Mossholder (At Large) - Secretary	X	Katie Thurston (Advancement)
X	Dana Parcher (At Large)	X	Jorgy Umlor (Facilities)
	Beth Parker (At Large)	X	Wendy Worlund (Academic Affairs)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration

Proxy: Laurie Schmitz is the proxy for Lisa Rivers
 Kevin Bennet is the proxy for Marcia Pendleton

Approval of Minutes

The Minutes of the July 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 by **Sally Badoud** and seconded by **Scott Royce**; motion passed unanimously.

II. Unfinished Business

- Scott Royce motioned to vote on SB 12-13.01 and it was duly seconded. SB 12-13.01 allows for the creation of a Staff Relations position on the Executive Committee. The bill was approved.
- Sally Badoud motioned to vote on SB 12-13.02 at it was duly seconded. SB 12-13.02 allows changing the eligibility of the President Elect Position. The bill was approved.
- The floor was then opened for nominations for the Staff Relations position. Two nominees were presented: Sally Badoud nominated Jim Fisher and Scott Royce nominated Sherri Restauri. The Senators voted Sherri Restauri as the Staff Relations position.
- Ray Pinner said the Senate proposed sick leave policy was approved. There was a discussion regarding a discrepancy between minutes and handbook, mentioned by Dana Parcher. Ray Pinner will check with HR and have the official policy sent to Holly Arnold. (Update: The correct policy in fact states that staff accrue 9 sick days per year.)

III. Division Reports

A. Academic Affairs – Wendy Worlund

- Dana Parcher reported that UAH Orientations are going well.
- Wendy Worlund reported on IT specific updates including UAH's new Office software licenses and Windows licenses allow employees to order Office 2013 for their office computers and the Home Use Program (about \$10) also offers employees discounted licenses for home use.
- IT has will roll out a backup program (Crash Plan) for computers hopefully by the end of the year. There will be a (cloud based) website where you can download the software, instead of TAG having to do it for you.
- Sherri Restauri reported on the new lecture capture software that is being installed all over campus. She noted that the classroom media can also be used by staff. Currently, we're operating on multiple platforms but one program will be decided upon in October.
- Information on the new classrooms: Below are the 15 new classrooms available for scheduling this fall term. They are being equipped by Academic Technologies on campus and they are also providing the technical support for these rooms, should any questions arise. These classrooms include new instructional podiums and projectors, as well as a host of software functionality, as discussed in the meeting, and vary widely in their seat counts. These classrooms should be in Astra for scheduling. For staff who may have had difficulty in locating available classrooms that include these technologies, these may provide additional options in room scheduling if these rooms are located in buildings convenient for them.
 1. Business Admin 114
 2. Business Admin 216
 3. Engineering 207
 4. Morton Hall 240
 5. Morton Hall 310
 6. Morton Hall 328
 7. Roberts Hall 406
 8. Roberts Hall B212
 9. Tech Hall N326
 10. Tech Hall S104

11. Madison Hall 200
 12. Madison Hall 207
 13. Madison Hall 213
 14. Madison Hall 215
 15. Material Sciences Bldg. 113
- New Director of IT: Chad Hyatt.
- B. Advancement – Katie Thurston/Sally Badoud
- No report
- C. Facilities and Operations –Marcia Pendleton/Jorgy Ulmor
- Student Haley Hicks got a \$20,000 Green Fund award for green initiatives on campus!
 - Construction for the Severe Weather Institute and Research Laboratory (SWIRL) is underway.
 - Jorgy Ulmor provided updated facilities forms at meeting.
 - Kevin Bennett added that the Nursing building construction will be recorded with time lapse photography and they will attempt to capture SWIRL construction as well.
 - Campus Preparedness Exercises are coming up and a campus-wide lockdown drill will be held. These events will take place during the week of August 5-8.
 - Ray Pinner announced that UAH closed on University Place School (UPS) last week; we officially own the property. UPS will rent the building from us for ~3years until a replacement school is ready. UAH is looking to add parking and realign the north campus roads to complete the loop as part of our long-term goals, along with an entrance redesign on the north end.
- D. Finance and Administration – Jeremy Holden/Lisa Rivers
- Jeremy Holden noted the Updated Travel Policy (meal allowance change), information regarding C&G accounts; and the new policy lowest airfare must be chosen when procuring travel.
- E. Research – Susan Phelan/Gregory Reed
- No report.
- F. Student Affairs – Nicke Keimer/Jaime Superczynski
- Only First Year Orientation left and three transfer orientations.
 - The Week of Welcome (WOW) is August 16-24; over 100 events scheduled!
 - Jaime Superczynski asked that Senators please help solicit volunteers for WOW tents from your departments. The time commitment is only about 1 hour! Friendly faces are needed. The signup will be coming via Google Doc.
 - Jaime Superczynski also asked for more staff and faculty participants in the volunteer efforts in Huntsville community. Helping Hands Day (August 24 from 8am – 12pm, plus free lunch). 200 students usually participate, but low faculty/staff attendance. Online application to sign up for Helping Hands. <http://www.tinyurl.com/2013HelpingHands>
 - Interviews for the Counseling Director position have just been completed.
 - Nicke Keimer announced that student insurance is again offered through United Healthcare; as soon as she gets it she will send link around with further information.

IV. Committee Updates

There were no committee updates at this meeting since new committees were not yet formed. However, Senators signed up for committees and Chairs were chosen for each committee. The Chairs are listed below.

- A. Bylaws Committee – **Scott Royce**, Chair
- B. Government Relations Committee – **Jim Fisher**, Chair
- C. Communications Committee – **Sherri Restauri**, Chair
- D. Employee Benefits & Development Committee – **Lisa Rivers**, Chair
- E. Policies and Procedures Committee – **Dana Parcher**, Chair
- F. Safety Committee – **Kevin Bennett**, Chair
- G. Executive Committee – **Holly Arnold**

V. New Business

- Senators selected and signed up for committees.
- President Arnold requested that committees set a meeting before our August Senate meeting to begin brainstorming ideas and activities for each committee.
- Please carbon copy Holly Arnold on emails related to committee meetings; she will attend when possible.
- All Senators, please check your email for an important notice regarding the 2013-2014 budget sent out by President Altenkirch.
- You can also check the link to materials on Budget Office website, budget summaries: <http://www.uah.edu/budget/budget-information>.
- UAH gained an operating fund increase of about \$600K, but the employee benefits contribution increased by \$1M, offsetting the increase in operating funds.
- The budget goes to BOT on September 12-13, 2013 for approval.
- Pam Tejes is a member of Toastmasters and would like to talk about parliamentary procedures with the Staff Senate; she has five (5) 15-minute sessions that she can present. The Senate came to a consensus that we would like Pam to present at upcoming meetings.
- The new officers not present in June and the newly elected Staff Relations executive, Sherri Restauri Carson, were sworn in.

VI. Announcements

- David Dionne (new IT Director) has announced that regular IT meetings should reconvene soon.
- Parking reminder! Tickets will be issued starting Sept. 1, 2013. There is an updated appeals process: now violations are not required to be paid before they can be appealed. Also, credit cards are acceptable for online payment and you can buy multiples at reduced rate. If you would like to pay for your permit via payroll deduction, you can only exercise this option for your first order. Any subsequent orders for additional permits will not be able to be payroll deducted.
- Please make sure you're signed up for UAlert – and select Outreach *and* Emergency notifications, for the most information. Closures due to weather are not classified as “Emergencies,” so you please ensure you are signed up for both options.
- QPR Gatekeeper Training (suicide prevention) is available for free through the UAH Counseling Center.
<http://www.uah.edu/news/campus/6277-uah-counseling-center-offers-suicide-prevention-training#.UemWodLCZkU>

VII. A motion was made to adjourn by Jaime Superczynski and seconded by Kevin Bennett.
Meeting adjourned by Holly Arnold at 12:01 p.m.

Respectfully submitted,

Erica Mossholder, Secretary
Staff Senate