

## UAH Staff Senate

### Meeting Minutes

18 June, 2014 11:00 am  
VBRH-50, 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)
	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)
X	Kenya Cole (Research)	X	Sherri Restauri (At Large)
X	Amelia Duke (At Large)	X	Laurie Schmitz (At Large)
X	David Ford (Facilities)	X	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)
	Debby Griffith (Research)	X	Jorgy Umlor (Facilities)
X	Jeremy Holden (Finance & Admin) -	X	Vicki Woods (At Large)
	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: Scott Royce; Ray Pinner

Proxy: None

#### Approval of Minutes

The Minutes of the May 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 Jim Steele and the motion was seconded by Wendy Worlund; motion passed unanimously.

#### II. Unfinished Business

- Tuition Assistance policy
  - Dana Warner reviewed this policy for the returning and new members and updated on the progress. Waiting on feedback from UAB & UA Senates. Please review the proposal and be prepared to provide feedback.
- Tobacco and Smoking policy

- Some complaints continue to be received by staff senators regarding e-cigarettes on campus. Met with Laurel Long & Bob Reider; policy is under review currently to incorporate e-cigarettes, though smoke-less tobacco was not originally included. Current proposal has been reviewed by Bob Reider. Senators were asked to review these policies and provide feedback on these new regulations during the meeting. Discussion ensued regarding going smoke-free entirely; this potential move would entail much greater campus-wide surveying and other discussions with key UAH constituents before this could be agreed upon as a campus-wide no smoking policy. At this time Staff Senate does not have any plans to pursue a smoke free campus.
- Motion was made by Dana Warner; seconded by Wendy Worlund. 1 no, 1 abstain. Motion passed to include smokeless tobacco into policy. We will be further reviewing an updated version once received.
- Picnic Form Update—Please update the Google form if you have not done so regarding sending out of thank you cards and any other information. See Sherri if you still need thank you cards to send to vendors. We will be using these as a basis for our planning for the 2014-2015 Faculty/Staff Picnic next year.

### III. Division Reports

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

- Upgrade to Banner is coming this weekend; it may impact INB & SSB. If problems exist after this upgrade, contact the OIT Help Desk.
- MOOC 2 for UAH has been announced—Sherri Restauri
  - Dr. Brian Landrum from MAE was awarded this COE grant for MOOC 2. Development underway with initial launch in FA14. MOOC 1 wrapped up successfully and will be re-offered again FA14, as well. More internal announcements to come, and to learn more you may also follow UAH DL FB page: <https://www.facebook.com/uahdlandoutreach>
- State Authorization Update—Sherri Restauri
  - Handout provided in meeting. If departments/groups would like more information or for Sherri to come to speak to them on these regulations, contact her to schedule; follow up with Sherri if you engage in any of these activities that you believe may not be documented.
  - State Authorization work is progressing and the foundation work necessary to begin data reporting is completed. The Provost's Office is overseeing this project 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.
  - Initial state applications are underway with several of our first close to completion and hopefully approval.
  - 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.

- Sherri needs to be notified when courses & programs are planned to go online in order to ensure compliance. This relates to compliance with all regulating bodies, SA, ACHE, SACS, etc.
- Charger Preview is going on this summer (postcards provided); 10am-1pm on June 28 & July 25; make sure to register. Numbers of students registered are already over 400.

B. Advancement – Jim Steele/Sally Badoud

- Website redesign is still scheduled for August 2014; meetings and discussions are underway regarding these updates.

C. Facilities and Operations –David Form/Jorgy Umlor

- New Lockchange Key Request Form has been updated on the website. It has an additional line that require signatures; there is now a line that requires the person receiving the key to sign off on these keys.

D. Finance and Administration – Vonda Maclin/Jeremy Holden

None

E. Research – Kenya Cole/Debby Griffith

- Society for Research Admin Conference July 18 in Shelby Center; check out the OSP website for registration or contact Dorothy Green.

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

- Orientation going on this summer and are going well. Jenny Russell is doing a great job and everything is going well.
- Activities are being held in Charger Union.
- Encourage students to get immunizations.

#### IV. Committee Updates

A. Bylaws Committee – Scott Royce

- Last year:
  - Redid the constitution by moving apart the constitution and the bylaws.
  - Bylaws still needing updating are pending and will be rolled forward to this year.

B. Government Relations Committee – Jim Fisher

- Last year:
  - Focused on HE partnership related activities.
  - Ray Garner would like the Chair to be move involved in government relation activities, which may include 3 trips (Destin & 2 to Montgomery)
  - HE Partnership was hosted by the Senate with a presentation

C. Communications Committee – Sherri Restauri, Chair

- For last year, the Communications committee primary projects 2013-2014 included:
  - Website review & recommendations
    - Made some improvements to the look & feel of the SS website
  - Development of a Staff Senate Inquiry Form
  - Development of the Channels of Communication\*

- Development of a Staff Senate Survey\*
- Managing inquiries to SS email address & any requested updates to our pages, news announcements on page, etc.
- Served as central location for distribution of information to Staff Senators and to campus as a whole from our SS email address, i.e., announcements, surveys, etc.

*\*Completed development. Pending distribution; project rollover to 2014-2015 committee.*

D. Employee Benefits & Development Committee – Nicke Keimer

- Responsible for reviewing policies and such that are on campus. Examples are reviewing the holidays that various campuses were able to take as holidays and how this listing compared to days allowed for UAH staff members. .

E. Policies and Procedures Committee – Dana Warner, Chair (Verbatim notes from committee included below)

In the beginning, we met as a group to vote on the primary policy to focus on and then the sub-policy to focus on. Committee members would always have items to work on after each meeting (“moving forward items”) pertaining to either a primary or sub-policy.

We chose our primary to be Tuition Assistance (the proposal to be allowing eligible employees to take classes related to their career, not offered at UAH, under the Tuition Assistance benefit program at UA or UAB)

We chose our sub-policy to be Visual ID Badges to be worn by all faculty and staff employees on campus.

We started out as a group with documents left to us from the previous committee on Tuition Assistance Benefit programs across the nation. We visited key players across campus involved in changes to the proposal we were instituting and asked for feedback and advice.

We took feedback and advice from all meetings and partners, and communicated with Senate regularly, and created a proposal for Senate to review.

The proposal went forth to Ray Pinner and returned to the committee with questions. Our committee created a document to answer the questions, worked with the President, and created and analyzed a campus-wide survey to help respond as holistically as possibly to Ray Pinner.

Awaiting one more item, our committee will be able to submit the response to Ray Pinner soon.

In regards to the sub-policy on Visual ID Badges, our committee started from scratch. We met with key campus partners and communicated with Senate regularly.

We synthesized feedback and advice from all meetings and are in the process are finalizing the proposal for Visual ID Badges. Hopefully, within the next Senate meeting, it should be able to be put forth for review to be sent off to Ray Pinner.

In Senate, a member proposed a policy on campus that was gaining attention and feedback from employees about the smoking policy. As this policy falls under our committee, we volunteered to look into it with Laurel Long in HR who was working on it with Bob Reider already.

After meeting with Laurel Long and Bob Reider, information has been revealed that the current campus Smoking Policy is in the midst of being changed and Bob Reider has asked we formally voice our concerns about the changes Staff Senate would like to see. Our committee proposed a proposal to be voted on in the June 18<sup>th</sup>, 2014 meeting.

F. Safety

- No report.

G. Executive Committee – Holly Arnold/Sally Badoud

- No report.

V. **New Business/Discussion Items**

- Election of Executive Committee
  - VP: Nicke nominated Dana Warner; T.J. Brecciaroli seconded. Dana Warner accepted nomination. ***Voted unanimously to elect Dana Warner as new VP of Staff Senate.***
  - Secretary:
    - Jim Fisher nominated Sherri Restauri; seconded by Dana Warner. Sherri accepted nomination.
    - Nicke Keimer was nominated by Dana Warner; seconded by T.J. Brecciaroli. Nicke accepted nomination.
    - ***Senate voted to elect Sherri Restauri as new Secretary of Staff Senate.***
  - Treasurer:
    - Jim Steele nominated Jim Fisher for Treasurer, seconded by William Sinclair, accepted by Jim Fisher.
    - Midori Maloney nominated Jeremy Holden, seconded by Jim Fisher. Jeremy Holden accepted nomination.
    - ***Senate voted to elect Jeremy Holden as new Treasurer of Staff Senate.***
  - Staff Relations Officer:
    - Dana Warner nominated Amelia Duke; Nicke Keimer seconded. Amelia accepted.
    - Amelia Duke nominated Wendy Worlund; Dana Warner seconded; Wendy accepted.
    - Holly Arnold nominated Midori Maloney; Jim Fisher seconded. Midori accepted.
    - ***Senate voted to elect Wendy Worlund as new Staff Relations Officer of Staff Senate.***
- Swearing in of new officers and of new Staff Senators was completed successfully. All new members present and all new officers completed the swearing in process.

## **VI. Announcements**

- Next meeting is **Wednesday, July 16, 2014 at 11:00 am in VBRH M-50**

VII. A motion was made to adjourn by T.J. Brecciaroli and seconded by Jim Steele. The vote passed unanimously. Meeting adjourned at 12:11 p.m..

Respectfully submitted,

Sherry Restauri

Secretary, Staff Senate 2014-2015