

UAH Staff Senate

Meeting Minutes

August 19, 2015 11:00 am
VBRH-50, UAH Campus

I. Call to Order – Meeting called to order by Dana Parcher Warner at 11:02 a.m.

Attendance

X	Dana Parcher Warner (At Large) - Pres.	X	Laura Mann (At Large)
X	Midori Maloney (Academic Affairs)-VP		Randy Marshall (At Large)
X	Beth Wilson (Academic Affairs) - Sec.	X	Ashley Miller (At Large)
X	Laura Vereen (Finance & Admin)-Treas.		Antonia Pitts (Research)
X	Andrea Thompson (Advancement) - Staff Relations	X	Anita Rathz (At Large)
	T.J. Brecciaroli (Stud. Affairs)	X	Liz Redding (At Large)
	Kenya Cole (Research)	X	Scott Royce (Stud. Affairs)-Past Pres.
X	Dave Cook (At Large)	X	Elizabeth Russell Johnson (At Large)
X	David Ford (Facilities)		William Sinclair (At Large)
X	Kathy Gentry (At Large)		Jim Steele (Advancement)
	Nikki Goode (At Large)	X	Shelly Walker (Facilities)
	Vonda Maclin (Finance & Admin)		Brittany Willis (At Large)
		X	Vicki Woods (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration
Dr. Sherri Restauri, Director of Online Learning

Proxy: Scott Royce for T.J. Brecciaroli and Nikki Goode.
David Ford for Will Sinclair and Randy Marshall.
Andrea Thompson for Brittany Willis.
Midori Maloney for Jim Steele.

Approval of Minutes

The Minutes of the July meeting were e-mailed 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 Scott Royce and seconded by Liz Russell Johnson ; motion passed unanimously.

II. Unfinished Business

III. Division Reports

A. Academic Affairs – Midori Maloney/Beth Wilson

- Online Learning has developed a course template for Canvas that may be imported and used in part or in full by faculty teaching traditional, hybrid, and online classes. This template includes a graphical homepage for navigation, fully build-out modules for up to 15 weeks of content, and placeholders/content modules for discussion forums, quizzes, group projects, and more. This template alleviates ~ 20% of the course development process. Please contact Kendra Minor (kendra.minor@uah.edu), Instructional Designer for Online Learning, for access to this template and for any questions on it. It will be made available campus-wide in the future.
- QEPO/Online Faculty Certification Program is being developed by Online Learning. This program will roll out during the Fall 2015 term for a pilot group of faculty. If interested, please contact Sherri Restauri (sherri.restauri@uah.edu) to sign up for the pilot group, and for additional details on this program.
- Adobe Connect Meeting is UAH's new web conferencing solution available to UAH faculty and staff members. It offers immersive online meeting experiences from small group collaboration to large scale webinars. This program is similar to WebEx if you've use that before for online meetings. Each college has been given a login. Please check with your dean's office or director if you need access. You may also contact Wendy Worland.
- Suzy Steen, director of the Office of International Engagement, has resigned and her last day was yesterday. She is leaving to pursue an opportunity in Montgomery and to be with her new husband who is located there. In her place Dr. Berkowitz will step in as the interim director.
- Dr. Berkowitz has also been appointed as the chair of Institutional Review Board, which was previously held by Pam O'Neal. All research involving human subjects must be approved by an Institutional Review Board (IRB). The Federal Government establishes special regulations to assure the safety of all human subjects involved in research. Since many students conducting this type of research are graduate students, Dr. Berkowitz as the Graduate Dean was a natural choice.
- The College of Education became official!
- Enrollment:

As of yesterday, we are trending towards a record fall enrollment for undergrad and the graduate school. If the trend holds to the 10-day drop date, a small merit increase may be available. This is not guaranteed. So with that in mind, please do your best to keep our students enrolled.

- School starts today! Last day to drop a course with a full refund is Sept. 1.
- Registration is much earlier this year--Oct 12 so advisement will ramp up early
- Honors activities during WOW - 230 Honors students and most attended all Honors events during Week of Welcome. The Honors College also held their first ever Honors Convocation for new freshmen and it was a huge success!

B. Advancement – Jim Steele/Andrea Thompson

- Nothing to report

C. Facilities and Operations –Shelly Walker/David Ford

- Nothing to report.

D. Finance and Administration – Laura Vereen/Vonda Maclin

- Nothing to report.

E. Research – Antonia Pitts/Kenya Cole

- Not present.

F. Student Affairs – T. J. Brecciaroli/Scott Royce

- Doing wonderful--record crowds at WOW events. T-Pain concert was best attended concert than in past. Some events have had to cancel due to weather. Everyone is working hard to make sure students have something to do and get info out about different organizations.
- Housing numbers are around 97% occupied
- Sorority recruitment kicks off next Monday, August 24.
- Fraternities have started rush.
- Admissions about to hit the road--hope to keep increasing enrollment
- Charger Preview Day - Sept. 26 and Family Weekend
- Convocation/President's Picnic went well-- approx 1100 people attended
- Madison County College/Career fair Sept. 3-4 in Fitness Center. Sept. 3 from 6-8pm will be parent night. Open to anyone. Over 60 colleges have registered.
- Health Careers Day will be Sept. 18--registration opens today or tomorrow.

IV. Committee Updates

A. Bylaws Committee – **Scott Royce, Chair**

- Nothing to report.

B. Government Relations Committee – **David Ford, Chair**

- Did not meet

C. Communications Committee – **Andrea Thompson, Chair**

- Assigned projects. In Exec Meeting we talked about sending out survey to staff to get opinions on 4 day work week to submit to administration. Ray Pinner suggested doing survey as soon as possible as it is a topic that will be discussed with the administration soon.
- Also working on updating Staff Senate accomplishments on website. If you know of any accomplishments, please submit to the committee.

D. Employee Benefits & Development Committee – **Midori Maloney, Chair**

- Holiday Resolution
Committee held lengthy discussions regarding the current proposed holiday resolution. Given feedback from Ray Pinner at the July staff senate meeting and an additional sidebar meeting with Ray and Jim, the EB&D Committee agreed to move forward as follows:
 - Refocus efforts to pursue one new holiday
 - Survey staff to see if there is interest in acquiring an additional holiday
 - Survey will include the ability to rank their holiday preference
Suggested holidays will be: Veterans day, day before Thanksgiving, Thursday during spring break, and Friday for fall break.
 - Top two holidays will be presented in new proposal with a request for administration to provide staff with one additional holiday, allowing administration to select the holiday from the top two.

ACTION ITEMS:

- Liz Russell-Johnson has volunteered to contact payroll to determine how often staff have holiday hours on the above dates.
- Midori Maloney has agreed to draft a survey and provide it to the committee for edits.

Future Activities:

Upon conclusion of the holiday resolution, half days on Friday will be discussed, as well as any other committee desires (Midori would like to discuss scholarship fund).

E. Policies and Procedures Committee – **Beth Wilson, Chair**

- We found out a little more about the Child Protection Policy process. We will talk to the Office of Counsel to see if possible to set up the policy like the FERPA training--online and done once per year. Could it be done through HR orientation?
- We've been researching other universities to find out how transparent their payscale is. Some post and some don't but we will set up a meeting with HR to find out a little more on how someone is placed on the payscale and how that is communicated to departments.
- We also found out UAH is the only campus in Alabama that allows smoking--we will put together a survey to send out to students, faculty and staff to gauge feelings on a non-smoking policy.

F. Safety Committee – **William Sinclair, Chair**

- Nothing to report.

G. Executive Committee – **Dana Parcher Warner, President**

- Discussed updates on campus
- Met with Suzanne Simpson in OIR because she is working with staff development opportunities on campus. Want to make sure Staff Senate is involved.

V. **New Business**

- Online/Distance Education Policy
 - Dr. Sherri Restauri, Director of Online Learning & State Authorization, Academic Affairs
 - Sherri needs feedback on this policy. Online learning is currently managing QEPO program since the Center for Teaching Excellence noted in the DL policies does not exist right now. The DL policies will be updated on a continuous basis in order to best meet the needs of the University, faculty, staff, and students. Sherri met with colleges, Staff Senate, Faculty Senate and Student Senate to discuss the DL Policies, and to solicit feedback. She hopes for this policy to be disseminated widely on campus (to include Registrar, others on campus that need to know) so that everyone is made aware of the Interim policies. Feel free to email Sherri (sherri.restauri@uah.edu) with any other comments.
 - Scott Royce moved to give support with reservations. Andrea Thompson seconded.
 - Vote was 14 yes, 0 no, 4 abstained. We want to see where policy is going before giving full support.
- Communicable Disease Policy
 - Motion to discuss made by Scott Royce , seconded by Liz Russell.
 - Questions/Issues:
 - University outreach seems more reactive than proactive. What policies are currently in place?
 - Personal protective equipment in every building?
 - What is the time period in which we will be notified after disease has been identified? Probably depends on disease and how contagious it could be.
 - Are we depending on visitors to campus to self-identify as having a possible communicable disease?
 - Motion to vote with reservations made by Scott Royce (in support of a policy with additional clarifications), seconded by Liz Russell.
 - Vote was 13 yes, 0 no, 5 abstained.

VI. **Announcements**

- Leadership Proposal Answers

- o Established by HR. Program will start in Fall--any exempt employee is eligible (as long as met 6 month probationary period), 2 letters of recommendations and support by supervisor. New cohort every fall.
 - o New questions: What do you get from completing the program--benefits? Has it been advertised? When can staff apply?
- Call for Workshop Ideas for Ms. Suzanne Simpson: Workplace Conflict was suggested.
- Employee Picnic Committee Upcoming
 - o Will be asking at September meeting for 3 committee members

VII. A motion was made to adjourn by Laura Mann and seconded by Ashley Miller. Meeting adjourned by Dana Parcher Warner at 11:50 a.m.

Respectfully submitted,

Beth Wilson, Secretary
Staff Senate
2015-2016