

## UAH Staff Senate

### Meeting Minutes

April 19, 2017 11:00 am  
SSB 201, UAH Campus

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

##### Attendance

x	Midori Maloney (Academic Affairs) - Pres.	x	Benita Hopkins (Advancement)
	Andrea Thompson (Pres. Elect)(Advancement)	x	Valerie Johnson (At Large)
x	Beth Wilson (Academic Affairs) - Sec.	x	Laura Mann (At Large)
P	Laura Vereen (Finance & Admin)-Treas.		Randy Marshall (At Large)
P	Scott Royce (Student Affairs) - Staff Relations	x	Mary McManus (At Large)
x	Kevin Bennett (Facilities)	x	De'Onah Norfleet (Finance & Admin) - Interim Treasurer
x	Mary Pat Bohrman (At Large)		Antonia Pitts (Research)
x	Dave Cook (At Large)	x	Liz Redding (At Large)
x	Mona Foroughi (Academic Affairs)	x	Katie Rhodes (At Large)
x	Nikki Goode (At Large)	x	Anna Beth Thomason (Stud. Affairs)
x	Valerie Green (At Large)	x	Jackie Smith (At Large)
x	Patrick Hambloch (Research)	P	Brittany Willis (At Large)
x	Fathia Hardy (At Large)	x	George Watt (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration, Dr. Robert Altenkirch

Proxy: Anna Beth Thomason for Brittany Willis and Scott Royce,  
De'Onah Norfleet for Laura Vereen,

#### **Dr. Altenkirch's Campus Parking Presentation**

##### Questions/Discussion:

- Will there be additional training or additional employees for parking staff? We will probably hire more personnel to help manage the changes. Additional training may be available.

- UAH really needs to transition to zone parking so all of campus parking is utilized.
- UAH has purchased Executive Plaza across Sparkman Dr. More parking may be available there in the future but must to figure out how to safely cross Sparkman.
- Trying to split zones as little as possible in the same parking lot.
- Off-site employees that come to campus to utilize university facilities (Fitness Center, cafeteria, should buy decal/hangtag.
- Parking deck will be divided into multiple zones.
- Hangtags for faculty/staff? Decals for students. Would be nice to switch hang tags to another car. We will probably only stick with one system (decals or hang tags).
- Additional parking garages are very expensive to build--around \$15,000 per spot. It doesn't financially make sense to build more parking decks since we purchased Executive Plaza unless we received assistance from the Dept of Transportation.
- Will eventually close road between Morton and Franz - access to parking lots will come off Ben Graves. Closed road will be all green space--no impact to parking at all.
- We're not at the point where we can pro-rate decals yet. We're focused on figuring out zones and parking lots at this point.
- Answer to "why do we have to pay to go to work?" - we're not a profit making entity so we need revenue to cover projects. Revenue from parking helps to fund projects such as repairs to campus roadways and maintaining parking lots.

## Approval of Minutes

The Minutes of the March 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 Laura Mann and seconded by Valerie Green motion passed unanimously.

## II. Division Reports

### A. Academic Affairs – Beth Wilson/Mona Foroughi

- Summer Reading Programs - The University has partnered with the Institute of Reading Development to offer **Summer Reading Programs** on-campus for anyone aged 4 years to adult. Each class is age-specific--designed to meet the learning needs of participants while emphasizing the joy of reading.
  - UAH employees and their families can register at the discounted tuition rate of \$239, a savings of \$60 per course. Summer programs meet once a week for 5 weeks, starting in June. Specific dates and curriculum will vary based on the participant's age.
  - To register or for more information, visit [PCS.uah.edu/reading](http://PCS.uah.edu/reading) or contact Fathia Hardy at 256-824-2808.
- Graduation is May 7 - contact Janet Waller if you would like to volunteer

- The SSC will hold their end of semester event, Tutoring Blitz, on Wednesday, April 26th in the CTC Exhibit Hall from 9am-5pm. Drop-in tutoring will be provided to students to help them prepare for finals. The first 100 students receive a free t-shirt.

B. Advancement –Andrea Thompson/Benita Hopkins

- No report.

C. Facilities and Operations –Kevin Bennett

- We have a lot going on across campus, but our current larger projects include:
- Charger Village Addition is coming along on schedule and still plans to open to students in the Fall of 2018.
- The additional Greek House project will bid out Thursday, April 27. That building should be completed by Fall of 2018.
- The Innovation to Invention Center (I2C) is on schedule to begin construction in July, 2017 and will be completed by July, 2019.
- There are so many projects that are on our agenda which will be underway soon!! It's a good time to be at UAH!!

D. Finance and Administration – Laura Vereen/De'Onah Norfleet

- General Accounting has hired two new employees. Chandraka Utlapalli who will be responsible for the General Operating Bank and TMS Payment Portal. Natalie Curier who will be responsible for Gifts & Scholarships, as well as, Eminent Scholars & Endowments.
- Ramona Ward was appointed Director of Employment & Employee Relations in Human Resources after Cindy Backus retired from UAH after 32 years.
- LaTonya Cooley is the new Receptionist for Shelbie King Hall and Human Resources.
- LeAnne Stephens was promoted to Payroll Assistant in Payroll Services.
- A Search Committee has been established to screen nominations and applications for the position of Vice President for Finance and Administration.
- Contracts and Grants Accounting: Previously reporting to the Associate Vice President Finance and Business Services will report to the Associate Vice President for Research (Bob Lindquist), who reports to the Vice President for Research and Economic Development

E. Research – Antonia Pitts/Patrick Hambloch

No report.

F. Student Affairs – Anna Beth Thomason/Scott Royce

**Bookstore**

- The bookstore needs Summer and Fall book orders as soon as possible. Students are already placing orders and need to know which books will be used.

- If the bookstore knows the books used going forward, they are able to purchase them from students. The buyback process begins on Wed., April 19<sup>th</sup>.
- New line of infant and children clothing.

### **Admissions**

- Orientation registration is open and we have over 1,000 students registered.

## **III. Committee Updates**

### **A. Bylaws Committee – **Brittany Willis, Chair****

- We received 36 nominations for new Senators. This past week our committee started reaching out to these nominees to see if they are interested and to collect photos and bios for the ballot. We will now begin collecting the responses and putting together the ballot for the Communications Committee to send out to the campus community.

### **B. Government Relations Committee – **David Cook, Chair****

- We discussed the results of Higher Education Day and the new Governor. We discussed the importance of making sure UAH is on her radar. Ray Garner pointed out that she was able to meet administration at UAH and see all of the opportunities at UAH for technological and other advancements. We discussed last month's meeting and making sure that we stay in compliance with an future projects. We also discussed David's replacement at chair. Several names were brought up including myself. Because Laura is also cycling off, I would be happy to take on this responsibility if re-elected. I will meet with David one on one to discuss this. We discussed the importance of David's leadership for giving this committee a true purpose which we can continue to focus and develop future ideas.

### **C. Communications Committee – **Scott Royce, Chair****

- Have several items to update in the Channels of Communication

### **D. Employee Benefits & Development Committee – **Fathia Hardy, Interim Chair****

- No update on half day policy or Parental leave policy
- Suggestion was made to propose a 30 minute fitness break
- We looked at the staff handbook and employees are allowed 1-10 minute coffee/rest break in the morning and afternoon. Committee will come up with an idea to spread the word too employees about the existing policy.
- If needed, the committee will move forward with proposing to adjust the language in the existing policy and/or requesting for an extra 5 minutes in the morning and afternoon.

### **E. Policies and Procedures Committee – **Patrick Hambloch, Chair****

- The Policies and Procedures committee did not meet.

- However, a summary of the Child Protection Policy discussion was compiled and reviewed over the last few days and will be forwarded to Laterrica Simmons shortly.

**F. Safety Committee – Kevin Bennett, Chair**

No report.

**G. Picnic Committee - Andrea Thompson, Chair**

- May 10 11:30-1:30
- Same set up as past - lawn by CTC - if rain, inside CTC
- flyers that need to be posted
- volunteer sheet has been submitted--still need a few more to sign up
- doorprize sheet has been submitted--all collect at least 2 door prizes - get name/address so can send letter

**H. Executive Committee – Midori Maloney, President**

- discussed unfinished business
- Discussed picnic
- Discussed upcoming elections

**IV. Unfinished Business**

- Parental Leave Proposal - the revised policy is currently under review by the administration.
- ½ day proposal - Sandra Parton and Laurel Long met with the Employee Benefits committee regarding the ½ day policy. We suggested to revise the language in the staff handbook to allow managers and supervisors the discretion for flexible scheduling. HR is currently working on this language and will contact Fathia in the next few weeks.
- Tuition Assistance Proposal's 2nd Reading - read by Fathia Hardy
  - Motion to vote by Fathia Hardy, seconded by Jackie Smith
  - Yes - unanimous (22)
  - No - 0
  - Abstain - 0
  - Proposal will be forwarded to the administration.

**V. New Business/Discussion Items**

- N/A

**VI. Announcements**

- Fathia Hardy was the first recipient of our Staff Senate Scholarship.
- Tshirts are available for pickup today
- De'Onah Norfleet was selected to serve on the search committee for Senior Vice President for Finance and Administration position.

## **VII. Adjournment**

Our next meeting will be the Staff Picnic on May 10! A motion was made to adjourn by Liz Redding and seconded by Mona Foroughi. Meeting adjourned by Midori Maloney at 12:03 p.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2016-2017