**UAH Staff Senate**

**Meeting Minutes**

February 15, 2017 11:00 am

SSB 201, UAH Campus

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

Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| x | Midori Maloney (Academic Affairs) - Pres. | P | Benita Hopkins (Advancement) |
| x | Andrea Thompson (Pres. Elect)(Advancement) | x | Valerie Johnson (At Large) |
| x | Beth Wilson (Academic Affairs) - Sec. | x | Laura Mann (At Large) |
| x | Laura Vereen (Finance & Admin)- Treas. | x | Randy Marshall (At Large) |
| x | Scott Royce (Student Affairs) - Staff Relations | x | Mary McManus (At Large) |
| x | Kevin Bennett (Facilities) | x | De’Onah Norfleet (Finance & Admin) |
| P | Mary Pat Bohrman (At Large) | x | 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

Proxy: Midori Maloney for Mary Pat Bohrman, Andrea Thompson for Benita Hopkins, Mona Foroughi for Brittany Willis

**Approval of Minutes**

The Minutes of the January 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 Royceand seconded by Patrick Hambloch; motion passed unanimously.

# Division Reports

## Academic Affairs – Beth Wilson/Mona Foroughi

* Registration for Summer and Fall 2017 begins February 27
* Push students to register early
* No wait lists during freshmen orientation

## Advancement –Andrea Thompson/Benita Hopkins

* Charger Amour coming up on February 24 - let alumni know
* Charger Con is this Saturday, February 18

## Facilities and Operations –Kevin Bennett

* Charger Village expansion is moving forward
* Central Plant/Greenway expansion is also underway
* Incubation to Innovation Center is moving forward.
* Bidding in April for new fraternity/sorority housing
* All plans are on the campus architect’s website

## Finance and Administration – Laura Vereen/De’Onah Norfleet

* Nothing to report.

## Research – Antonia Pitts/Patrick Hambloch

* First poster session at the capitol February 23 part of Higher Education Day
* 6 undergraduates graduates will present/1 from each college

## Student Affairs – Anna Beth Thomason/Scott Royce

**Admissions**

* Charger Preview on March 25 and July 22
* Admitted Student Day on April 8 - no overnight portion
* Orientation schedule is on website/registration is open

**Student Life**

* Spring Sibling and Family Weekend happening February 24-26 -over 300 guests signed up
* WOW Fall Call for Events opens April 3 and lasts entire month. Priority reservation for Charger Union during this time as well.
* WOW will take place August 12-19
* Taking 10 students to New Orleans for Spring Break. Students will work at Food banks, help with disaster relief, and other volunteer opportunities. Student Life is looking for volunteers to chaperone. All expenses will be paid.
* Spring Fling April 10-15, will close with co-sponsored event with SGA (the Big Event).

**Housing and Greek Life**

* Greek Week April 3-9
* Currently returning housing process happening
* Counseling center sponsoring Fresh Check Day. More details coming in the future.

# Committee Updates

## Bylaws Committee – Brittany Willis, Chair

* The Bylaws Committee began talking about the upcoming elections in April/May. We have reached out to HR to get a list of eligible employees and will reach out to the Communications committee to get them to email staff to gather nominations. We also talked about how we will split up the nominations to contact and the survey.

## Government Relations Committee – David Cook, Chair

* Did not meet.
* Committee cannot move forward until they meet with Alabama Unites--which they will do next at their next committee meeting in March.
* David Cook pointed out that the TRS email from HR contained information on upcoming bills that can affect employee retirement and healthcare benefits.

## Communications Committee – Scott Royce, Chair

* Starting to work on Staff Resource Guide and helping Bylaws committee with election.

## Employee Benefits & Development Committee – Laura Vereen, Chair

* Further discussed our potential proposal to change wording of tuition assistance policy.
* Decided to meet with HR before drafting proposal.
* Fathia Hardy will be taking over as Chair since Laura will be on maternity leave soon.

## Policies and Procedures Committee – Patrick Hambloch, Chair

The Policies and Procedures Committee met on February 7.

* The Child Protection Policy was discussed.
* After our discussion with Delois Smith and the pending hire of a Compliance Director / Title IX coordinator, we concluded that the best course of action is to compile a report on our findings, submit that to the new hire, and follow up during the next Staff Senate term.

## Safety Committee – Kevin Bennett, Chair

* Did not meet.
* UAH will be hosting a National Weather Service Skywarn Storm Spotting training course on February 23 11-1pm in Shelby Center 301.
  1. Picnic Committee - **Andrea Thompson, Chair**
* Nikki Goode and Andrea Thompson met with Debbie Morgan about the Picnic. The Staff Senate's responsibilities for the event include setting the MC, speaking and entertainment program, creating and posting a flyer, collecting door prizes for the event, and manning the ticket tables. At the event the new faculty & staff senators will be announced, as well as the staff award winners.
* We will need to provide the Events office with our seating chart and layout for the stage (Slab). As well, the Events office informed us that any food can only be laid out for 2 hours (according to food safety laws), so the event starts exactly at 11:30 - no sooner - so that any "late" comers will still be able to get food.
* Picnic will be held on May 10, 2017.

## H. Executive Committee – Midori Maloney, President

* Laura Vereen is going on maternity leave and we will need an Interim Treasurer. More under “Unfinished Business.”
* Looking into Staff Senate t-shirts
* Need to pick new date for March meeting
  + Motion to move meeting to March 8 (motion made by Nikki Goode and seconded by Valerie Green). Everyone but 1 voted for March 8.
  + Meeting moved. However, after the meeting ended, there was another conflict with March 8 and meeting may be moved to March 9.

# Unfinished Business

* Interim Treasurer nominations
  + Scott Royce moved to open nominations, Fathia Hardy seconded
  + Laura Vereen nominated De’Onah Norfleet, Midori Maloney seconded
  + De’Onah Norfleet accepted the nomination and will serve as Interim Treasurer
  + Scott Royce and Valerie Green closed nominations

# New Business/Discussion Items

* New Senator Vacancy Wording
* Motion to vote on new senator vacancy wording made by Kevin Bennett and seconded by Laura Vereen
* Unanimous yes vote/will be forwarded to administration
* Midori Maloney met with Laurel Long regarding the parental leave policy. Policy will be forwarded to administration.
* Half Day Proposal - Laurel Long would like to change wording in the Staff Handbook and would like to meet with Benefits and Development committee chair (Laura Vereen).

# VI. Announcements

* “Just Move It” has started
* First system wide March Madness Challenge (Fitbit challenge) starts March 8 and runs through March 22. Announcement will be coming from HR.

# VII. Adjournment

# A motion was made to adjourn by Scott Royce and seconded by Liz Redding. Meeting adjourned by Midori Maloney at 11:31 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2016-2017