

## UAH Staff Senate

### Meeting Minutes

February 17, 2016 11:00 am  
CGU 227, 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	x	Randy Marshall (At Large)
x	Beth Wilson (Academic Affairs) - Sec.	x	Ashley Miller (At Large)
P	Laura Vereen (Finance & Admin)-Treas.	x	Antonia Pitts (Research)
x	Andrea Thompson (Advancement) - Staff Relations	x	Anita Rathz (At Large)
x	Adam Smith (At Large)	x	Liz Redding (At Large)
	Kenya Cole (Research)	x	Scott Royce (Stud. Affairs)-Past Pres.
x	Dave Cook (At Large)	x	Elizabeth Russell Johnson (Student Affairs)
x	David Ford (Facilities)	P	William Sinclair (At Large)
	Kathy Gentry (At Large)	x	Jim Steele (Advancement)
x	Nikki Goode (At Large)	x	Shelly Walker (Facilities)
x	Vonda Maclin (Finance & Admin)	x	Brittany Willis (At Large)
		x	Vicki Woods (At Large)

Quorum present? Yes

Others present: Dr. Christine Curtis, Provost and Executive Vice President for Student Affairs and Laurel Long, Associate Vice President for Human Resources

Proxy: Beth Wilson for Laura Vereen, Randy Marshall for William Sinclair

#### **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 Jim Steele and seconded by Scott Royce; motion passed unanimously.

## II. Unfinished Business

## III. Division Reports

### A. Academic Affairs – Midori Maloney/Beth Wilson

- Feb. 29 – Registration starts, class schedule is out

### B. Advancement – Jim Steele/Andrea Thompson

- Sign still works.
- Advancement will remain in Shelbie King Hall when new building opens

### C. Facilities and Operations –Shelly Walker/David Ford

- Contractor working on lacrosse and soccer practice field
- New bridge connecting softball and baseball fields
  - Work orders can be done online at <http://www.uah.edu/facilities-and-operations/facilities/maintenance-request>
- If picking up office keys or vehicle keys, office closes at 4pm.

### D. Finance and Administration – Laura Vereen/Vonda Maclin

- March 29-30, 2016 Finance and Admin will put on FAST training
- Let Whitney Keelon ([wmk0001@uah.edu](mailto:wmk0001@uah.edu)) know if interested in specific topics for next year.
- Topics include Banner, Finance Self Service forms, Copy Center, HR, Career Services, Public Safety, Accounting and Financial Reporting, Housing, Graduate Studies and more.

### E. Research – Antonia Pitts/Kenya Cole

- Still planning Research Horizons Day and Research Week

### F. Student Affairs – Liz Russell-Johnson/Scott Royce

- Preview Day March 5
- ASD on April 3-4, Honors College Priority Orientation on April 1-2
- Student Affairs positions currently open
- Basketball seated 1<sup>st</sup> place for GSC. Last home game on March 1— encourage you to attend!
- WOW events Aug. 12-21/ Academic events from 10-2 on Mon, Aug 15. No other programs except those between 10-2.
- Homecoming dates tentative Oct. 17-22/condensing Homecoming to 3.5 days/possibly combining Family Weekend
- Invitation to attend weekend movies at Charger Theater. Free for staff, faculty and students. If alumni have Charger ID, can get in free. \$5 for all other guests.

#### IV. **Committee Updates**

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

- Bylaws met with Communications this month. We discussed the upcoming election and how to promote it. We have also recently received the staff listing.
- Over 40 nominations so far
- Include name, department, email and phone number with nominations.
- Will contact those who were nominated and answer questions. Ask for pic and blurb to be sent out for elections.

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

- Higher Education Day on Thursday, Feb 25. A van will be leaving at 7 am from facilities and should be back by 4:30. There will be a parade at 10:30am, rally at 11am and a free barbecue lunch on the lawn of the State Capitol at 12pm.
- Let David Ford or Shelly Walker know if you want to go by tomorrow, Feb 18.
- Alabama Unites for Education –sign up at [alunites.org](http://alunites.org)

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

- Met with By-laws to work with them on promoting elections. Includes emailing staff and posters to promote elections. In break rooms and buildings around campus
- Working on picnic promotions. Picnic is on May 11, 2016

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

- Holiday Proposal: Ray Pinner asked for holiday information from other universities which was provided.
- Parental Leave Proposal: Group discussed questions to ask in a staff survey regarding support and needs.
- Half Day Proposal: Committee is continuing work on the proposal which will support a year round flex schedule where staff would be allowed flexibility in scheduling their 40 hours so long as their unit remains open during normal business hours. Flex scheduling could be used by administration to prepare for the Fair Labor Standards Act changes that have been proposed: <http://www.dol.gov/whd/overtime/nprm2015/>.

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

- We are still continuing to work on the Child Protection Policy and find out more information on the Leadership Academy. Dana received some great news from SGA--they have agreed to sponsor a Staff award to be presented on behalf of the UAH student body! We believe they will give that out at the Student They will form a committee to work on this soon so

hopefully more details will be forthcoming on that. We're also working with Laurel Long to get more info on the new employee exemption policies. More info coming on that later.

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

- The safety committee is still working on the campus wide security survey and will be meeting on 3/1/16 to finalize it.
- Request from nursing for better lighting/parking

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

- Discussed T-shirts for Staff Senate. Approved if worn as uniforms at picnic. The committee is working with Sally Badoud for design.

V. **New Business**

**Dr. Christine Curtis, Provost and Executive Vice President for Academic Affairs, Quality Enhancement Plan**

- SACSCOC On-Site Visit March 15-17, 2016. All staff should be available in case SACSCOC committee requests to meet.
- QEP Committee found that student connections were important to succeeding at UAH which led to Collaborative Learning.
- **Collaborative Learning** entails UAH students and faculty working together to explore options and create solutions in pursuit of knowledge. Our Quality Enhancement Plan aims to transform the educational and cultural landscape of UAH by connecting students to each other and to UAH, replacing isolated students with collaborative learners. This change will increase student engagement in the classroom; provide valuable enhancements in creativity, cooperation, and inquiry-based learning; and enhance student success.
- Dr. Dan Rochowiak has been named the first Director of the Collaborative Learning Center.
- Faculty and FYE instructors will be trained through CLC-located in Student Success Center. Should open in May.

**Policies for Review**

- Sparkman sign
  - Policy may be changed
  - No comments or suggestions
- Indebtedness policy
  - No comments or suggestions
  - Laurel Long said we essentially already had a policy like this in place

VI. **Announcements**

- Bobby Dempsey offers CPR and AED Training. 2 hours and \$20 Friday afternoons. His extension is #2352. Can do in group or individually. Visit this [link](#) for the schedule and more information.

- Continue signing up for picnic donations  
<https://docs.google.com/spreadsheets/d/1mHH6JiipH9J1FQ6u6vfDaFoQ5by79q4IGcOyvqiLA84/edit#gid=0>
- Les Stuedeman would like to invite everyone to put April 16 on your calendar for a block party on April 16. Men's lacrosse along with baseball and softball. Lacrosse starts at 12 so food trucks will be there around 11. Free admission to games for faculty and staff.

**VII.** A motion was made to adjourn by Jim Steele and seconded by Liz Redding. Meeting adjourned by Dana Parcher Warner at 12:04 p.m. Next meeting will be back in VBRH M-50.

Respectfully submitted,

Beth Wilson, Secretary  
Staff Senate  
2015-2016