

UAH Staff Senate

Meeting Minutes

January 20, 2016 11:00 am
VBRH-50, UAH Campus

- **Call to Order** – Meeting called to order by Dana Parcher Warner at 11:04 a.m.
Attendance

x	Dana Parcher Warner (At Large) - Pres.	x	Laura Mann (At Large)
P	Midori Maloney (Academic Affairs)-VP	x	Randy Marshall (At Large)
x	Beth Wilson (Academic Affairs) - Sec.	x	Ashley Miller (At Large)
x	Laura Vereen (Finance & Admin)-Treas.	x	Antonia Pitts (Research)
x	Andrea Thompson (Advancement) - Staff Relations	x	Anita Rathz (At Large)
P	Adam Smith (At Large)	x	Liz Redding (At Large)
x	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)	x	William Sinclair (At Large)
	Kathy Gentry (At Large)	x	Jim Steele (Advancement)
P	Nikki Goode (At Large)	P	Shelly Walker (Facilities)
x	Vonda Maclin (Finance & Admin)	P	Brittany Willis (At Large)
		x	Vicki Woods (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration

Proxy: Ashley Miller proxy for Adam Smith and Brittany Willis, Andrea Thompson for Midori Maloney, Scott Royce for Nikki Goode, Liz Russell-Johnson for Shelly Walker

Approval of Minutes

The Minutes of the November 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 Liz Russell Johnson; motion passed unanimously.

Unfinished Business

- No decision has been made on holiday proposal. Preliminary discussions in Administration continue.
- Smoke- and Tobacco-Free Campus Policy: Based on feedback this policy has been signed. The President will announce shortly. Signs need to be put up, removal of ashtrays, etc. The implementation date is likely to be the first day of summer school, May 31, although that is *tentative* at this point.
- Four Day Work Week in Summer: Based on feedback and lack of substantial savings from last summer, the President and Administration plans to implement a modified four day week in the summer. All offices will be open five days a week, but employees may work a four day week as long as the office is covered five days a week. So, a “staggered” four day week, some off on Monday and some off on Friday. This will be announced shortly, as well. This also addresses those operations that must be open five days a week and also summer camps, etc.

Division Reports

A. Academic Affairs – Midori Maloney/Beth Wilson

- Feb. 1 is deadline to apply for spring graduation.
- Honors Convocation is April 12, 2016 this year. No classes that day due to ceremonies. Research Horizons day also happening that day.
- Honors College will be hosting first ever Honors College Priority Orientation on April 1-2. This is an orientation session for Honors students only and will give incoming Honors freshmen the opportunity to take advantage of priority registration.
- Honors College will also be hosting the University of Alabama System Honors Research Conference on April 19, 2016. Honors students from UAH, UAB and UA-Tuscaloosa present their Honors research and compete for cash prizes.

B. Advancement – Jim Steele/Andrea Thompson

- The sign is finally working!
- Announcements for sign can be submitted to Joel Lonergan.
- Laurie Schmitz, Alumni Relations, is retiring. Reception on Jan. 26 at 4pm.

C. Facilities and Operations –Shelly Walker/David Ford

- Student Services building should be completed in February. Furniture scheduled to be moved in mid-March.

D. Finance and Administration – Laura Vereen/Vonda Maclin

- W2's are available on Self-Service Banner if you've consented to receive it electronically. Paper copies will be mailed week of Jan. 25.

- E. Research – Antonia Pitts/Kenya Cole
- Nothing to report.
- F. Student Affairs – Liz Russell-Johnson/Scott Royce
- Orientation Dates have been set and can be found at uah.edu/orientation
 - Jan 25 - Just Move It (JMI) Campaign begins. uah.edu/jmi to register. If you want to participate in the “Scale Back Alabama” portion of JMI, those weigh-ins begin next week 8a-12 WH 129. Staff Senate has had a team in past, let Liz Redding know if you want to participate.
 - Jan 28 - Spring Career Fair in the UFC from 10a-2pm
 - Jan 28 - UAH Office of Diversity presents "Let's Continue the Conversation of the Color of Law: Mass Incarceration and Prison Privatization" with Latacha McCrary (staff attorney at the Southern Poverty Law Center) at 6pm in the CU Theater.
 - Intramural coordinator position posted today.
 - Admissions: Events already sent to Deans. Mar 5 Charger Preview, Admitted Student Day on Apr 3-4
 - Weekend movie series – Listings on Student Events Calendar
 - Housing returning student process/RA selection/CA selection happening now or coming up soon
 - Will be searching for upcoming RD positions

Committee Updates

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

- Talked about the items we need to do to start the Ballot process and ultimately the election.

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

- Higher Education Day in Montgomery is Feb. 25th. Senate plans on taking a vehicle down and will need a headcount of people interested in going. Wondering if Staff Senate had funds to help cover cost to attend.
- Getting involved in the Alabama Legislative System http://arisecitizens.org/index.php/component/docman/doc_view/543-alabama-s-legislative-process?Itemid=44
 - This document describes how we can help in our governmental process in Alabama.
 - How the legislative process works
 - How you can influence the process
 - How to make your influence more effective by contacting your legislator.
- The Alabama House and Senate convene on Feb. 2nd. We will stay in contact with Ray Garner to see if there are any issues that we need to be concerned with.

C. Communications Committee – Andrea Thompson, Chair

- We are still working on updating the Staff Reference documents (Channels of Communication and Staff Reference guide).
- The Communications Committee will be responsible for promoting the upcoming elections, and will work with the Bylaws(?) Committee to get that going.
- Anticipating promotions for the Staff Picnic.

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

- Draft of staff scholarship application has been developed and needs to be reviewed
- Holiday proposal update still needed from administration (coming)
- Parental leave policy needs one more review within the committee. Discussion was held as to its readiness. It was decided via email that a campus survey needed to be done before it was ready.
- Discussion was held as to the committee's next project. It was decided we would look further into the 1/2 day Friday proposal.

E. Policies and Procedures Committee – Beth Wilson, Chair

- No updates on the Child Protection Policy yet. Liz and Beth will schedule a meeting with Delois Smith.
- Beth will be meeting with Suzanne to discuss how an employee of the month award was accomplished at her previous institution.
- Dana spoke with SGA president about the possibility of offering a staff award—they currently only have an award for faculty members. They are open to the idea and will put it on their meeting agenda.
- Shelley will set up a meeting with Laurel Long to discuss 401K benefits for those employees who are non-exempt
- No update on the Staff Leadership academy. Suzanne Simpson is checking with HR.

F. Safety Committee – William Sinclair, Chair

- Did not meet

G. Executive Committee – Dana Parcher Warner, President

- We met Jan 7th and discussed the upcoming picnic, advertising for elections, and updates on proposals and committees.

New Business

- Nothing to report.

Announcements

- Employee Picnic is coming on May 11, 2016. Picnic committee will meet next week. The [Google Doc of door prizes](#) to sign up for has gone out. Senators should sign up for 3 vendors to contact for door prizes. The form letter and UAH form are below. You can submit forms to Anita Rathz.

<https://drive.google.com/a/uah.edu/file/d/0B3uXDqjDLUS2by1FSEZpRTU0dDQ/view?usp=sharing>

<https://drive.google.com/a/uah.edu/file/d/0B3uXDqjDLUS2MFRzMzFkNzNTeXc/view?usp=sharing>

- - Individual tasks for Senators will be set closer to the employee picnic date.

A motion was made to adjourn by William Sinclair and seconded by Liz Redding. Meeting adjourned by Dana Parcher Warner at 11:40 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2015-2016