

## UAH Staff Senate

### Meeting Minutes

March 16, 2016 11:00 am  
VBRH-50, UAH Campus

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

Attendance

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

Quorum present? Yes

Others present: Laurel Long, Finance & Administration

Proxy: Andrea Thompson for Beth Wilson, Vonda Maclin for Laura Vereen, Shelley Walker for David Ford, Brittany Willis for Ashley Miller, Scott Royce for Nikki Goode

## Approval of Minutes

The Minutes of the February 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.

## II. Unfinished Business

## III. Division Reports

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

- Graduate Studies will host their Spring Open House on April 21 from 4:00 to 6:00pm in the CTC Lobby.
- Scholars Institute Call for Proposals closed 03/13. Registration is open to all UAH faculty, staff, and up to 10 graduate students. <https://www.uah.edu/scholarsinstitute/registration> 2 day event on Tuesday, May 17 & Wednesday, May 18 on the UAH campus. Seats are still currently available for UAH but seating is limited so interested faculty should sign up early to save their spots.
- Dottie Luke, the administrative assistant for Online Learning, will be retiring as of Friday, April 29. Please direct any questions regarding procedural changes to Sherri Restauri ([sherri.restauri@uah.edu](mailto:sherri.restauri@uah.edu)).
- Online Learning will be hosting the second round of Online Faculty Certification (QEPO) in May. Interested teaching staff and faculty may sign up at the following site (requires UAH login): <https://sites.google.com/a/uah.edu/instructional-design-for-online-learning/technology-1> A formal announcement will be distributed in April for these asynchronous trainings, as well. The goal of QEPO is to have all faculty teaching and planning to teach online complete training through this program, to become certified in online teaching.
- University Honors convocation Tues. April 12th 9am Chan Auditorium, followed by Research Horizon's Poster Contest
- April 12th-15th is Research Week
  - Tuesday, April 12 – Student Poster Session at 10:30am after Honors Convocation Ceremony. Located in Student Success Center, Salmon Library
  - Wednesday, April 13 – Student poster viewing all day in SSC and guest speaker, Dr. Robert Frederick from 3-4 pm
  - Thursday, April 14 - Student poster viewing all day in SSC and guest speaker, Dr. Gordon McGregor from 3-4 pm
  - Friday, April 15 – “So You Think You Can Research” from 1-3 pm

- 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
- Staff Foundation Award nominations are due Friday, March 18. Can nominate staff by following the link on [this page](#).
  - FAST training is March 29th & 30th
- E. Research – Antonia Pitts/Kenya Cole
- U.S. Army is having a symposium at the Von Braun Center & is open to the public. Today is the last day.
- F. Student Affairs – Liz Russell-Johnson/Scott Royce
- Paint Crew and Student Assistant Maintenance Staff applications are currently active (until April 1<sup>st</sup>)!
  - UAH Lancers and Conference Assistants have conducted interviews; both positions will notify their selected candidates before spring break.
  - Also, summer online room selection for Housing is ongoing.
  - Intramural Position Interviews have been occurring, wrapping up and hoping to select candidate by Spring Break
  - Cheerleaders heading to South Carolina for National Competition against 13 schools
  - Student Leader positions; WOW, Homecoming, etc... applications open tomorrow
  - Student Leader Awards nominations open tomorrow (Banquet April 14<sup>th</sup> @ 6:30pm)
  - Honors Orientation is April 1<sup>st</sup> & 2<sup>nd</sup>
  - Admitted student day is April 4<sup>th</sup>

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

- A. Bylaws Committee – **Scott Royce, Chair**
- We are going through the nominee list to start contacting them to confirm or deny their nomination. From there we will start creating the ballot.
  - Nomination period will close on March 25th
  - Elections will be the week before the Picnic (May 11th) Tues-Tues

- B. Government Relations Committee – **David Ford, Chair**
- Went down to Montgomery for Higher Education Day with David Ford, Shelly Walker & Anita Rathz
  - Pictures from the event will be posted on the Staff Senate Website
- C. Communications Committee – **Andrea Thompson, Chair**
- We discussed promotions for the nomination period for Staff Senate, the upcoming elections, and the Staff Picnic.
  - We are waiting on a few details and dates from other committees, but otherwise we have a good schedule laid out.
  - We plan to bring some of the flyers we are creating for the election and the picnic to the Staff Senate meetings, for all Senators to post and distribute in their buildings.
- D. Employee Benefits & Development Committee – **Midori Maloney, Chair**
- Committee continued to work on parental leave policy and drafting the supporting survey.
- E. Policies and Procedures Committee – **Beth Wilson, Chair**
- Child Protection Policy: Liz will try to contact Delois' office one more time before we consider sending out a survey to campus.
  - Shelly got some great info back on the exempt policy but will compare our policy with other schools. See attached info from Shelly.
  - Laurel also updated that FLS may be released in May with a 60 day implementation period. Meetings have been occurring across the UA system, and in general consensus is that the FLS will negatively impact higher education hiring and employment policies.
  - Spoke with Laurel Long about staff leadership academy. She is hoping for a fall implementation and will hopefully have more details for Staff Senate in the next month.
- F. Safety Committee – **William Sinclair, Chair**
- Did not meet
  - SGA is looking into fixing the lighting on campus, and are establishing a committee to address the need
- G. Executive Committee – **Dana Parcher Warner, President**
- Discussed half-day proposal and encouraging donations for the Staff Picnic
  - A Google doc will go out requesting t-shirt sizes

## V. New Business

- Employee Benefits Committee is submitting a full work week half-day proposal policy for reading. Scott Royce made a motion to read the policy, and Liz Russell-Johnson seconded. Jim Steele read the policy. Policy is included for review.
- Scott Royce made a motion to discuss the policy, and Kathy Gentry seconded the motion to discuss.
  - This policy mirrors the summer 2015 policy.
  - Some question about how flexible this policy would be - changing from week-to-week or not - and how that would then impact timesheet tracking.
  - This proposal would differently impact those positions that are driven by project completion versus manned hours.
  - Wording in policy needs to change from “calendar week” to “work week” because the pay periods do not match up with calendar weeks.
  - Should we only be comparing our policy to UA system or also include local schools like Calhoun?
  - Send comments to Midori Maloney by the day before the next Staff Senate meeting. We will vote on this policy next month.

## VI. Announcements

- Be sure to sign up for and collect door prizes for the Staff Picnic
- Greek Week is April 3-10th
- Staff & Faculty have the same family tuition policies

VII. A motion was made to adjourn by Scott Royce and seconded by Liz Russell-Johnson. Meeting adjourned by Dana Parcher Warner at 11:43 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2015-2016