

UAH Staff Senate

Meeting Minutes

September 16, 2015 11:00 am
VBRH-50, UAH Campus

I. **Call to Order** – Meeting called to order by Dana Parcher Warner at 11:05 a.m.

Attendance

x	Dana Parcher Warner (At Large) - Pres.	x	Laura Mann (At Large)
x	Midori Maloney (Academic Affairs)-VP		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)
	T.J. Brecciaroli (Stud. Affairs)	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 (At Large)
x	David Ford (Facilities)		William Sinclair (At Large)
	Kathy Gentry (At Large)	x	Jim Steele (Advancement)
x	Nikki Goode (At Large)		Shelly Walker (Facilities)
x	Vonda Maclin (Finance & Admin)	x	Brittany Willis (At Large)
		x	Vicki Woods (At Large)

Quorum present? Yes

Others present: Laurel Long for Ray Pinner, Finance & Administration

Proxy: Midori for Kathy Gentry
David Ford for Shelley Walker
Nikki Goode for T.J. Brecciaroli

Approval of Minutes

The Minutes of the August 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 Midori Maloney; motion passed unanimously.

II. Unfinished Business

Any questions on disease answers?

III. Division Reports

A. Academic Affairs – Midori Maloney/Beth Wilson

- Record enrollment numbers this fall
 - On 10th day of class, total enrollment was 7,866 which is a 7.1 percent increase over last year/
 - Freshmen enrollment is 1,037 which is a 45% increase over last year.
- Reminder that registration starts October 12 and the class schedule is now available for spring 2016. Each college is doing something different with registration access codes.
- Claire Major, an expert and author on collaborative learning in the classroom will be on campus this Friday, Sept. 18. She will be holding an open forum for faculty and staff from 1-2:30pm in BAB 114.
- Flu shots are available in faculty/staff clinic—cash and checks only
- New AA program – educational outreach and engagement website – Dave Cook – gathering information on things going on - looking at using ASTRA to keep info on what's going on on campus. No site right now but events can be put on the events calendar run by web services. Submit form for the Google calendar. Area on Provost's website that shows events designated as outreach. Web services will push events to that page as well. Increasing number of events shown in that area.
- SACSCOC will be on campus March 15-17. May want to block off calendar to be available.
- Jackie Carlson will be retiring at the end of September. She is the Administrative Assistant in the Center of Applied Optics.

B. Advancement – Jim Steele/Andrea Thompson

- Still working on power to sign at the Sparkman Drive campus entrance

- C. Facilities and Operations –Shelly Walker/David Ford
- Student Services building should be completed by March 2016
 - May be plans for more parking outside of new building.
- D. Finance and Administration – Laura Vereen/Vonda Maclin
- Finance and Administration Report**
- Fiscal Year 15 is coming to a close. Accounting and Financial Reporting has issued the annual “Year End Closing Schedule”. This can be found on the Accounting and Financial Reporting webpage under the “closing schedule” tab.
 - All feeds should be submitted to OIT for the month of September by noon on October 1st, 2015.
 - **Please note a new deadline this year-** all miscellaneous and travel vouchers for expenses incurred through September 30th must be submitted by 4:45 P.M. on October 5th, 2015.
 - If anyone has questions related to the closing schedule, please contact someone in Accounting for assistance.
 - **Effective October 1st, 2015, UAH Foundation will no longer be able to reimburse sales tax.** The Foundation was successful in achieving a sales tax exemption status. The tax exempt form for vendors can be found on the Accounting and Financial Reporting webpage under “Foundation Forms”. An email was sent out to all faculty and staff on September 8th.
 - Staff handbook is currently under review. Currently with legal—we will announce when it’s done.
- E. Research – Antonia Pitts/Kenya Cole
- Responsible conduct in research training next Thursday-Friday in Wilson Hall. Charger Sponsored Programs will start Oct. 2-Nov. 20. Track 2 geared toward research staff/supporters on managing risks, following federal regulations, etc. Track 1 will start in spring.
- E. Student Affairs – T. J. Brecciaroli/Scott Royce
- Still have vacancies in Student Life office. Parrish Paul is no longer with counseling and Brittany Holland will be serving as interim. Disabilities is no longer reporting to counseling—reports to Academic Affairs.
 - Family Weekend Sept. 25-27. Open to all faculty, staff, students collab with lfest at UFC. Here’s the [link for Family Weekend](#).
 - Alternative fall break during university fall break--doing 2 smaller trips – Friday is local and Saturday/Sunday is overnight.
 - Homecoming Week is Oct 19-24. Monday 19th – Fly By Radio, Homecoming parade on Thursday at 4 pm. Talk with supervisor about making a staff event to support students. Hockey game will celebrate 25th anniversary of national championship team. Trunk or Treat (SGA) on Sat. 24th followed by Homecoming formal. Parade link will be in Charger Weekly.
 - ACE hosting retired astronaut Gibson on Wed, Nov. 18. Open to public. Movies are also open to public. Movie schedule is on student events calendar and ACE website. Children 12 and under are free—those without UAH ID are charged \$5. Free concessions.

- Next week is anti-hazing week. Sororities/frats doing events on campus related.
- Preview Day on Sept. 26
- Student orgs sign up through Sept. 30
- Homecoming theme is haunted homecoming, can creations, Charger Stomp, dodgeball tournament – proceeds go to Make a Wish – collab with athletics.
- Staff dodgeball team during Homecoming dodgeball tournament.
- Health Careers Day is Sept. 18 and students can still register – include link
 - 31 reps this year—200 registrants so far
- Please send student group graphics social media stuff to Nikki so she can advertise.

IV. Committee Updates

A. Bylaws Committee – Scott Royce, Chair

- Bylaws has scheduled its reoccurring meeting and will start working on setting up for the election and looking over the constitution and bylaws.
- Will add looking at committee charges to see if accurate

B. Government Relations Committee – David Ford, Chair

- Dave Cook attended a meeting for Council on Undergraduate Research in Tuscaloosa. They are trying to get the 2019 National Conference for Undergraduate Research (NCUR) to be held at the University of Alabama and would host @ 3000-5000 students.
- Higher Education Partnership News- The Higher Education Partnership, representing the faculty, staff, administrators, alumni and students of the 14 public universities, is committed to increasing awareness of the value of protecting education funds," stated Gordon Stone, Executive Director of the Higher Education Partnership. "We recognize that multiple ideas are being floated for how to resolve the revenue concerns of the General Fund. However, we hold to the fact that Alabama's universities are economic engines that provide jobs and income throughout the state. A 2015 analysis of the economic impact of the public universities showed it to be over \$20 billion annually. This is a return equivalent to \$12 for every \$1 invested in universities by the state. Clearly, the state does not need to put a damper on economic opportunity."
- Higher Education Partnership- "Higher Education Day Rally" is Feb. 26, 2015. We will have a motor pool vehicle available to take interested Staff to Montgomery for the parade, rally and free BBQ lunch on the south lawn of the state Capitol.

C. Communications Committee – Andrea Thompson, Chair

- Put out survey about staff feelings on summer flex time schedule
- Working on the accomplishments page—send committee accomplishments (past) to committee.

- D. **Employee Benefits & Development Committee – Midori Maloney, Chair**
- A draft version of the additional holiday survey was distributed to members and a request was made to clearly state the need to rank the holidays and to also explain it can be done by sliding the holidays up or down. Survey will be distributed soon, but other committees will be asked if they would like to send their survey at the same time to reduce survey maturation
 - The staff scholarship fund and the 1/2 day Friday for Fall and Spring were also briefly discussed.
 - Currently only way to send surveys out to staff is through UAH Google groups—limited to UAH addresses. May want to send out notice for arsenal staff to check UAH emails.
- E. **Policies and Procedures Committee – Beth Wilson, Chair**
- Moving forward with research on a Non-smoking policy for campus. Researching other schools' policies and how they enforce the policy.
 - Will create survey to send out to staff, faculty and students by next meeting
 - Will discuss updates from Liz Russell Johnson's meeting with the Office of Counsel about child protection policy at next meeting.
 - Will email Laurel Long about the research she's done on non-smoking campuses
- F. **Safety Committee – William Sinclair, Chair**
- The safety committee met and came up with these possible goals:
 - Short Term: Look into adding cross walks at NCRH to main parking lot and from Greek row / UFC to Charger Village Food Court
 - Mid-term: Clarify the signals and possible propose changes for crosswalk at Holmes and the Charger Union.
 - Long Term: Evaluate and look for solutions for intersection at UFC and John Wright
 - 2nd exit for University Center parking lot – 2nd entrance that would connect west entrance with Holmes avenue
 - Revisit number of handicap available spaces on campus and how it compares to ADA requirements
 - Could sidewalks be revisited? There have been talks in the past about sidewalks around Spragins and Tech Hall. In the 5 year plan.
 - May want to look at crosswalk near Engineering building. Landscaping makes it hard to see students.
- G. **Executive Committee – Dana Parcher Warner, President**
- Discussed implementation of the survey and what other committees are working on.
- V. **New Business**
- Summer Flex time survey discussion

- Sent out surveys but had to send out paper copies to those with limited internet access
- Results are largely in favor of the flex schedule
- Compiled reasons for liking/not liking and did percentages by themed answers – total up to responses made
- Attach results with minutes
- Report will be submitted to Ray Pinner – leave off half days
- Dana will meet with Ray Pinner to discuss half days on Fridays

VI. Announcements

- Employee picnic committee consists of 3 members.
- Responsibilities: work with April Harris' office (she handles food/tables) we handle entertainment/giveaways/small things. Some vendors require a lot more time so that's why we discussing so early. There are notes for everything that needs to be done. Writing thank you notes. Picnic held after commencement in May.
- Asked for 3 volunteers: Anita Rathz, Kenya Cole-Jones, Antonia Pitts
- Laurel Long - October is National Disability Employment month – raising awareness of value and increase number of potential employees who see UAH as disability friendly campus.

VII. A motion was made to adjourn by Liz Russell-Johnson and seconded by Laura Vereen. Meeting adjourned by Dana Parcher Warner at 12:06 p.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2015-2016