

UAH Staff Senate

Meeting Minutes

January 18, 2017 11:00 am
SSB 201, UAH Campus

I. **Call to Order** – Meeting called to order by Midori Maloney at 11:04 a.m.

Attendance

x	Midori Maloney (Academic Affairs) - Pres.	x	Benita Hopkins (Advancement)
x	Andrea Thompson (Pres. Elect)(Advancement)	x	Valerie Johnson (At Large)
x	Beth Wilson (Academic Affairs) - Sec.	P	Laura Mann (At Large)
x	Laura Vereen (Finance & Admin)-Treas.	P	Randy Marshall (At Large)
x	Scott Royce (Student Affairs) - Staff Relations	x	Mary McManus (At Large)
	Kevin Bennett (Facilities)	x	De'Onah Norfleet (Finance & Admin)
P	Mary Pat Bohrman (At Large)		Antonia Pitts (Research)
x	Dave Cook (At Large)	P	Liz Redding (At Large)
x	Mona Foroughi (Academic Affairs)	x	Katie Rhodes (At Large)
P	Nikki Goode (At Large)	x	Anna Beth Thomason (Stud. Affairs)
x	Valerie Green (At Large)	x	Jackie Smith (At Large)
x	Patrick Hambloch (Research)	x	Brittany Willis (At Large)
P	Fathia Hardy (At Large)	x	George Watt (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration and Dana Warner, Pre-professional Advising

Proxy: Beth Wilson for Laura Mann and Liz Redding, Midori Maloney for Mary Pat Bohrman, Anna Beth Thomason for Randy Marshall, De'Onah Norfleet for Fathia Hardy, Andrea Thompson for Nikki Goode

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 Scott Royce and seconded by Andrea Thompson; motion passed unanimously.

II. Division Reports

A. Academic Affairs – Beth Wilson/Mona Foroughi

- Classes have started and registration for Summer and Fall 2017 begins Feb. 27
- Honors College sponsoring a Scholars Bowl District Competition on Feb. 10
- Grad Studies 3 minute thesis competition this Friday. Winner goes to regional competition in south.

B. Advancement –Andrea Thompson/Benita Hopkins

- Phone-a-thon begins Sunday, Jan 22
- New Director of Alumni Association – Mallie Hale started in December. She is excited to meet everyone and is in Shelbie King Hall.
- Please enter events in the UAH event system

C. Facilities and Operations –Kevin Bennett

- New residence hall going up now

D. Finance and Administration – Laura Vereen/De’Onah Norfleet

- Nothing to report

E. Research – Antonia Pitts/Patrick Hambloch

- 3rd Annual Research Horizons Day in April. Call for Abstracts out now.

F. Student Affairs – Anna Beth Thomason/Scott Royce

Housing

- No more students living in Bevill Center. All students have been placed in a residence hall.
- Returning student housing process happening
- Receiving applications for housing next fall

Admissions

- Admissions events Feb 11: Engineering Day/Puckapalooza
- Orientation dates on [Admissions website](#)

Student Health Center

- Connie Abbot (part-time nurse) has resigned and they hope to fill position as soon as possible

Student Life

- Student Life Office hosted leadership conference for 70 students this past weekend
- Sibling Weekend coming up on Feb 24 weekend

III. Committee Updates

A. Bylaws Committee – **Brittany Willis, Chair**

- Will talk about under unfinished business

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

- In December we heard from Gordon Stone of the Higher Education Partnership that they would be open to the idea of having an undergraduate student poster session as part of the upcoming Higher Education Day (Feb. 23).
- An exploratory e-mail was sent out, and so far, 7 of the 14 universities that are members of HEP have responded positively.
 - Alabama A&M
 - Auburn
 - University of Montevallo
 - UAH
 - UAB
 - University of South Alabama
 - University of West Alabama
- Dave Cook has spoken to the HEP Admin and they will try and get a tent for the poster session. We have limited the number of posters to 50 due to the short notice of preparation. Tentative time for poster session is 10AM-2PM. Still awaiting final okay from Mr. Stone, but looks very promising.
- Dave Cook will be taking a 12-passenger van to the event, for the students participating in the poster session and Gov't relations committee members. If space, others may join. BUT have to leave HSV around 5-5:30AM to get there for poster set up.
- Laurel Long sent an e-mail at the end of November (and forwarded by Midori) that a US District Court judge issued a preliminary injunction delaying implementation of the Fair Labor Standards Act. So, there will be no changes for now.
- Government Relations Committee will continue to reach out to Mr. Blake Harris of Alabama Unites for Education to talk about our plans to increase participation of UAH employees and students in the organization. And would also like to explore more about the activities of the Alabama Commission on Higher Education (ACHE).

C. Communications Committee – **Scott Royce, Chair**

- Updating channels of communication
- Start advertising election and picnic

D. Employee Benefits & Development Committee – **Laura Vereen, Chair**

- Discussed survey results.
- Compiling research and looking further into possibly drafting proposals.
- Reviewed and discussed HR suggested revisions to the proposed Paid Parental Leave Policy.

E. Policies and Procedures Committee – **Patrick Hambloch, Chair**

The Policies and Procedures committee met on December 6 and January 17 and mainly discussed two issues:

Child Protection Policy

- Delois Smith, Vice President for Diversity and Multicultural Affairs, kindly took the time to outline the implementation of the Child Protection Policy to our committee.
- The background on the issue is that for events on campus UAH staff have to sign that they will adhere to the CPP – each time for every single event.
- Currently, the CPP requires forms outlining all events on campus that have children attending. Those forms have to be handed in at least 10 working days before the event, along with signatures of all volunteers to sign off on the CPP.
- It is planned that for annual events those forms only have to be filled out once and signatures will be only required for new volunteers. However, for different events it is still required to get signatures from everyone, even if they are on file for a different event.
- Currently it is not addressed that bystanders, who are UAH staff or faculty, do not fill out the forms but are mandatory reporters under Alabama law.
- Our committee may propose a change in the implementation of the Child Protection Policy. Details will be discussed during our meeting in February.

Temporary parking passes

- It should be possible to get temporary parking passes for longer than one week if it is known in advance that the temporary pass is needed for a couple of weeks (e.g. in case of a rental car while the main car is in the garage). Currently a new pass has to be obtained each week.

F. Safety Committee – **Kevin Bennett, Chair**

- Talked about survey to campus about safety issues
- Schedule meeting with Larrell Hughes about crosswalk in front of CV food court

G. Picnic Committee - **Andrea Thompson, Chair**

- Had our first committee meeting in December. The committee requested a meeting with the Office of University Events. That will happen on January 20th.

H. Executive Committee – **Midori Maloney, President**

- Discussed bylaws procedures and upcoming proposals
- Comments for policies to review were sent to Dr. Altenkirch
- \$105 in donations for Staff Senate Scholarship from Day of Giving
- \$444.90 total in scholarship fund – asked Financial Aid/Advancement for recipient but still working to identify. Someone will receive scholarship in spring.

IV. Unfinished Business

Parental Leave policy – vote to approve wording changes to policy from Laurel Long. No changes in policy intention – wording changes are more in line with other HR policies

Motion to accept changes by Benita Hopkins, seconded by Valerie Green

Yes – unanimous No – 0 Abstain - 0

½ Day Proposal

Ray Pinner and Laurel Long have been working on this. Laurel will like to sit down with Staff Senate President and Chair of Employee Development to discuss options.

Bylaws committee

Read proposed bylaws committee changes in November. Read again in January since changes must be read twice before they can be voted on. We will vote on changes in February so they can be put in constitution.

V. New Business/Discussion Items

- Nothing to report.

VI. Announcements

- Will move date for a March meeting since our normal date falls during spring break.
- Charger Con coming up on February 18, 2017.
- Charger Amore alumni event in February
- All committees should make an effort to meet and find something that would matter to our staff members.

VII. Adjournment

A motion was made to adjourn by Valerie Green and seconded by Laura Vereen. Meeting adjourned by Midori Maloney at 11:34 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2016-2017