

UAH Staff Senate

Meeting Minutes

June 21, 2017 11:00 am
SSB 201, UAH Campus

I. Call to Order – Meeting called to order by Andrea Thompson at 11:04 a.m.

Attendance

x	Andrea Thompson (At Large) - President	X	Maria Heflin (At Large)
x	Fathia Hardy (Pres. Elect)(At Large)	x	Brittany Holland (Student Affairs)
x	Diana LaChance (Advancement/President's Office) - Secretary	x	Benita Hopkins (Advancement/President's Office)
P	De'Onah Norfleet (Finance & Admin)- Treas.	x	Valerie Johnson (At Large)
x	Mary McManus (Academic Affairs) - Staff Relations	X	Nicke Keimer (At Large)
X	Karessa Acosta Lee (At Large)	X	Mark Massey (At Large)
P	Kevin Bennett (Finance & Admin)	P	Katie Rhodes (At Large)
x	Mary Pat Bohrman (At Large)	x	Jackie Smith (At Large)
	Chris Duling (Research)	X	Patti Sparkman (At Large)
x	Mona Foroughi (Academic Affairs)	x	Anna Beth Thomason (Stud. Affairs)
X	Veronica Garner (Finance & Admin)	X	Justin Thompson (Facilities)
X	Valerie Green (At Large)	X	Julie Woltjen (At Large)
x	Patrick Hambloch (Research)		

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration, Beth Wilson, Scott Royce, Dave Cook, Midori Maloney, Liz Redding

Proxy: Jackie Smith for De'onah Norfleet, Liz Redding for Katie Rhodes, Justin Thompson for Kevin Bennett

Approval of Minutes

The Minutes of the April 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 Midori Maloney motion passed unanimously.

II. Division Reports

A. Academic Affairs – Beth Wilson/Mona Foroughi/Mary McManus

- Honors College has accepted over 400 students for the fall semester
- Honors SAGA awarded 15 grants for airfare for summer/fall travelers. Check out the Honors SAGA blog
- The SSC should have three new positions posting on Wednesday. (These positions are new, no one is leaving.)
 - Group Study Programs Coordinator
 - Tutor Coordinator
 - Virtual Learning Coordinator
- The SSC is still recruiting for a few student positions in the College of Business, College of Science, and College of Engineering. If anyone knows a student that would be interested, please have them contact the SSC.
- Graduate Student Fellowship Scholarship Matrix now on website at <http://www.uah.edu/admissions/graduate/financial-aid/scholarships>. Fellowships are given based on GRE scores and undergraduate GPA. Must be new incoming graduate students.

B. Advancement –Andrea Thompson/Benita Hopkins/Diana LaChance

- Campus is closed July 3-4, 2017
- Joyce Maples will be doing college stories, Diana research, Jim events, alumni, and student services. Marketing has rearranged. Will need to be updated in channels of comm
- Phone-a-thon coming up. Dates TBA
- President's Council solicitations will go out sometime during month of July (Office of Development)
- Internal documents can be hosted on My UAH—hosted through OIT. The Honors College has already shared documents with faculty/staff (can be found under Academics tab).

C. Facilities and Operations –Kevin Bennett/Justin Thompson

- Construction continues on new Charger Village residence hall
- Nursing building getting a new roof.
- Currently taking bids on I2C (new business incubator)
- Currently taking parking lot bids (200 spaces south of MSB and 50 spaces by University Fitness Center)
- Restriping of campus loop/shutting down road in front of Morton Hall/Frank Franz Hall

D. Finance and Administration – Laura Vereen/De'Onah Norfleet/Veronica Garner

- Nothing to report

- E. Research – Antonia Pitts/Patrick Hambloch/Chris Duling
- Nothing to report
- F. Student Affairs – Anna Beth Thomason/Scott Royce/Nikki Goode/Brittany Holland

Admissions

- July 22 is the next Charger Preview Day
- Submit all events to <https://www.uah.edu/events/submit>. Events will be considered for headlines, the sign on Sparkman, as well as other channels of communication.

Student Life

- Due to changes in the Hockey schedule, Homecoming will now take place **November 8 - 11, 2017** and **Family Weekend is November 10-12, 2017**.
- **Week of Welcome:** Call for volunteers for WOW will be sent out following the July 4th holiday. PLEASE sign up to volunteer at these events and encourage your staff and colleagues to do the same. While Student Life coordinates the week of events, we are not the host of the program - this is a campus wide initiative and we need everyone's help in making the week a success!
- PLEASE submit information for the Charger Student Newsletter - this platform reaches every student email address every Monday (even during the summer). This is used for updates, important information, reminders, event info, **ANYTHING** that is of importance to students. The link to submit items for the newsletter is found at my.uah under Student Affairs.

III. Committee Updates

Form to sign up for committees will be sent out after meeting so senators can sign up for 2 committees.

- A. Bylaws Committee – **Brittany Willis, Chair**
- Mona Foroughi read committee description
 - Nothing to report
- B. Government Relations Committee – **David Cook, Chair**
- Dave Cook read committee description
 - Nothing to report
- C. Communications Committee – **Scott Royce, Chair**
- Anna Beth Thomason read committee description
 - Nothing to report
- D. Employee Benefits & Development Committee – **Fathia Hardy, Interim Chair**
- Fathia Hardy read committee description

- **4 & 1/2 day** language has been adjusted for the staff handbook. HR will submit to staff senate it's recommendations for review and if all goes well, will send to the President for final approval.
- **Parental Leave Policy:** Progress unknown at this time but HR will follow up with administration and give us an update.
- **Tuition Assistance Policy Change:** HR didn't see any recommendations for changes, so they will submit to Administration for approval.
- We are going to brainstorm ideas to promote the 20-minute break policy that is existing in the staff handbook.
- **Take your child to work day:** We would like to bring this back University wide. We will work with HR to see how things have been done in the past. We will start brainstorming ideas of things the kids could do during the day and what departments would like to be involved.
- Sandra asked us to possibly put together a focus group to evaluate the gifts given for Service Award recipients. We will provide more information as it becomes available.

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

- Patrick Hambloch read committee description
- Met with LaTerrica Simmons to discuss Child Protection Policy

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

- Anna Beth Thomason read committee description
- Nothing to report

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

- Finished last of thank you notes for picnic
- Received a lot of good comments on the picnic and received thank you from April Harris

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

- Andrea Thompson read Executive Committee description
- Talked about upcoming transition meeting
- Secretary now has laptop

IV. **Unfinished Business**

- None

V. **New Business/Discussion Items**

- Swearing in of new Staff Senators
- Election of Executive Committee Members
 - **President Elect**
 - Fathia Hardy was nominated for Pres Elect by Jackie Smith, seconded by Valerie Green.
 - Midori Maloney nominated Diana LaChance, nomination declined.
 - No other nominations.
 - Fathia Hardy was elected as President-Elect.

- **Secretary**
- Diana LaChance nominated herself, Midori Maloney seconded.
- No other nominations.
- Diana LaChance was elected as Secretary.

- **Treasurer**
- Jackie Smith nominated De'Onah Norfleet, Valerie Green seconded.
- No other nominations.
- De'Onah Norfleet is elected as Treasurer.

- **Staff Relations Officer**
- Mona Foroughi nominated Mary McManus, Benita Hopkins seconded.
- No other nominations.
- Mary McManus is elected as Staff Relations Officer.

VI. Announcements

- Welcome to new Senators!
- Nicke Keimer reminded everyone about the UAH Wellness program and the biometric screening at the Health Center. Employees may be eligible to receive \$50 for completing all steps. More information can be found here:
<http://www.uah.edu/hr/wellness>.

VII. Adjournment

A motion was made to adjourn by Mona and seconded by Jackie Smith. Meeting adjourned by Andrea Thompson at 11:45 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2016-2017