

UAH Staff Senate

Meeting Minutes

March 9, 2017 11:00 am
SSB 201, UAH Campus

I. Call to Order – Meeting called to order by Midori Maloney at 11:01 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.	x	Laura Mann (At Large)
P	Laura Vereen (Finance & Admin)-Treas.		Randy Marshall (At Large)
P	Scott Royce (Student Affairs) - Staff Relations	x	Mary McManus (At Large)
x	Kevin Bennett (Facilities)	x	De'Onah Norfleet (Finance & Admin)
x	Mary Pat Bohrman (At Large)	P	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)	P	Anna Beth Thomason (Stud. Affairs)
x	Valerie Green (At Large)	x	Jackie Smith (At Large)
x	Patrick Hambloch (Research)	x	Brittany Willis (At Large)
x	Fathia Hardy (At Large)		George Watt (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration

Proxy: Beth Wilson for Nikki Goode, Andrea Thompson for Scott Royce, Dave Cook for Antonia Pitts, Brittany Willis for Anna Beth Thomason, Katie Rhodes for Liz Redding, De'Onah Norfleet for Laura Vereen

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 Andrea Thompson and seconded by Valerie Green; motion passed unanimously.

II. Division Reports

A. Academic Affairs – Beth Wilson/Mona Foroughi

- Spring Break is next week.
- Commencement volunteers needed.
- Registration has started.
- Graduate Studies will be holding a Thesis and Dissertation Seminar on March 24.
- The Student Success Center is hiring peer educators (tutors, PASS leaders, and Academic Coaches) for 2017. Applications are due March 31.
- Professional and Continuing Studies is hiring a Professional Development Coordinator who will work with the non-credit side of PCS.
- Honors Convocation is April 11

B. Advancement –Andrea Thompson/Benita Hopkins

- Hiring new Assistant Director of Alumni Relations
- Laterrica Simmons, the new Director of Compliance, starts March 20.
- Phone-a-thon ends today, March 9.

C. Facilities and Operations –Kevin Bennett

- Construction continues on Charger Village 2.
- Designs almost done on Innovation Center and a new sorority house.
- Entry to fitness center will be relocated.

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

- General Accounting has hired two new employees. Chandraka Utlapalli who will be responsible for the General Operating Bank and TMS Payment Portal. Natalie Curier who will be responsible for Gifts & Scholarships, as well as, Eminent Scholars & Endowments.

E. Research – Antonia Pitts/Patrick Hambloch

- The University of Alabama System Honors Research Conference will be held on March 25 at the University of Alabama in Birmingham. Honors students from all 3 UA System Honors Colleges have the opportunity to present their research.
- Research Horizons Week will be held April 11-14.

F. Student Affairs – Anna Beth Thomason/Scott Royce

- Spring Fling Week: April 10 - 15, 2017; Variety of events hosted by ACE that showcase the various committees of the student programming board. All events are at no cost.
- Big Event - (Outreach Day sponsored by Student Life & SGA). Saturday, April 15, 2017. Register: tinyurl.com/2017UAHBigEvent
- Student Leadership Awards Ceremony - Sunday, April 2, 2017. Nominate deserving students and student organizations for a variety of awards by visiting My.UAH.edu (Under Student Life)
- UAH is hosting NCAA DII South Regional Basketball Tournament March 11, 12, & 14 at Spragins Hall. UAH Men's Basketball is the #1 Seed in South Region and play at 5:30 p.m. on Saturday.
- Food Truck Frenzy at Charger Park - Saturday, April 8, 2017. Food trucks, yard games, inflatables, rock wall. Baseball & Softball at 1 p.m.; Women's Lacrosse at 2 p.m.
- April 8 is Admitted Student Day

III. **Committee Updates**

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

- Mary Pat has emailed HR to get a list of eligible employees
- Scott & the communications committee are working to promote the upcoming election. Nominees can be emailed to Brittany.willis@uah.edu
- I have a google doc will share with staff senate and will add all nominees to this list
- We will also create a survey that will go out the end of April and will take nominations for one week

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

Government Relations Committee met with Mr. Blake Harris of Alabama Unites for Education to talk about our plans to increase participation of UAH employees and students in the organization.

Alabama Unites replaces the former lobbying organization AAHA which often forced legislative issue. While effective, they tended to alienate legislators.

AU wants to be in the business of “educating about education.” They want to keep important matters in the spotlight, but not be obnoxious. They will be the infrastructure for grassroots organization of education professionals and students when issue affecting education come to light in Alabama.

Update:

- -Releasing a 90 second video about explain why Alabama has a separate Education Fund and why it would be dangerous to combine it with the General Fund

- Website will feature "Congress Web" which helps people to contact their legislator. Can send a random prewritten message, use part of prewritten and self-written, or write own message from talking points. Can also be used to make posts to social media or send a letter to the Editor.
- Date aggregation allows AU to see how the website is utilized and how they can make improvements.

Upcoming Issues

- Alabama Teachers Retirement Pensions (reductions/elimination)
- Expanded free tuition for veterans (can apply here if every stationed in Alabama)
- Performance-based Appropriations (not favorable to UAH)
- Combining Education and General Fund (will further reduce appropriations)

Next Steps

- Gov't Relations Committee discussed idea to do a campus-wide survey of faculty, staff and students to see if they are aware of upcoming legislation affecting education.
- Then, use the survey results as a segue into a call for a campaign to sign up everyone (faculty, staff and students) as members of Alabama Unites.

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

- Communication Committee will be getting information out about the upcoming election. First up will be to ask for nominations.

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

- Laura and Fathia met with HR in regards to the Tuition Assistance Policy. The suggestion was made that if we wanted to change from "courses" to "credit hours" then we should amend the policy to accommodate "7 credit hours". This will allow employees who may have to take a 1 credit hour labs associated with there course the opportunity to complete their degree quicker. A proposal has been drafted for a first read and discussion.
- We received an email from the Director of HR of the UA System which indicates they did some research about the feasibility of offering tuition assistance across the UA System. Unfortunately, due to the current state funding situation and budgetary constraints this will prevent offering a system-wide tuition benefit at this time.
- Since the tuition assistance can not be used system wide, the committee will be looking into the possibility of it covering the College of Professional and Continuing Studies non-credit courses.
- Laura and Fathia met with Laurel Long in regards to the 4 and 1/2 day policy. Her suggestion was to adjust the language in the current policy located in the staff handbook opposed to creating a new policy. This will

allow supervisors the flexibility to adjust employee's schedules based on the needs of their units. She also informed us compensatory time is an official policy. It can be located on the UAH Policies and Procedures webpage under Human Resources policy number 06.02.12-Overtime & Compensatory Time.

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

- Discussed how to go forward with summary on Child Protection Policy

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

- Nothing to report.

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

- Working on behind the scenes work for the picnic.
- Staff Senators should fill out the [Google form](#) with your t-shirt size.
- Start looking at doing door prizes.
- Picnic is May 10.

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

- Discussed managing info via Google Drive
- Inquiry form on website that has been removed. Replaced with Staff Senate email address.
- De'Onah Norfleet is the Interim Treasurer since Laura Vereen is on maternity leave.

IV. **Unfinished Business**

- Parental Leave Policy – nothing further to report at this time.
- ½ Day Proposal – nothing further to report at this time.

V. **New Business/Discussion Items**

- Tuition Proposal
 - Laura Vereen and Fathia Hardy met with HR in regards to the Tuition Assistance Policy. The suggestion was made that if we wanted to change from "courses" to "credit hours" then we should amend the policy to accommodate "7 credit hours". This will allow employees who may have to take a 1 credit hour labs associated with their course the opportunity to complete their degree quicker. A proposal has been drafted for a first read and discussion. Would allow employees to take 21 hours per year (7 hours per term-spring, summer and fall).
 - Fathia Hardy read new resolution.
 - Next meeting we will open up for brief discussion, read again, and vote on wording change.
- Picnic Door Prizes

- Committee met with April Harris' office. Question is if door prizes are necessary for the picnic.
- Motion to vote on door prizes made by Fathia Hardy and seconded by Valerie Green.
 - 13 yes
 - 3 no
 - 2 abstain
- It was decided we will continue offering door prizes at the picnic. A [Google spreadsheet](#) has been sent so Staff Senators can sign up to contact businesses about door prizes. We are generally not looking for coupons because donations can be a tax benefit and it's hard to quantify a coupon. Staff Senators will be provided a letter from UAH to give to businesses you contact and a tax form to be returned to UAH with the door prize. Those who donate will receive a thank you letter.
- It's a good idea to start asking for donations now as some people require a month lead time.
- Can bring doorprizes to Andrea Thompson (SKH 363) or Midori Maloney's office

VI. Announcements

- Senators were emailed 3 policies for review. Email Midori with comments or questions to be forwarded.
- Congratulations to Midori on her UAH Staff Award!
- Express thoughts and get actively involved on parking policy - Ray Pinner
 - Looking at possibility of implementing Fall 2017
 - No decisions on summer flex schedule but is likely

VII. Adjournment

A motion was made to adjourn by Valerie Green and seconded by Mary McManus. Meeting adjourned by Midori Maloney at 11:40 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2016-2017