**UAH Staff Senate**

**Meeting Minutes**

November 18, 2015 11:00 am

VBRH-50, UAH Campus

# Call to Order – Meeting called to order by Dana Parcher Warner at 11:02 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. |  | 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) |  | Liz Redding (At Large) |
| x | Kenya Cole (Research) | x | Scott Royce (Stud. Affairs)-Past Pres. |
| x | Dave Cook (At Large) |  | Elizabeth Russell Johnson (At Large) |
| x | David Ford (Facilities) | x | William Sinclair (At Large) |
| x | Kathy Gentry (At Large) | x | Jim Steele (Advancement) |
| x | Nikki Goode (At Large) | x | Shelly Walker (Facilities) |
| x | Vonda Maclin (Finance & Admin) |  | Brittany Willis (At Large) |
|  |  | x | Vicki Woods (At Large) |

Quorum present? Yes

Others present: **Laurel Long**, Human Resources, **Delois Smith**,

Vice President for Diversity

Proxy: Scott Royce for Elizabeth Russell-Johnson, T.J. Brecciaroli,

Ashley Miller, and Brittany Willis

William Sinclair for Randy Marshall

**Approval of Minutes**

The Minutes of the October 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 Will Sinclairand seconded by Jim Steele; motion passed unanimously.

# Unfinished Business

* Delois Smith - (guest speaker) – SSAFE
* Student, Staff, and Faculty Emergency Fund – used to assist members of the UAH community who find themselves in emergency situations and need financial assistance.
* If you would like to donate to the SSAFE Fund, the Day of Giving is a great opportunity. The Day of Giving is on December 1, 2015:
  + http://www.uah.edu/day-of-giving

# Division Reports

## Academic Affairs – Midori Maloney/Beth Wilson

* Dr. Yeqing Bao selected as new Associate Dean of Graduate Studies and Associate Director of the Office of International Engagement
* International Education Week - Study Abroad info session today in Charger Union
* The Honors College held “Dinner with the Honors College” in conjunction with Discovery Day on Nov. 7. We had over 100 prospective students attend with almost 400 guests total. We’ve already received several applications to the Honors College from event attendees.

## Advancement – Jim Steele/Andrea Thompson

* Sign is still not activated.
* Day of Giving on Dec. 1 - <http://www.uah.edu/day-of-giving>
  + Advancement asking alumni, current students, faculty, staff to give donations to the university--share on social media - can send social media stuff with minutes

## Facilities and Operations –Shelly Walker/David Ford

* The UAH Facilities and Operations have received the City of Huntsville's 18th Annual Air Pollution Control Achievement Award. The university received the award for emissions reduction efforts made last year, when implementing several projects around campus that benefit air quality.
* The UAH Department of Facilities and Operations installed a high efficiency heat exchange system that reduced the load on their chillers and natural gas-fired boilers.
* The UAH facilities team also replaced two 500 hp natural gas-fired boilers with new, higher efficiency natural-gas fired boilers equipped with low-box burners. In addition, they converted 17 large lawn mowers and utility vehicles from gasoline to cleaner burning propane.
* Parking management office has changed how they deal with online students--can get 5 one day passes for $5. Must purchase in office.

## Finance and Administration – Laura Vereen/Vonda Maclin

* No report

E. **Research – Antonia Pitts/Kenya Cole**

* No report

## Student Affairs – T. J. Brecciaroli/Scott Royce

* SA has combined roles--not communicated to campus. “SA Think Tank” created purpose and vision statement. Group will be educating campus partners about new changes.
* Student Life: Mike Logan (intramurals) has resigned--looking to fill position quickly.
* NASA Astronaut Hoot Gibson on campus Nov. 18.
* Late Night Breakfast looking for volunteers to help--held on Tues, Dec. 1 from 10-midnight.
* WOW call for programs is up - deadline to submit events is Nov. 30. Week of Welcome will be Jan. 6-Jan. 9.
* Leadership Day on Jan. 9 in morning to take place of leadership programs - encourage students to attend 2nd part (FLY). Faculty and Staff welcome as well.
* New – Spring Semester Family Day -- Similar to fall weekend -- Typically 6 weeks into semester. Looking for support and help. More info coming from Jenny Russell.
* Thank you for your support during Homecoming! Got a lot of positive/constructive feedback.
* Harvest Dinner was on Monday night--great success.

# Committee Updates

## Bylaws Committee – Scott Royce, Chair

* The Bylaws Committee met to continue planning for the upcoming election

and discussion of updating Bylaws for the committees. We will have one motion

to make during the meeting.

## Government Relations Committee – David Ford, Chair

* No report

## Communications Committee – Andrea Thompson, Chair

* We've updated the Accomplishments page with activities going back about three years <http://www.uah.edu/staff-senate/about/accomplishments>. If anyone else has any activities that the Staff Senate partook in over the last few years, that you think needs to be highlighted on this page, please let us know.
* Our next project is to verify and update the Channels of Communication and Staff Reference Guide documents

## Employee Benefits & Development Committee – Midori Maloney, Chair

* Parental Leave Policy: The committee continued to research this possibility and we learned faculty senate was also working on a parental leave policy. The committee met with faculty senate's benefits committee to discuss a joint proposal. It was decided the two senates will move forward with separate proposals, but each will attempt to deliver their proposals to administration within the same timeline.
* Holiday Proposal: Results of survey were reviewed and a proposal will be presented at the November senate meeting.
* Staff Senate Scholarship:
  + This scholarship is available for staff members on campus taking courses. Its goal is to alleviate the burden that might be caused by textbooks or course fees.
  + Bob Lyon, VP of Advancement, approved the request to establish a fund for the staff senate scholarship. We are now working with his office to follow IRS guidelines for scholarship funds when drafting our scholarship application.
  + The staff scholarship fund will be available on December 1 for the annual Day of Giving and staff will be encouraged to donate what they can. <http://www.uah.edu/day-of-giving>
  + The website will be updated to include information about the newly established Staff Scholarship, noting the application will become available when enough funds are available to award a scholarship.

## Policies and Procedures Committee – Beth Wilson, Chair

* Met with Delois Smith about Child Protection Policy. We asked specific questions regarding the policy and procedures and worked through each of them. We suggested alternate options (like signing once per year). She will talk with John Cates in the Office of Counsel about other options. We’ll check back in with her in a month or 2 to see if any developments have been made.
* Delois Smith met with gatekeepers (those on campus that all events with minors must go through) and got some good feedback.

## Safety Committee – William Sinclair, Chair

* The safety committee is excited to report that new signage has been placed at the Homes Avenue crosswalk to help clear confusion. We are moving forward with our other projects and had a lighting issue brought to us we are looking into. We want to address the possibility of a campus wide safety survey. Will work with communications on survey.

## Executive Committee – Dana Parcher Warner, President

* Committee talked about attendance and proxies. As it has reached near the end of the Fall semester, we have also began to look up members attendance and we encourage all senators to continue attending meetings and if anyone feels this commitment is too large, to let an exec member know.

# New Business

* Holiday Proposal - Motion to read and discuss made by Jim Steele and seconded by Will Sinclair.
  + Motion to table by Will Sinclair--no second.
  + Will vote on resolution at December meeting

# Announcements

* Next Staff Senate meeting – Dec 16
  + Holiday potluck gathering with Gift Exchange/Dirty Santa gifts.
  + Andrea Thompson will send out Google Doc for potluck.
* Motion to change description of executive committee responsibilities in the bylaws by Scott Royce. No second.
  + Scott will send proposed amendments to everyone, and the issue will be re-addressed in December.

# A motion was made to adjourn by Will Sinclair and seconded by Midori Maloney Meeting adjourned by Dana Parcher Warner at 11:56 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2015-2016