

UAH Staff Senate

Meeting Minutes

September 21, 2016 11:00 am
SSB 201, UAH Campus

- I. **Call to Order** – Meeting called to order by Andrea Thompson, President-Elect, at 11:01 a.m.

Attendance

P	Midori Maloney (Academic Affairs) - Pres.	P	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.	x	Randy Marshall (At Large)
P	Scott Royce (Student Affairs) - Staff Relations	N A	Jeremy McKinney (Facilities)
x	Kevin Bennett (At Large)	x	De'Onah Norfleet (Finance & Admin)
x	Mary Pat Bohrman (At Large)	P	Antonia Pitts (Research)
x	Dave Cook (At Large)	x	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)	P	Shelly Walker (Facilities)
x	Patrick Hambloch (Research)	x	Brittany Willis (At Large)
x	Fathia Hardy (At Large)	x	Kathy Gentry (At Large)

Quorum present? Yes

Others present: Sandra Parton, Human Resources

Proxy: Andrea Thompson for Benita Hopkins and Shelly Walker,
Anna Beth Thomason for Scott Royce and Nikki Goode, De'Onah Norfleet for Laura Vereen and Antonia Pitts,
Beth Wilson for Midori Maloney.

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 Valerie Green and seconded by Liz Redding; motion passed unanimously.

II. **Division Reports**

A. Academic Affairs – Beth Wilson/Mona Foroughi

- The Honors College now offers Honors Study Abroad airfare grants and grants for Honors summer research (similar to the RCEU program).
- PCS has a new staff member: Kellee Crawford is the new Academic Support Specialist. She will be advising for the new degree program and lecturing. Faculty search happening right now.

B. Advancement –Andrea Thompson/Benita Hopkins

- Communications has moved offices in Shelbie King Hall.

C. Facilities and Operations –Shelly Walker/Jeremy McKinney

- Jeremy McKinney is no longer at UAH so we will start process for naming a new Senator.
- Public Safety is no longer under Facilities. They now report to Ray Pinner's office.
- Kevin Bennett is now the Director of the new Office of Risk Management and Insurance. All insurance issues will go through him. He reports to Ray Pinner.

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

- The FY16 closing schedule is available online on the Accounting and Financial Reporting page. If anyone has questions regarding the schedule, please contact Accounting.

E. Research – Antonia Pitts/Patrick Hambloch

- Honors Capstone Research Program - more information can be found at <http://www.uah.edu/honors/research-capstone/capstone-summer-program>
- REU, Honors, and NSF will become research community

F. Student Affairs – Anna Beth Thomason/Scott Royce

Bookstore

- Book orders for the Spring will be due October 1st.
- The Sell-Thru report for books sold for the Fall semester, by course and section, is available to look at in the bookstore
- Caps and gowns will go on sale during the Countdown to Cap and Gown event held in the bookstore on October 4-5.
- Extended hours for Homecoming/Family Weekend.
- Saturday, October 22nd from 10:00 am -3:00 pm
- Sunday, October 23rd from 9:00 am – 1:00 pm

Sodexo

- Currently having the Dining Dollar promotion – if you purchase \$100 in Dining Dollars, you receive \$20 FREE now through October 21st!
- Wednesday, September 21st – if dining dollars are purchased outside of the Charger Café – they will receive an extra \$5 free and a free gift!
- Campus Cow appreciation day at Charger Village Chick-fil-a is on Thursday, September 22nd. If dressed like a cow and purchase a combo, you receive a free cookie! The department or student organization with the most participation will receive a FREE nugget tray!
- Monday, September 26th, Sodexo will be hosting a sushi cooking class with Mrs. Kay. It's only \$10 and dining dollars, charge bucks, and flex may be used. This event is available for the first 20 people.

Admissions

- Spring Orientation dates will be November 17th and January 5th.

Dean of Students

- Charger 360 has launched. Check out www.uah.edu/charger360 for more information.

Student Health Center

- Flu vaccines available for students

Student Life

- Showing Presidential Debate September 26 at 8:00pm in Wilson Hall
- Alternative Fall Break will be held on October 7-8, 2016.
- [Homecoming](#) October 19-22, 2016 and [Family Weekend](#) October 21-23, 2016

III. Committee Updates

A. Bylaws Committee – Brittany Willis, Chair

- Our committee met 9.15.16 @ 9 am in SSB 212. We discussed if the picnic committee should be a permanent committee. We want to reach out to staff senate as a whole to see what their opinion is. Typically, this is a separate committee and the volunteers end up serving on three committees and it can be hard to time to find volunteers. Since it is the largest event we do all year, we thought it may be a good idea to have a team set up year round to work on it. We want to get everyone's feedback today!
- The picnic committee has unofficially been formed, but do we want to add it to the bylaws?

B. Government Relations Committee – David Cook, Chair

- There are currently 1,000 members of the “Alabama Unites for Education” organization. Of those, about 250 have uah.edu e-mail addresses and 750 (including those with UAH e-mail) have zip codes within the Huntsville/Madison County area.
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- The launch was not well organized in the beginning and the System Government Relations Office has hired, Mr. Blake Harris to move the organization forward. He will come to visit UAH sometime this month and will meet with the Government Relations Committee and take a tour of campus to learn more about us.
- The Alabama Unites website currently does not really have much content, but the idea is to start using it to promote good news about higher education. We have plenty of material here from our Communications and Marketing Department and will offer those to Mr. Harris.
- The new session of the legislator will start in February 2017, so we need to increase membership in this group and prepare for mobilization on issues that affect higher education in Alabama. Two ways that we can promote the organization: 1. Send a couple of A-list announcements to the entire campus to encourage their participation. 2. Design and print a brochure to be sure that we reach every employee. This will require some cost. Does Staff Senate have a budget that we can utilize for this purpose? In addition, we will investigate a software that can use UAH employees’ zip codes to identify their state representatives, so that they know who to contact in case we mobilize on an issue.
- One question we forgot to cover is if students should/could be included.
- As another way to promote higher education, Dave Cook and Ray Garner have discussed having a “Posters at the Capitol” event during the spring “Higher Education Day.” This will be a low cost way to promote the benefits of student research (largely funded by state and federal money). Each of the 7 research universities can be invited to send their top 2 or 3 students to display posters between the rally on the capitol steps and the BBQ. Ray is putting me in touch with Gordon Stone of the System Office to see if we can run a pilot program in 2017.
- Last time we learned about a “Legislative Watchlist” used by the System Office to monitor legislation regarding higher education. Ray is not sure if the System Office is willing to share the entire legislative watchlist with us, but we will pass along the message that we welcome them to alert us of issues that affect higher education and/or UAH employees.
- Update on Special Legislative Session held in August: There were only two main issues discussed-the BP settlement and State Lottery. The BP settlement passed and the lottery failed. So, unfortunately, the hopes of using lottery money to take away the temptation for the general fund to take from the education fund, are gone. A lottery is not likely to come up on the ballot again any time soon.
- Other updates: The Education Fund in Alabama is mostly funded by state property taxes and sales tax. Starting in October, state sales tax will be applied to online purchases. These funds will be divided between the

General Fund and the Education Fund. So, this will lead to some increase in the amount into the education fund, though we could not confirm the percentage at the meeting.

- The FLSA (Fair Labor Standards Act) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. It goes into effect soon. We are not yet sure how this will affect our employees, but it is currently under review and we will update when we know more.

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

- Reviewing and updating the Channels of Communication
- Reviewing and updating the reference document
- Reaching out to Facilities to close loop with staff who may not have access to a computer
- Reaching out to Ray to allow staffsenate@uah.edu to have access to staff list serve

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

- De’Onah Norfleet gave report
- A UAH Staff member spoke with us about her personal experience of dealing with a chronic illness and having to take a lot of unpaid leave. She discussed how she felt having some type of system where employees can donate time to each other would tremendously help her and others out facing a similar situation. We discussed speaking to HR about the establishment of a “leave bank” would be the best next step in the research process. Sandra Parton in HR agreed to meet with us at our next meeting.
- Voted on conducting another survey on tuition assistance including re-wording of the current policy from 2 courses to credit hours- passed unanimously (6 of 8 members were present to vote). Once survey is conducted, we will look at results to see if enough interest to move forward with a proposal.
- Discussed research conducted on how other university systems fund employee tuition assistance. UA System office is aware of the dissatisfaction.

E. Policies and Procedures Committee – **Kathy Gentry, Chair**

- Did not meet.

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

- Randy Marshall gave report
- We are still working on the crosswalk issue at Charger Village Food Court. Also discussing a crosswalk around Frank Franz. We are working on identifying any places where people don't feel safe on campus.

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

- Discussed the Staff Senate scholarship. Any staff member taking a course is put into a pool and financial aid uses rubric to determine recipient. No application process. It was not given out this semester. Andrea Thompson will check with Development to make sure it is given out in spring. It will be an option to donate to on the Day of Giving.

IV. Unfinished Business

- Where do we stand on the half day policy? No report.
- The parental leave policy has just been submitted to Ray Pinner.
- Policies from the President: Free Speech policy--comments were already due. Concerns about calling them "Free speech areas." Will check to see if phrasing is dictated legally.

V. New Business/Discussion Items

- Requests for 2 committees:
 - Charger Green - Valerie Green and Mary Pat Bohrman have volunteered
 - President's Employee Benefits Committee - have asked for nominations but do not have to be Staff Senators: Valerie Green nominated Vonda Maclin from Human Resources, Patrick Hambloch volunteered. Midori Maloney has nominated Jennifer Pettit as well.
 - Would like more information on committee. There is currently a committee in place that includes 4 staff and 4 faculty. This may be the same committee.
- Parking issues - VBRH parking lot was closed off during cross country race recently. Parking lot closure was not announced ahead of time. These types of events could be announced in the weekly UAH Headlines emails. Communications committee could look into this issue.
- Everyone will eventually have to have a decal to park at the Fitness Center (fitness center patrons will also have a decal).

VI. Announcements

- Spring class registration starts on Monday
- We will take a Staff Senate group photo next meeting (October 19).

VII. Adjournment

A motion was made to adjourn by Patrick Hambloch and seconded by Dave Cook. Meeting adjourned by Andrea Thompson at 11:51 a.m.

Respectfully submitted,

Beth Wilson, Secretary
Staff Senate
2016-2017