

UAH Staff Senate

Meeting Minutes

April 20, 2016 11:00 am
VBRH-50, UAH Campus

I. **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.	x	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)
P	Adam Smith (At Large)	P	Liz Redding (At Large)
x	Kenya Cole (Research)	x	Scott Royce (Stud. Affairs)-Past Pres.
x	Dave Cook (At Large)	x	Elizabeth Russell Johnson (Student Affairs)
x	David Ford (Facilities)		William Sinclair (At Large)
P	Kathy Gentry (At Large)	x	Jim Steele (Advancement)
x	Nikki Goode (At Large)	x	Shelly Walker (Facilities)
P	Vonda Maclin (Finance & Admin)	x	Brittany Willis (At Large)
		P	Vicki Woods (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration, Laurel Long, HR

Proxy: Andrea Thompson for Vicki Woods, Laura Vereen for Vonda Maclin, Scott Royce for Kathy Gentry, Ashley Miller for Adam Smith, Liz Russell-Johnson for Liz Redding

Approval of Minutes

The Minutes of the March 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 Jim Steele and seconded by Scott Royce; motion passed unanimously.

II. Unfinished Business

- Employee Benefits and Development Committee, Half Day Proposal
 - Motion to vote made by Liz Russell-Johnson and seconded by Midori Maloney.
 - Vote Yes - 20
 - Vote No - 1
 - Motion passed, sending to Ray Pinner's office
- Holiday proposal still under discussion, we'll hear back from President soon. (Ray Pinner)
- Employee Picnic
 - Sent agenda/Google spreadsheet out so everyone can sign up to work picnic. A few things not decided, still working on music.
 - Explained different tasks; door prizes at 12 and 12:30 - we will probably have around 40 prizes
 - ordered t-shirts and should be here in May

III. Division Reports

- A. Academic Affairs – Midori Maloney/Beth Wilson
 - Scholars Institute May 17-18, hosted at UAH, request for students to register
 - Online Learning no longer proctoring tests. Colleges/departments must proctor own tests.
 - Grad School Open House is Thursday, April 21.
- B. Advancement – Jim Steele/Andrea Thompson
 - Nothing to report.
- C. Facilities and Operations –Shelly Walker/David Ford
 - Tobacco free campus signs are coming soon. Will be on doors and around buildings.
 - Student Services Building is accepting card key access forms (if you need after-hours access)
- D. Finance and Administration – Laura Vereen/Vonda Maclin
 - A recent internal audit has prompted review of current travel guidelines and forms for necessary updates and improvements. Please refer to the Accounting and Financial Reporting website in upcoming months for travel guideline changes and travel form revisions. If your department is interested in travel reimbursement training sessions, please contact Sharon Box at ext. 2239 for more information.
 - An announcement will be made in the newsletter when the policy and forms have been revised

- E. Research – Antonia Pitts/Kenya Cole
- Nothing to report
- F. Student Affairs – Liz Russell-Johnson/Scott Royce
- Summer Orientations coming
 - Housing closes on Apr 30 and opens May 28 for summer
 - Late Night Breakfast is Thursday, April 21 at 10 pm in CTC--still need volunteers.
 - Call for Week of Welcome programs is live and will be on website and an email will be sent out today. WOW is Aug 12-Aug 20.
 - Homecoming for Fall 2016 will be Wed, Oct 19- Sat, Oct 22
 - Homecoming overlaps with Family Weekend - Oct 21-23
 - Summer Admissions event: Charger Preview is July 9

IV. **Committee Updates**

- A. Bylaws Committee – **Scott Royce, Chair**
- 24 candidates for the upcoming Staff Senate election
 - Every division represented
 - Ballots will go out on May 1
- B. Government Relations Committee – **David Ford, Chair**
- Nothing to report.
- C. Communications Committee – **Andrea Thompson, Chair**
- We have had flyers printed for the Staff Senate Election and for the Employee Picnic. Copies will be dispersed to staff senators for them to place in their buildings.
 - Employee Picnic posters can go up on April 21st
 - Staff Senate Election posters can go up on May 1st
 - Debbie Morgan will be emailing out an invitation to the Employee Picnic the morning of April 21st.
 - The email with the link to the Staff Senate online ballot will go out on May 1st.
- D. Employee Benefits & Development Committee – **Midori Maloney, Chair**
- Finalized Parental Leave survey and discussed proposal
 - Survey went out on Monday and have received great feedback so far
- E. Policies and Procedures Committee – **Beth Wilson, Chair**
- Still no word on the Child Protection Policy. Will leave suggestions for next P & P committee.
 - Next committee can develop proposal with suggestions

F. Safety Committee – **William Sinclair, Chair**

- Nothing to report

G. Executive Committee – **Dana Parcher Warner, President**

- The Executive Committee met and discussed t-shirts, picnic details and other updates.

V. **New Business**

- Laurel Long, Assoc. VP, Human Resources
 - o Staff Handbook
 - live on website now
 - Will probably be updated yearly from now on
 - Handout will be included
 - o STARS Leadership Academy (handout will be included)
 - o Developing a program for non-exempt staff
- Policies to Review: Use of Hoverboards and Similar Devices Policy
 - o Motion to discuss made by Scott Royce and seconded by Jim Steele.
 - o Can they ride on sidewalk since they have to follow motor vehicle laws? If can't have in buildings, how do they charge?
 - o Are they even allowed on campus? There's a new hover board with new technology, is policy already out of date?

VI. **Announcements**

- This is Dana's last meeting. Midori Maloney will take over as President at June meeting.

VII. A motion was made to adjourn by Andrea Thompson and seconded by Liz Russell-Johnson. Meeting adjourned by Dana Parcher Warner at 11:50 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate

2015-2016