

UAH Staff Senate

Meeting Minutes

July 15, 2015 11:00 am
VBRH-50, UAH Campus

I. Call to Order – Meeting called to order by Dana Parcher Warner at 11:05 a.m.

Attendance

x	Dana Parcher Warner (At Large) - Pres.		Laura Mann (At Large)
x	Midori Maloney (Academic Affairs)- VP	x	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)
x	T.J. Brecciaroli (Stud. Affairs)	x	Liz Redding (At Large)
x	Kenya Cole (Research)	x	Scott Royce (Stud. Affairs)-Past Pres.
x	Dave Cook (At Large)	x	Elizabeth Russell Johnson (At Large)
x	David Ford (Facilities)	x	William Sinclair (At Large)
x	Kathy Gentry (At Large)	x	Jim Steele (Advancement)
	Nikki Goode (At Large)	x	Shelly Walker (Facilities)
x	Vonda Maclin (Finance & Admin)		Brittany Willis (At Large)
			Vicki Woods (At Large)

Quorum present? Yes

Others present: Ray Pinner, Finance & Administration

Proxy: Beth Wilson is the proxy for Laura Mann, Scott Royce is the proxy for Nikki Goode and Andrea Thompson is the proxy for Brittany Willis.

Approval of Minutes

The Minutes of the June 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 Jim Steele; motion passed unanimously.

II. Unfinished Business - Leadership Proposal

- Scott Royce moved to discuss, William Sinclair seconded.

- Senators have some questions/comments about proposal
 - Who is eligible? Does a staff member have to be employed at UAH for a certain amount of time? How are participants selected and how many? Will employees have time to complete the program? Will supervisors support staff participation and not penalize (ask to work longer hours)? Will the program be done in groups--one group complete the program and the next group start 4 years later?
- Proposal could help with employee retention due to being 4 years
- Overall, seems to be a good idea—intentions are good.
- Midori Maloney motioned to vote on the Leadership proposal. Scott Royce seconded the motion.
- The Leadership proposal was approved with 14 votes yes, 0 no and 5 abstained to vote.

III. Division Reports

A. Academic Affairs – Midori Maloney/Beth Wilson

- Graduate school is growing. Rolling out graduate school orientation – 3 dates for newly admitted fall students. One date for international students.
 - July 27, 2015
 - August 4, 2015
 - August 11, 2015
 - August 12, 2015 (international students)
- Orientations/Honors College numbers
 - There are over 1,000 incoming freshmen signed up for orientations/over 1600 freshmen/transfer total for fall. About 20% of incoming freshmen are Honors students--we have 230 incoming Honors students.
- Week of Welcome – Student research open house on Aug. 17 from 2-4
- Pre-Health is doing an Operation Challenge during WOW

B. Advancement – Jim Steele/Andrea Thompson

- Nothing to report.

C. Facilities and Operations –Shelly Walker/David Ford

- July 21 begins the bidding process for LED signs.
- Facilities is offering First Aid/CPR classes. Contact Marcia Pendleton at marcia.green@uah.edu if interested.
- Parking permits are now available!

D. Finance and Administration – Laura Vereen/Vonda Maclin

- Everyone is enjoying the 4 day work week!

E. Research – Antonia Pitts/Kenya Cole

- Nothing to report.

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

- Student Life Staffing Updates
 - John Maxon was named the Associate Vice President for Student Affairs.

- Scott Royce was named the Interim Coordinator of Fraternity and Sorority Life.
- Jenny Russell now reports to Admissions for Orientation and Student Life for Parent & Family Programs.
- T.J. Brecciaroli was named the Interim Dean of Students.
- WOW calendar will be coming out soon. Nikki is coordinating. App under UAH Student Life in APP store.
- Housing move in day is August 14 – anyone welcome to help with move in - contact Scott Royce or Liz Russell-Johnson if interested in helping.
- FFH is opening Aug. 13 – event for Honors that evening
- Admissions Charger Preview Day – July 24
- Sept. 3 – College Fair and Career Night 6-8 in Fitness center – Madison County College and Career Fair
- WOW starts on Friday, Aug 14 with Taste of Huntsville and goes through Aug 11-- over 100 events.
- Family weekend is Sept. 15-17
- Homecoming is Oct 19-24
- Health Careers Day will be held on Sept 18
- On Campus Employment and Leadership Expo – Aug. 19. Contact Kellee Crawford for more information.

IV. Committee Updates

A. Bylaws Committee – **Scott Royce, Chair**

- The Bylaws Committee met and we talked about the Bylaws and Constitution. The Committee will be reviewing each document for the next meeting.

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

- Discussed agenda for year. Things to accomplish – monitor ACHE website, higher ed partnership, Alabama Advocacy group appropriations to universities, go to Higher Ed day in Montgomery. Monitor news from UA System and BOT. Committee member attend BOT meetings. Set up meeting with Ray Garner to discuss any concerns. Have a Staff Senator invited to important events on campus. Monitor local government for news/events concerning campus.

C. Communications Committee – **Andrea Thompson, Chair**

We will be proposing these projects for the year:

- Establishing an opt-in email list for staffers to sign-up for monthly notices from Staff Senate with agendas, minutes and highlights from the meetings
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- Writing a clear, concise and consistent description of the duties and responsibilities of the Staff Senate Communications Committee and submitting it for Constitutional and Bylaw changes

We will also continue to take responsibility for these ongoing projects:

- Updating & maintaining the Staff Senate Website

- Updating & maintaining the Channels of Communication and Staff Reference Guide documents
 - Promoting the Staff Picnic on campus
- D. Employee Benefits & Development Committee – **Midori Maloney, Chair**
- The Employee Benefits and Development Committee reviewed previous year's work and discussed current proposal & resolutions still in process (Leadership Academy and Staff Training proposal and Increase in Holidays resolution). We also discussed future committee topics, to include half days on Fridays for Fall and Spring, staff scholarship fund and additional staff awards.
- E. Policies and Procedures Committee – **Beth Wilson, Chair**
- Everyone was in agreement that we should continue looking into or look into the following items:
- Child Protection Policy – what is the policy? How can it be improved? Policy seems to be inconsistent (people sign once or every time an event with children under 19 are present).
 - Staff Awards/Starting Salaries/Merit Increases – how are these determined and is it consistent across campus?
 - Non-smoking policy for campus
- F. Safety Committee – **William Sinclair, Chair**
- Nothing to report.
- G. Executive Committee – **Dana Parcher Warner, President**
- Discussed procedure for putting forth proposal. Proposals need to be vetted by committee first, then it's beneficial to go to the executive committee to provide feedback. Acting president will take to Ray Pinner and get additional feedback.
- V. **New Business**
- None.
- VI. **Announcements**
- None.
- VII. A motion was made to adjourn by Jim Steele and seconded by T. J. Brecciaroli. Meeting adjourned by Dana Parcher Warner at 11:35 a.m.

Respectfully submitted,

Beth Wilson, Secretary

Staff Senate
2015-2016