I. Welcome:
A general meeting of the UAB Staff Council was held in the School of Health Professions Room 640 on August 18, 2016. The meeting convened at 9:02 a.m. with Ginger Hattaway presiding, Amy Dean secretary.

II. Introductions:
Members of the Executive Committee in attendance:

| Amy Dean | Donna Dixon |
| Ginger Hattaway |

Members of the Executive Committee not in attendance:

| David Rhodes |

Members of the General Council in attendance:

| Reid Adair | Lauren Antia | Amy Atkisson |
| Cyndi Ballinger | Lotoya Beard | Chris Boutwell |
| Jennifer Breland | Machelle Campbell | Scott Carson |
| David Dada | Heather De La Piedra | Valerie DuBose |
| Ron Espenan | Mary Foster | Rodney George |
| Leandrae Graham | Dan Guarnieri | Brian Hagan |
| Kim Hazelwood | Michelle Henry | Molly Lerew |
| Deborah Littleton | Erika Mack | Jonathan McNair |
| Lori Naramore | Tina Philips | Jennifer Spears |
| Stefanie Varghese |

Members of the General Council not in attendance:

| David Beeching | Anita Belcher | Edward Reynolds |
| Marla Townsend | Tashara Walker | Erin White |

Ex-Officio Members Present:

| Josh Carter | Hilary Carter | Kristin Chapleau |
| Stacey Torman |

Alternate Representatives Present:

| James Grimes |

Is Quorum Present?: Yes

III. Approval of Minutes from August:
a. Motion for the approval of the August 2016 Minutes.
   i. Michelle Henry moves the motion.
   ii. Hilary Carter seconds the motion.
   iii. Accepted by all.

IV. UAB Staff Convocation- September 20:
   a. We need to make ourselves available to the staff, introduce yourself, engage
      them in conversation and we need to spread ourselves out around the event.
   b. Staff Council needs to be at event at 10:30 to help set up.
   c. Staff Council should “Be Seen in Green”.
   d. Staff Council Members Responsible for Certain Areas:
      | Balloons       | Michelle Henry, Deborah Littleton, Jennifer Breland |
      | Signs          | Mary Foster, Cyndi Ballinger                          |
      | Suggestion Box | Donna Dixon, Tashara Walker, Tina Phillips, Molly Lerew |
      | Name Tags      | Lauren Antia                                          |

   e. Ginger asked Alesia Jones about staff getting compensated for coming, because
      this is not a required event for staff, departments do not have to compensate
      the staff for coming.

V. Activities and Events Committee:
   a. There is a need to create an Activities and Events Committee.
   b. Cyndi Ballinger to Chair.

VI. Change of Meeting Venue:
   a. There is a need to change meeting venue October 20, November 17, March 16,
      April 20 & May 18.
   b. Staff Council members to check following locations and let Ginger know
      availability:
      Alumni House, School of Dentistry, School of Health Professions, Heritage Hall
      Building, Edge of Chaos.

VII. HR Initiatives:
   a. HR Career Ladder:
      i. There is a need to change the way we classify research people, this led to
         the HR Career Ladder.
      ii. There was a problem with the way it rolled out and a committee has
          been formed the review.
      iii. More information can be found:
           http://www.uab.edu/humanresources/home/compensation/research-career-ladder
   b. Sick Leave:
i. Employees in probationary period allowed to use sick leave for own illness.
ii. Employees in probationary period are eligible for sick leave donation up to 20 days.
iii. More information can be found: 
http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000198.aspx, 
http://www.uab.edu/policies/Pages/LibraryDetail.aspx?pID=355

c. FLSA Update- Exempt to non-exempt transfer of accrued leave
   a. Must have all time off requests approved in eLAS by September 30th.
   b. More information can be found: 

d. Open Enrollment
   a. Open Enrollment will be October 28- November 14th.

e. Please refer your constituent questions to your HR Partner/Consultant.

VIII. UABSC Committee Chairs:
   a. Committee Chairs were named by Ginger Hattaway as follows:
      
      | Bylaws          | David Rhodes  |
      | Communications  | Dave Beeching |
      | Website         | Hilary Carter |
      | Community Outreach | Jonathan McNair |
      | Institutional Pride | Mary Foster, Chair / Jennifer Spears, Co-Chair |
      | Staff Development | Dan Guarnieri |

IX. UAB Committee Appointments:
   a. UAB Strategic Planning Council
      i. Rotating Position for UABSC President, Ginger Hattaway to serve this year.
   b. Higher Education Partnership- Board of Directors
      i. David Rhodes asked to serve on behalf of Staff Council.

X. Kim Cunningham Replacement
   a. Kim Cunningham is no longer at UAB.
   b. Laine Chapman to serve as her replacement starting in October 2016.

XI. Tentative Meeting Programs
   a. October 20- Alesia Jones & Allen Bolton, Open Enrollment/Benefit Update.
   b. November 17- Active Shooter Presentation.
   c. Send any future program ideas to Ginger Hattaway.
XII. Staff Council Budget  
a. Call for Budget Requests  
   i. Due October 10th.  
   ii. Committee Chairs to think about needs and send proposal to Donna Dixon or Ginger Hattaway.

XIII. Committee Updates  
a. Bylaws - Kristen Chapleau  
   i. No updates.

b. Communications - Scott Carson  
   i. Spark Site  
      1. The UAB Staff Council Spark site is now live.  
      2. Having discussions on how to move ideas from suggestion to issues the UAB Staff Council will work on.  
      3. Will be introduced at Staff Convocation.  
   ii. ListServ is working for UAB Staff Council communication between representatives.  
   iii. The committee is working on email templates for the UAB Staff Council to use when communicating to constituents.  
   iv. The committee will work on getting our events and meeting published in the UAB eReporter.  
   v. There will be a creation of a UAB Staff Council Twitter and Instagram.

c. Website - Hilary Carter  
   i. Lauren Antia working on new design for the UAB Staff Council website.  
   ii. The committee will be encouraging staff to share photos through Twitter and Instagram but can also email photos to staffcouncil@uab.edu

d. Community Outreach - Jonathan McNair  
   i. Student Advocacy, Rights and Conduct Item Collection:  
      1. Turn in any items donated to Jonathan McNair today or contact him if you have additional items to donate later.  
      2. Handout of items needed provided  
   ii. Committee needs help establishing lines of communication and list of events our area is working on with the community, please let Jonathan McNair know if you have any information.

e. Institutional Pride - Mary Foster  
   i. Name Badges for Staff Council  
      1. Optional purchase for member of Staff Council, will be $8-$9.  
      2. If you’d like a name badge, please sign up today or email Mary Foster.  
   ii. Blazer Banners for University Boulevard  
      1. Two options discussed, Tidmore Flags, $154.95-$189.95/each or The Printing Place $91.90-$173.90/each.
2. Less banners would be needed if Tidmore Flags purchased because 16 already exist and could be moved to University Boulevard.

3. Motion to move forward with the appropriate channels to get 16 additional flags ordered for University Boulevard from Tidmore Flags.
   A. Mary Foster moves the motion.
   B. Reid Adair seconds the motion.
   C. Accepted by all.

iii. Staff Shirt idea
   1. Staff Shirt from Barnes and Noble discussed.
   2. Will not move forward with idea.

iv. Homecoming Participation
   1. Motion for UAB Staff Council to participate in homecoming activities by having a tent with water and/or marching in Homecoming Parade.
      A. Mary Foster moves the motion.
      B. Donna Dixon seconds the motion.
      C. Accepted by all.

v. To discuss UAB Staff Council participating in a family event at a softball game in the Spring.

XIV. Reminders:
   a. Headshots and Group Photo at next UAB Staff Council meeting October 20th.
      i. Amy Dean to send out more information.

XV. New Business:
   a. Please email Donna Dixon if you have any donations for the UAB Staff Council.
   b. Meeting time to change to 9:00-10:30 starting with October 20th meeting.

XVI. Adjournment: The meeting was adjourned at 10:12 a.m.