

# UAB Staff Council

General Minutes

Thursday, September 15, 2016

9:00 a.m.

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	
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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
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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 30<sup>th</sup> .
  - b. More information can be found:
    - <http://www.uab.edu/humanresources/home/compensation/fair-labor-standards-act/uab-flsa-changes-faqs>
- d. Open Enrollment
  - a. Open Enrollment will be October 28- November 14<sup>th</sup> .
- 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 10<sup>th</sup>.
    - 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](mailto: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 20<sup>th</sup>.
  - 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 20<sup>th</sup> meeting.

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