

The University of Memphis  
Staff Senate Minutes – Wednesday, August 15, 2007  
Panhellenic Building – 101  
9:30 A.M.

**Senators Present:** Babb, Susan; Beasley, Sharon; Bell, Karen; Brock, Ann; Brown, Annette; Busby, Hugh; Cade, Paul; Colburn, Dorothy; Cohn, Susan; Conway, Jerry; Dillon, Chloristine; Dimond, Joellen; Elliotte, William; Fitzgerald, Peggy; Guffin, Sharon; Harbin, Bill; Horton, Melvin; Hudson, James; Johnson, Jesse; Lee, Bernadette; McAfee, Kimberly; McCoy, Becky; Montague, James; Moses, Shelia; Murley, Heather; Newman, Karen; O'Bryan, Kathy; Scott, Belinda; Sirignano, Eric; Wilson, Deborah; Wilson, Faye; Wilson, Kimberly; Woemmel, Clay

**Senators Absent (excused):** Bekis, Barbara; Buchner, Melissa; Cowles, Angelina; Duhart, Senese; Elliotte, William; George, Elise; Harrison-Tyson, April; Johnson, Mary; Merritt, Becca; Settles, Yulonda; Turner, Debra; Walsh, Elaine

**Senators Absent (unexcused):** Franklin, Dean; Muldrow, Vanessa; Pinson, Frances; Prahalathan, Pat; Taylor-Strowder, Ora; Tignor, Jonathan

The August meeting of the Staff Senate was held in the Panhellenic Building with 33 senators present.

### **Announcements By President Fitzgerald**

Our Grant Request was not selected, we will try again if the opportunity arises; everyone needs to think of options for soliciting funds and can contact any Board member with their ideas.

An update was given on the space for a Staff Senate office. Space Planning Director, Ruthie Bassford, met with the Executive Committee to let us know that the space next to the Faculty Senate office is no longer a viable option. There are two other spaces in the Administration Building that could work – one to serve as a temporary office until the permanent space becomes available. The Executive Committee agreed on behalf of the Senate to ask Ruthie to present her alternate proposal to Dr. Faudree and Dr. Raines.

The new Outdoor Warning System will be tested this afternoon. All senators were reminded of the importance of their comments on the "Feedback Form".

Jennifer Lawlor-Wagner has been contacted on several occasions concerning her request to present ideas on the Memphis Safe Campus Consortium. President Fitzgerald has had no response from her as yet.

The Executive Committee has been asked by President Raines to meet with her on August 24, 2007, to discuss goals and concerns for the coming year.

### **Approval of Minutes**

Quorum was made and President Fitzgerald asked for a motion to accept the minutes for the July meeting. A motion to approve was made by Senator Sirignano and seconded by Senator Beasley.

### **Executive Committee Reports**

**President's Report:** The Executive Committee will pursue a change in the By-Laws that will designate the Executive Committee to serve as the "Financial Committee". The Executive Committee will draft

the change in wording and present it to the By-Laws Committee. Mary Johnson, Chair of the committee will provide their feedback before the new wording is presented to the full Senate.

We are still working on funding and design for Staff Senate pins. If any senators have ideas for the design or funding, they should contact President Fitzgerald or Senator Harbin.

**Vice President's Financial Report:** Senator Woemmel reported that the budget still has not been finalized in Spectrum. The forms will be processed today to change the signature authority on budget items to President Fitzgerald and Senator Woemmel.

**Secretary's Report:** No Report.

**Membership Committee:** Senator Beasley reported that a run-off was done for Cluster O; Angelina Cowles will be the representative.

**Public Relations:** Senator Harbin passed around 3 proposals for the Staff Senate pins and asked everyone to submit any alternative designs to him. Senator Harbin again encouraged everyone to sign up for a committee – especially to work on Staff Appreciation Day next spring. President Fitzgerald suggested that everyone check with their department to see if Foundation funds could be used to pay for pins. She also asked Senator Harbin to check with Carolyn Featherstone to see if the Faculty Senate has pins and how they were paid for.

**Website:** No Report.

**Issues & Review Committee:** No Meeting.

**Legislative Committee:** Senator Guffin introduced the members of her committee and read the Charge. They are trying to learn about the workings of higher education at the state and local level and will be working with Kevin Roper's office to approach the right people for discussion and possible speakers for future Senate meetings.

**By-Laws Committee:** No Report.

### **University-Wide Committees**

**Public Records & Forms:** Senator Buchner was not at the meeting to report.

There were no reports from the following university-wide committees; meetings are not generally held until after the start of the semester and all committee members have been appointed:

**Campus Safety & Security**

**Facilities & Services**

**Fee Refunds & Appeals**

**1<sup>st</sup> Year Experience**

**Food Services/Dining**

**Space Planning**

**Policy Review Board**

**Traffic & Parking**

**First Friday**

**Old Business:** President Fitzgerald stated where we are in sharing space with the Faculty Senate; since we have not been able to move forward, she will try to meet with the Faculty Senate officers. This might also be something to bring up to Dr. Raines and her meeting with the Executive Committee. President Fitzgerald again stressed the importance of being a visible presence on campus—participate on committees, be responsible university members, communicate with constituents and represent their issues and concerns. Senator Cohn asked how we know who our cluster represents; President Fitzgerald will ask Senators Beasley and Settles to send that information to all senators.

**New Business:** Senator Jesse Johnson mentioned hearing about phasing out the university dial-up service. President Fitzgerald asked him to contact Senator Bekis, Chair of the Issues Committee to get the specifics.

Senator Muldrow came in to hand out door prizes.

With no other business, President Fitzgerald adjourned the meeting.

Respectfully submitted,

Susan Babb, Secretary  
Staff Senate