

The University of Memphis  
Staff Senate Minutes – Thursday, July 19, 2007  
Panhellenic Building – 101  
9:30 A.M.

**Senators Present:** Babb, Susan; Brock, Ann; Brown, Annette; Buchner, Melissa; Cade, Paul; Colburn, Dorothy; Cohn, Susan; Dillon, Choristine; Dimond, Joellen; Duhart, Senese; Elliotte, William; Fitzgerald, Peggy; George, Elise; Guffin, Sharon; Harbin, Bill; Hudson, James; Johnson, Mary; Lee, Bernadette; McCoy, Becky; Merritt, Rebecca; Montague, James; Moses, Shelia; Muldrow, Vanessa; Murley, Heather; Newman, Karen; O’Bryan, Kathy; Pinson, Frances; Scott, Belinda; Settles, Yulonda; Sirignano, Eric; Wilson, Kimberly; Woemmel, Clay

**Senators Absent (excused):** Beasley, Sharon; Bekis, Barbara; Busby, Hugh; Conway, Jerry; Franklin, Dean; Harrison-Tyson, April; McAfee, Kimberly; Taylor-Strowder, Ora; Tignor, Jonathan; Turner, Debra; Wilson, Faye; Wilson, Deborah

**Senators Absent (unexcused):** Bell, Karen; Cowles, Angelina; Horton, Melvin; Johnson, Jesse; Prahalathan, Pat; Walsh, Elaine

The July meeting of the Staff Senate was held in the Panhellenic Building with 32 senators present.

President Fitzgerald announced that no rooms in the Panhellenic Building are available on the regular Senate meeting date in August. The membership agreed to hold the meeting on August 14 or 15, whichever date room 101 is available. Senator Babb will check and re-schedule for one of those dates. Panhellenic 101 has been secured for Senate meetings the third Thursday for each month thereafter through the end of the calendar year.

### **Approval of Minutes**

Quorum was made and President Fitzgerald asked for a motion to accept the minutes for the May meeting. The minutes were approved with the following corrections: Correct the spelling of Rebecca Merritt’s name in the minutes; correct the spelling of names for Melissa Buchner and Eric Sirignano in the “Other Committees” listing; add James Montague as present for the June meeting; add James Montague to the Legislative and Review Committee and remove his name from the By-Laws Committee.

### **Executive Committee Reports**

**President’s Report:** President Fitzgerald announced that the Executive Committee voted to meet every 2<sup>nd</sup> Tuesday of the month. She also reported that she had talked with Pam Cash in Physical Plant about the new Staff Senate office space; the renovation of the space is still in the pricing stage. Any Senator who would like a copy of the drawings for the space may contact President Fitzgerald.

**Vice President’s Financial Report:** Senator Woemmel reported that he has reviewed previous year’s budgets; the budget for this fiscal year has not yet been allocated, but he hopes to be able to give a full report by the August meeting.

**Secretary’s Report:** Senator Babb asked that anyone who did not receive a new name card let her know at the end of the meeting so that one will be ready by the August meeting. Also, Janet Mitchell from the President’s meeting was recognized and welcomed to the meeting.

**Membership Committee:** Since a run-off is necessary for Cluster O, Senator Settles will find out how this is handled.

**Public Relations:** Senator Harbin reported that he had written and submitted a grant proposal asking for an increase in funds for the Senate. The TBR has allocated funds that will support hiring and retention of faculty/staff. Senator Harbin also stated that an updated photograph of the membership needs to be taken and we should try to include President Raines. President Fitzgerald asked Senator Harbin to coordinate a date and time with the University photographer and we will send out an announcement at which meeting the photo will be taken.

**Website:** On behalf of Senator Turner, President Fitzgerald announced that the website is in the process of being updated with names of new Senators.

**Election Committee:** No Report

**Issues and Review Committee:** No Report

**Legislative and Review Committee:** Senator Guffin reported that they had met and are interested in having someone from Nashville to speak on Higher Education. They are also thinking of ways to get staff involved in upcoming local/national elections. Senator Montague asked that his name be transferred to this committee as he had volunteered at the June meeting. Senator Cade and Senator Conway also asked to serve on this committee.

**By-Laws Committee:** Senator Mary Johnson reported they have not had a meeting yet; she would like for the Senate membership to read the By-Laws and send any comments or suggestions to her.

### University-Wide Committees

**Campus Safety & Security:** No Report

**Facilities & Services:** No Report

**Fee Refunds & Appeals:** No Report

**1<sup>st</sup> Year Experiences:** No Report

**Food Services/Dining:** No Report

**Public Records & Forms:** Senator Buchner said that the committee's third meeting will be held today. They are reviewing all University retention policies and the new Federal regulations regarding retention of electronic records.

**Space Planning:** No Report

**Policy Review Board:** Senator Woemmel announced that several policies have been reviewed and routed for signature.

**First Friday:** No Report – Janet Mitchell reminded everyone that the First Friday Forums have been suspended until the beginning of the fall semester.

**Old Business:** Pins for the Senators was discussed by the membership. The cost is high for pins consistent with the Brands Standard guidelines. Senator Woemmel expressed concern that the pins would take too much out of our annual budget and we might not be able to fund our other events. He suggested that we think of alternative ways to pay for the pins, citing that although the pins would be nice, there is no benefit to the University as a whole, which is part of the Staff Senate's mission. President Fitzgerald asked that a motion be made for the Finance Committee to pursue the question of pins. A motion was made by Senator Sirignano and seconded by Senator George. The motion passed with no opposition.

President Fitzgerald announced that the Executive Committee had reviewed a request for the Memphis Safe Campus Consortium Grant writers to present their ideas to the Staff Senate. She will follow up with them to find out the exact nature of the request and to get more information before agreeing to the presentation.

President Fitzgerald reminded the membership that although time was short in the writing and submission of the Grant proposal, we must remember such actions first need to be brought before the Executive Committee for review and before the Senate membership for acceptance. She requested that all Senate members request copy of the Grant from either her or Senator Harbin. A motion was made by Senator Sirignano to send the in the proposal, the motion was seconded by Senator Montague, and carried with no opposition.

**New Business:** Senator Harbin encouraged the members to honor their responsibility as Senators by volunteering for committees as outlined in Article III of our Bylaws.

Senator Muldrow drew for door prizes to be given to Senators present:

- Tiger Den Passes – Senator Colburn
- National Civil Rights Museum Passed – Senator Moses
- \$25 Gift Card to the Equestrian Restaurant – Senator Montague
- 2 Photo Albums – Senator Harbin & Senator Settles
- Davis-Kidd Gift Basket – Senator Babb
- Luggage – Senator George

President Fitzgerald asked all Senators to keep aware of campus activities, to be a little more visible to our constituents, to encourage their concerns, suggestions and ideas.

With no other business, President Fitzgerald adjourned the meeting.

Respectfully submitted,

Susan Babb, Staff Senate Secretary