

The University of Memphis  
Staff Senate Minutes – Thursday, November 14, 2007  
Panhellenic Building – 101  
9:30 A.M.

**Senators Present:** Babb, Susan; Brock, Ann; Buchner, Melissa; Cade, Paul; Colburn, Dorothy; Cohn, Susan; Dillon, Chloristine; Duhart, Senese; Fitzgerald, Peggy; Guffin, Sharon; Harbin, Bill; Horton, Melvin; Hudson, James; Johnson, Jesse; Johnson, Mary; Lee, Bernadette; McAfee, Kimberly; McCoy, Becky; Merritt, Rebecca; Montague, Jim; Moses, Sheila; Muldrow, Vanessa; Murley, Heather; Newman, Karen; Scott, Belinda; Settles, Yulonda; Sirignano, Eric; Taylor-Strowder, Ora; Wilson, Faye; Wilson, Deborah; Woemmel, Clay

**Senators Absent (excused):** Beasley, Sharon; Bell, Karen; Busby, Hugh; Dimond, Joellen; Franklin, Dean; Schwartz, Sheri; Tignor, Jonathan; Turner, Debra; Wilson, Kimberly;

**Senators Absent (unexcused):** Bekis, Barbara; Brown, Annette; Cowles, Angelina; Elliotte, Bill; George, Elise; Harrison-Tyson, April; Lockhart, Lavaire; O'Bryan, Kathy; Walsh, Elaine

The November meeting of the Staff Senate was held in the Panhellenic Building with 31 senators present.

**Announcements:**

A motion was made by Senator Sirignano to approve the October minutes and seconded by Senator Guffin.

President Fitzgerald updated the Staff Senate on space for an office in the Administration Building, Room 153. She reported that she and several members of the Executive Committee were scheduled to meet after the Senate meeting to take another look at the space since it has been cleaned out and to assist in the selection of new carpet and paint.

**Committee Reports:**

**Vice President's Financial Report:** Senator Woemmel handed out copies of the 3-Year Budget Comparison and reviewed the 07-08 proposed Budget. Funds available at the beginning of the 07-08 fiscal year are \$6,017.69, which includes a Carryforward amount of \$1,717.69 plus allocated funds in the amount of \$4,300.00.

**Legislative and Review Committee:**

Senator Guffin reported that in the near future the committee would like to invite someone in from the TSEA (TN State Employees Association) to speak to the Staff Senate about their organization and membership benefits to state employees.

**By-Laws Committee:**

The Committee is meeting and reviewing the current By-Laws, Section-by-Section.

**Safety Committee:**

Items discussed at the meeting included vehicle safety and the installation of backup alarms; Gary Fortner' department will be expanding the number of AED's (Automatic External Defibrillator) on campus; the need to encourage everyone to sign up for TigerText; 5 more "Code Blue" phones have

been installed around the campus; Employee Safety & Health encourages everyone to sign up for their training seminars.

### **Fee Refunds & Appeals:**

Senator Horton reported that the committee met – one appeal was approved; two were denied.

### **Food Services/Dining:**

Meeting with possible food vendors for the new UC will be beginning soon; Senator Settles asked for backup help to attend “tasting” meetings, which includes reviewing vendor prices as well as food and how the food is presented. Senator Duhart and Senator Horton will serve as backup for Senator Settles.

### **Policy Review Committee:**

Senator Woemmel reported that 3 more policies had been suggested for review by departments; 1 is being circulated for signature; 2 have been sent back to the originating department for clarity.

### **Public Relations Committee:**

Senator Harbin reported that the Public Relations Committee has not yet picked a date for Staff Appreciation Day; he will contact the President’s Office to see what dates best work for her to attend; also need to find the best location. Discussion followed: could we ask AraMark to donate or discount food; send a memo to the President’s Council asking for monetary donations from VP areas—Senator Harbin will work on wording for the memo and asked Senator Taylor-Strowder to put together a budget for the event; Senator Murley suggested approaching the Faculty Senate for a \$500 donation for the event; Senator Sirignano suggested the Senate submit ideas to Bill Harbin for donations; President Fitzgerald suggested that a few large prizes might be better than so many small prizes that people did not want to claim.

President Fitzgerald opened the floor for a positive discussion surrounding Staff Appreciation Day and asked that senators focus on things that were good about previous events as we plan for this year’s event.

Susan Babb, Secretary  
Staff Senate