

Calendar, Agenda and Minutes



## Meeting Minutes for April 2003

# THE UNIVERSITY OF MEMPHIS STAFF SENATE MINUTES

## April 17, 2003

**Present:** Sharon Banker, Paul Cade, Gary Carman, Pam Cash, Debra Cummings, Dianne Day, Senese Duhart , Laura Edwards, Francis Frazier, Linda Harris, Pamela Horvath, Jean Honey, James Hudson, Diana Humphrey, Carol Laney, Amy Martin, Nancy Matthews, Steve Mosley, Shelia Ogburn , Leslie Peach, Virginia Reed, Julia Rhodes, Dee Roberson, James Rose, Hikmat Samaha , Marcy Sanford, Calvin Strong, Tommy Towery , Mike Ward, Melody Weldon, and Faye Wilson

**Absent:** Scott Beck, Diane Cooper, Shirley Cowley, Sherry Crone, Brad Frewin , David Horan, Lonnie Latham, Laruth Lofties , Lynne Owens, Linda Sandford , Arlene Savage, Hope Smith, and Marcia Taylor,

Call to order at 9:36 a.m.

Roll call

March minutes were approved as amended with a 0-no and 0-abstention vote.

David Zettergren , Assistant Vice President for Finance, came and spoke to the Senate on Web for Employees. Beginning May 24<sup>th</sup> there will no longer be printed pay stubs. All pay information can be accessed through the Web for Employees. Web for Employees can be accessed on the Internet at [employees.memphis.edu](http://employees.memphis.edu). On campus, you can simply type "employees" in the URL window and press Enter. General Information brochures are available.

### Committee Reports:

**Election:**     *Senese Duhart*    **Meeting scheduled.**

**Finance:**    *Hope Smith*     **No report.**

**Issues Review:**    *Ginny Reed and David Horan*    **Everyone should have received a form letter to send to your local representative concerning the insurance for State of Tennessee employees.**

**Membership:**            *Leslie Peach*    **No report.**

**Public Relations:**    *Sherry Crone*     **No report.**

**Web Site: Carol Laney** A couple of new links have been added to the site for convenience.

**AD HOC COMMITTEE:**

**Legislative Advisory Committee: Diane Cooper** No report.

**UNIVERSITY WIDE COMMITTEES:**

**Bookstore - Lonnie Latham - No report.**

**Campus Safety and Security - Steve Mosley - Met and discussed pedestrian crossings.**

**Facilities and Services Committee - Gary Carman - No report.**

**Fee Refunds and Appeals - Pam Horvath – No report.**

**Food Services and Dining - Senese Duhart - No report.**

**IT Administrative Advisory Committee - Julie Rhodes - No report.**

**IT Planning and Policy Council - Tommy Towery - No report.**

**Presidents Council - Calvin Strong - No report.**

**Public Records and Forms - Hikmat Samaha -**

The Public Records and Forms Standing committee met at 2:00 p.m. on Wednesday, April 2, 2003. Members were given replicas of the web page (Business and Finance) that provide information on the University Records Management program. Tanya Groves will ensure that members of the committee are notified of any changes to procedures or retention schedules.

The committee discussed the challenges posed by electronic recordkeeping. TBR Guideline 070 states that "Unless specified otherwise, or otherwise required by law, records may be microfilmed or imaged and the paper copy destroyed upon verification of an archival quality reproduction. The microfilm or image will then be retained for the balance of the indicated retention period." Many records are currently scanned and filed on optical disk. A major concern with electronic records is the ability to continue retrieving them when equipment is upgraded; therefore, University departments should ensure that specifications for replacement equipment include the ability to retrieve information kept in the previous format.

Other business: is there a way to save e-mails on optical disk, e.g., correspondence between students and the Bursar's Office. Bonnie will research this and report her findings to the committee.

Personnel records are kept for 75 years and student records are kept forever.

**Purchasing (Special Committee only activated when needed)**

**Space Planning - Dianne Day - No report.**

**Special Parking (South Campus) - Dee Luna - No report.**

**Traffic and Parking - Diane Cooper - No report.**

6. **Old Business:**

Central Avenue Walkways - Speed limits - moved to next months meeting.

Lifeblood Blood Drive - The blood drive will be Wednesday, May 14<sup>th</sup> in front of the Administration Building.

7. Motion was made to adjourn the meeting. Meeting adjourned at 10:32 a.m.

**Next Meeting: May 15, 2003 at 9:30 a.m. in UC 404**

Last  
updated:  
06/11/2008  
15:54:35

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