

Calendar, Agenda and Minutes



Meeting Minutes for November 2003

THE UNIVERSITY OF MEMPHIS STAFF SENATE MINUTES NOVEMBER 20, 2003

Present: Scott Beck, Diane Cooper, Shirley Cowley, Sherry Crone, Debra Cummings, David Doyle, Senese Duhart, Brad Frewin, Caryl Gray, Mary Haddock, Sharon Harber, Linda Harris, Jean Honey, David Horan, Pamela Horvath, William Jason Jr., Carol Laney, Nancy Massey, James Montague, Benjamin Moore, Stephen Mosley, Flo O'Conner, Ginny Reed, Julia Rhodes, James Rose, Hikmat Samaha, Marcy Sanford, Arlene Savage, Nancy Stewart, Melody Weldon, Faye Wilson, Martha Woods

Absent: Leslie Bowen, Paul Cade, Pam Cash, Laura Edwards, Samuel Hurst, Barbara Marese, Shelia Ogburn, Cathy Philpot, Barbara Pugh, Cathy Richardville, Drew Schmitz

- I. Call to order at 9:35 a.m.
- II. Sign-in sheet passed around
- III. October minutes were approved as amended with a 0-no and 0-abstention vote.
- IV. Dr. Teresa Hartnett (Planning/Research Dir.) & Dr. Walter Kirkpatrick (Assoc. Prof. Communication) spoke on 2003 Faculty & Staff Feedback Survey.

Key findings:

- Overall satisfaction is high and comparable to other institutions
- Need to find ways to improve communication & communication channels
- Need for a uniform, consistent method of evaluation for supervisors to evaluate employees and for employees to evaluate supervisors.

Dr. Raines wants survey to be done annually, will be conducted again in Spring 2004. Drs. Hartnett & Kirkpatrick asked Staff Senate to encourage staff members to participate. (The participation rate for 2003 was 45%.)

Website showing the final report that was presented to Staff Senate:

<http://www.memphis.edu/fsfprocess/finalreport.pdf>

Additional results/information on feedback survey can be found at:

<http://www.memphis.edu/fsfprocess/results.html>

Email address for Faculty & Staff Feedback Team: fsfprocess@memphis.edu

V. Installation of New Member: David Doyle, College of Business, Cluster H

VI. **Committee Reports:**

EXECUTIVE COMMITTEES:

Finance - *Diane Cooper*: Current balance is \$11,400 (This includes \$4300 received from the University for the annual budget.)

IT Policy & Planning Council - *Carol Laney (attending meeting for Pres. Rose)*: Discussed problems caused by August computer virus/worms. IT staff taking proactive steps to prevent further problems. Conducting complete inventory of all hardware on campus. Installing wireless capabilities in all academic buildings (on-going). Adopted an official "acceptable use" policy to post in all computer labs. Gave further explanation/details of spam filters now installed in university email program.

Public Relations - *Carol Laney*: Memphis Food Bank Food Drive tentatively scheduled for December 9-11, 2003. Will pass on info as it is available.

Legislative Advisory Update - *James Rose*: Provided rundown of current local/state/national elections. Spoke about Executive Committee's meeting with Dr. Raines regarding budget situation. No numbers set in place yet as legislature not in session. Will contact senators via email regarding further information as it becomes available.

Issues Review: *David Horan* No report. Committee did not meet.

UNIVERSITY WIDE COMMITTEES:

Space Planning – *Nancy Stewart*: Many offices will be moving on campus. University is trying to give academic buildings more space. They will be moving certain administrative departments out of academic buildings and into other administrative areas. Mentioned the possibility of Southern College of Optometry opening a branch office in the Health Center (Still in progress).

Bookstore – *Faye Wilson*: Bookstore is looking for ways to encourage students/staff to use on campus bookstore more than off campus or online bookstores. Bookstore has begun offering a 50% buyback program for new books & a book adoption program.

Campus Safety and Security – *Steve Mosley* – Committee did not meet. Attended the safety forum held in October. Overall, reported crime is down. Most common campus crime was property theft.

VII. **Additional Business:**

Election Report – *Senese Duhart*: Clusters L, I & N: tallying top nominations & calling to see if are they willing to serve

Committee appointments – *James Rose*: Announced list of those serving on University-wide committees

Nominations for Senate Secretary. Pres Rose opened the floor for nominations for Secretary. A motion was made to nominate Sen. Gray, no other nominations were made, motion made to close floor for nominations, motion second, Senators voted to elect Sen. Gray as *Secretary* for the Staff Senate and Sen. Gray accepted.

Sen. Cummings asked about the status of the fence along Southern Ave. Sen. Mosely explained it is still planned, waiting for funding.

VIII. A motion was made to adjourn the meeting, motion second, Senators passed the motion, meeting adjourned at 10:30a.m.

Next Meeting: December 18, 2003 at 9:30 a.m. in UC 404

Last
updated:
06/11/2008
15:55:28
