



Meeting Minutes for March 2004

The University of Memphis

Staff Senate Minutes

March 18, 2004

Present: Scott Beck, Paul Cade, Pam Cash, Diane Cooper, Shirley Cowley, Sherry Crone, Debra Cummins, David Doyle, Caryl Ann Gray, Linda Harris, David Horan, Carol Laney, William Jason Jr., Barbara Marese, Nancy Massey, James Montague, Ginny Reed, Julia Rhodes, James Rose, Hikmat Samaha, Marcy Sanford, Arlene Savage, David Schmitz, Melody Weldon, Faye Wilson

Absent: Senese Duhart, Laura Edwards, Brad Frewin, Jean Honey, Pamela Horvath, Samuel Hurst, Mary Lanier, Benjamin Moore, Stephen Mosley, Flo O'Connor, Candy Richardville, Nancy Stewart, Martha Woods

- The meeting was called to order and the sign-in sheet was passed around. The minutes from the February meeting were approved
- President Rose introduced Dr. David Cox who is working directly with the President on the proposed Mission and Value statements for The University. Mr. Rose had sent these statements as attachments in an e-mail to all Senators. Dr. Cox reported that the committee has reviewed and revised these statements incorporating as many suggestions from the Staff Senate, Faculty Senate, and Student Government Association into the final document. The Executive Board has approved the document and it will be forwarded to the TBR for review and approval. The Mission statement and Value statement will be on the web site after TBR approval. Dr. Cox voiced his appreciation and sincerely thanked the Senate for the input. There was a short question and answer session.

COMMITTEE REPORTS

- **Finance:** Senator Cooper reported that there was a balance of \$10,915.72.
- **Public Relations:** Senator Sanford, Chairman of Staff Appreciation Committee, reported that she had reserved the date of May 19, 2004, from 10:30 a.m. to 1:30 p.m., for the Plaza, the Alumni Mall, or the UC Ballroom. There was a lengthy discussion including ideas and comments on the food to be served and the cost. There was nothing new to report from the February meeting. The committee will meet in the next couple of weeks to begin finalization of the event, and if you have any suggestions or want to help, please contact her.

Mr. Rose reported that he had talked with President Raines, the Faculty Senate, and the Student Government Association in participating in the funding of Staff Appreciation Day. They would get back in touch with him. President Rose informed the Senate that the Finance Committee had recommended \$1500 to the Executive Committee for the event. The Executive Committee is recommending \$2000. Discussion was that if the Staff Senate is hosting the Staff Appreciation Day we need to proceed with more funds. Since it was reported that

there would be very few expenditures for the rest of the year, it was moved and second that \$4,000 be used from the budget for Staff Appreciation Day. The motion carried with a majority vote. As information is received, Mr. Rose will follow-up with e-mail.

- **Issues & Review:** Senator Horan gave an update on the progress of several issues the committee has been working on.
 - The issue on lateral moves for employees has been resolved to a certain degree after reviewing Human Resources policies. A letter will be written to Human Resources addressing the issues and for clarification of the policy and ask for them to reply.
 - Childcare is still being investigated. A survey will be sent out to the staff on whether they would utilize a childcare on campus.
 - Background checks on new employees is ongoing and Mr. Horan deferred this issue to April, when Mr. Charles Lee will be our guest.
- **Legislative Advisory:** The legislature is in session. Senator Cade distributed a handout. He encouraged all to get involved and participate in our government. Know your representatives and communicate with them. It was suggested that the TSEA be a guest at one of the Senate meetings.
- **Elections:** Since Senator Duhart was absent; President Rose reported that he has asked her to have the elections completed by April 30th. Confidentiality of e-ballots was discussed and it was suggested to have paper ballots available for those who did not want to vote e-ballot. Discuss the elections with your constituents.
- President Rose gave a follow-up report on the Staff Senate Office located at the Health Center 104. He has hung pictures and made it presentable for small meetings and a general work area. The Provost has given President Rose another proposal for office space for later in the year possibly.

Mr. Charles Lee, Vice President for Business and Finance, will be our guest on April 15, 2004. Bring your questions and suggestions. May 20th meeting will be New Senator Orientation; and June 17th new officers will be elected.

The meeting was adjourned.

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