



Meeting Minutes for September 2004

The University of Memphis Staff Senate Minutes September 16, 2004

Present: Sharon Ammons, Mitch Barham, Scott Beck, Barbara Bekis, Jeanett Ballentine, Karen Bradley, Harry Bungard, Brenda Butler, Paul Cade, Joseph Ciavarella, Amanda Clarkson, Shannon Diamond, Carolyn Featherstone, Caryl Ann Gray, Virginia Huss, Penni Istre, Lorrean Lim, James McArthur, Torrence McKnight, Barbara Marese, C.E. Mason, Nancy Massey, James Montague, Sheila Moses, Flo O'Connor, Melodie Patterson, Vickie Peters, Nancy Stewart, Faye Wilson, Martha Woods

Absent: Susan Acerra, Ashley Cates, Ruby Copeland, Lee Dimond, Clairressa Goad, Diana Humphrey, William Jason Jr., Patsy Krech, Beverly McMillan, Benjamin Moore, Stephen Mosley, Ginny Reed, Rebecca Scott, Melody Weldon

The meeting was called to order by President Ciavarella and welcomed all Senators. The sign-in sheet was circulated.

The minutes were approved with a motion and second.

EXECUTIVE COMMITTEE REPORTS

- **IT and WEB page** – Senator Beck is continuing to work on the Web page. He also reported that the IT Advisory Committee has only one seat available. Vicki Peters will be the Staff Senate representative with Mitch Barham the alternate.
- **Membership** – Senator Moses reported that she sent via e-mail a spread sheet of all clusters. Each cluster has a page and all you need to do is click on your cluster. Please stay in touch with her as employees do change and she will check these changes with Human Resources for accuracy and then update the clusters. Joey thanked Sheila for getting the clusters together quickly as it is very hard work. The Senate membership thanked her with applause.
- **Public Relations** – Senator McKnight thanked those who had made suggestions and volunteered to work on the committees for Staff Appreciation Day and the Food Bank Drive.

They will have their first meeting next month.

- **Secretary** – Senator Gray reported on Ruby Copeland's recovery from heart surgery. She also asked that we keep a good line of communication open for information to be received.
- **Financial** – Senator Huss reported that there is a balance of \$10,040.13 in the Staff Senate account with expenditures of \$114.97 for the month of August. She also has the Staff Senate pins and to see her after

the meeting to receive yours.

- **President Ciavarella** reported that he had talked with Dr. Bingham about the concerns with parking and traffic at Wilder Tower and Patterson and Mynders Streets. He deferred discussion to Faye Wilson, chairman of Issues and Review. He also had met with Dr. David Cox with input from the Executive Committee on the goals and mission statement of TBR. It seems as though this will be an on-going committee and the President said he will serve on this committee. He also asked the Senators to e-mail Senator Gray when they know they will be absent from a meeting.
- **Issues and Review:** Senator Wilson reported that the concerns about the traffic and visitor and student safety at Mynders and Patterson were due to Fall registration. It was also reported that the concerns of the illegal parking Wilder Tower were due to registration. She had spoken with the Public Safety office and was told that regular patrolling and ticketing of the area will be increased. As of now the Committee feels that the issue has been sufficiently resolved. President Ciavarella said that Dr. Bingham was very responsive to repaving Wilder Tower parking lot. Please utilize the Administrators and Supervisors for input and keep him in the loop.
- **Old Business:** We are still in need of an Election chairman. We need someone to step up and do it. Unfortunately the way our By-laws are written, half the Senators are not eligible to serve as chairman or on the committee. It was suggested that we have co-chairs and the clusters be split so that they do not work on their own cluster. Other suggestions were discussed including the changing of the By-laws which will take time. Senator Beck volunteered to be on the committee but not the chairman. It was asked what the responsibilities of the chairman are? The chair runs the election, sets up the communication through e-mail, is in charge of having current clusters for the ballots, distributing them, and the counting of the ballots. A strong committee is needed and they should meet once a month and bi-weekly two months before the election.

Senator Beck and President Ciavarella are working together to put the descriptions of each chairmanship and each committee on the Web page. We were encouraged to go to the web page as it is changing.

President Raines will be our guest speaker at the October 21st meeting. Senator Montague has given some topics to the Senate President to be addressed. If you have a topic that you would like addressed, please let President Ciavarella know.

Senator Marese will be on the Facilities and Services committee. There is only one seat available on each of the University committees for the Staff Senate.

Please notify the President if you want to be on the agenda for the meetings.

- **New Business:** It was announced that a Life Blood Drive would be on September 28th near the Administration Building. In the future there will be a permanent donation center for Life Blood in the University Service Court near the First South Bank.

The next Staff Senate meeting will be October 21st. The meeting was adjourned.

Respectfully submitted by Caryl Ann Gray

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