

Meeting Minutes for April 2005

THE UNIVERSITY OF MEMPHIS STAFF SENATE MINUTES APRIL 21, 2005

Senators present: Sharon Ammons, Jeanett Ballentine, Mitch Barham, Scott Beck, Barbara Bekis, Paul Cade, Becky Cameron, Amanda Clarkson, Ruby Copeland, Caryl Ann Gray, Virginia Huss, Patsy Krech, C.E. Mason, James McArthur, Stephen Mosley, Sheila Moses, Flo O'Connor, Vicki Peters, Ginny Reed, Melody Weldon, Faye Wilson

Senators absent: Karen Bradley, Brenda Butler, Shannon Diamond, Carolyn Featherstone, Penni Istre, Lorrean Lim, Barbara Marese, Bev McMillan, Nancy Massey, James Montague, Benjamin Moore, Melodie Patterson, Nancy Stewart, Martha Woods

The meeting was called to order at 9:30 a.m. by President Huss. She introduced our guest speaker, Ann Harbor, Director Strategic Planning & Administration in Information Technology, who gave an overview of the Windows Server System.

Ms. Harbor came before the Senate to discuss one of the very major technology initiatives that is going on at the University. She stated that she would like to come back and talk about other initiatives as they develop. Ann expressed that the Staff Senate serves as a communication conduit with the rest of the University community. She stated that it is necessary to get the facts out about the technology, why we are changing, and to help erase some fears. Several handouts were distributed. Exchange, Outlook, and Active Directory need to be understood. We are changing mail clients as the current server is antiquated and needs replacement. Postoffice.memphis.edu Exchange Server is the Microsoft messaging and collaboration server software that runs on servers which enables you to send and receive electronic mail (Outlook) and other forms of interactive communication through computer networks. Client access functionality offers features such as scheduling (calendar) contact, and task management capabilities. Mobile access functionality supports mobile devices. The collaboration features help you to share information quickly and efficiently. Ms. Harbor discussed the advantages of the new faculty/staff e-mail server and the benefits of having your computer in the University of Memphis Active directory. This system supports patches to keep your computer free from connected network viruses. Protecting our infrastructure is most important and check/cleanup happens automatically every night. This is a huge component of Active Directory. She asked that the Staff Senate spread the value of this decision as that the University made. There was a question and answer period.

President Huss thanked Ann Harbor for a very informative presentation and extended an opportunity for her to return when she had new information/initiatives to share with the Staff Senate.

President Huss reminded the senators to sign in at the back table.

Senator Gray asked if everyone had received the minutes and agenda. Several senators stated that they did not receive them. Senator Beck was asked to check the address list. There was a correction to the minutes by Senator Gray – present and absent senators inadvertently omitted and need to be added. The Secretary asked for approval of the corrected minutes. It was moved and seconded.

EXECUTIVE COMMITTEE REPORTS

- IT Report (Scott Beck): Deferred to end of the reports.
- Membership Report (Shelia Moses): Senator Moses reported that she is working on the current roster for each of the clusters for the election.

- **Public Relations Report (Amanda Clarkson):** Senator Clarkson reported that Staff Appreciation Day will be May 24th. She has ordered 1,000 BBQ plates at an approximate total cost of \$3,705. Beverages will be donated. She is looking into decorations and T-shirts for all volunteer workers. There was discussion on extra expenses. It was moved that \$1,000 be set aside for extra expenses. The motion was amended for Senator Clarkson to buy and distribute anything extra and that the Financial Officer has the discretion of approving any cost over this amount.
- **Vice President/Financial Officer (Faye Wilson):** Senator Wilson reported that there were no expenditures for the month leaving a balance of \$9,198.93.
- **IT (Scott Beck):** Reported that there is a website for Staff Appreciation Day, it is www.memphis.edu/staffday. We were asked not to use it until informed. He also encouraged the senators to attend the presentation of the new website design for the University. Handouts are on the back table.
- **President Report (Virginia Huss):** President Huss reported that she attends the Spectrum Executive committee to make sure that Banner is being implemented well. President Huss reported that she will have a small budget at the next meeting for the remainder of the fiscal year.

COMMITTEE REPORTS:

Election: Senator Barham gave a short detailed report on the progress for the Election. He will e-mail a qualified employee list to each cluster. Notify your constituents in advance if they want to be nominated and are willing to work. Hope that we have a better turn out this year. If you have any questions, please e-mail Mitch.

Traffic and Parking: (Senator Weldon): The committee met. There are some active ideas for the Wilder lot. Resurfacing and re-striping planned to be completed by the Fall semester. There was discussion on how to utilize the parking lots beside and behind the church, probably visitor parking with meters or pay boxes. Possible solutions to Wilder lot is making the lot Handicap Parking Only, putting a gate up, or using alternative methods of identifying handicapped parkers. There is a lot of interest in putting a gate up. Physical Plant and Parking Services are actively pursuing this. We are trying to make this lot a safer place.

The meeting was adjourned.

Respectfully submitted,
Caryl Ann Gray, Secretary

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