

**STAFF SENATE MEETING**  
**May 20, 2010**

**Present:** Karen Bell, Debra Ann Brown, Amy Cable, John Farrell, Marijane Garrett, Linda Hall, Sharon Harber, William Harbin, Melvin Horton, Virginia Huss, Linda Hyatt, Judith Knight, Becky McCoy, Karen Newman, Belinda Scott, Sherri Stephens, Joann Waddell, Kimberly Wilson.

**Excused:** Susan Babb, Sandra Barksdale, Kimberly Blair, Melissa Buchner, Dorothy Colburn, Ladonnal Curry, Carmen Davis, Brad Frewin, Sandy Guntharp, Janet Hargrow, Phyllis Johnson, Patsy Krech, Barbara Kyker, Jean Rakow, Julia Rhodes, Ryan Seidner, Joyce Stevenson, CaSandra Hughes, and Brenda Woods.

**Unexcused:** Ali Bandy, Susan Elliott

Meeting was called to order by Vice President Huss with 18 Senators present.

A motion was made and seconded to approve the April 2010 minutes.

Senator Huss asked for roll call.

*Thanks to Senator Knight and Senator McCoy for taking notes*



**Issues**

- Election process
- Eligibility requirements
- Voting
- Senator's absences

**Election Process**

- Senator Huss and Senator Brown both commented that they did not receive the “opt-out” email on 4/27/10 from Senator Babb. Senator Babb and Senator Knight have discussed this, and *to be certain* that all eligible staff members have the opportunity to decline being nominated, they will send out the email *again* before beginning the voting process. Target date for the second email to go out is Monday, May 24. With a week to comply, this will still give us from June 1<sup>st</sup> -June 30<sup>th</sup> to complete the elections. Senator Babb, we have installed new Senators at the July meeting. Since Dr. Raines is out most of July, perhaps we will want to wait until August? **Food for thought.**

## **Eligibility**

- There was a discussion among some of the senators regarding eligibility and without the bylaws in hand; Senator Knight commented that she thought the job grade cut-off was Grade 50. The correct Pay Plan grade cut-off is 150 or above. Please see “Article IV: Representation” of the by-laws at:

### **ARTICLE IV: REPRESENTATION**

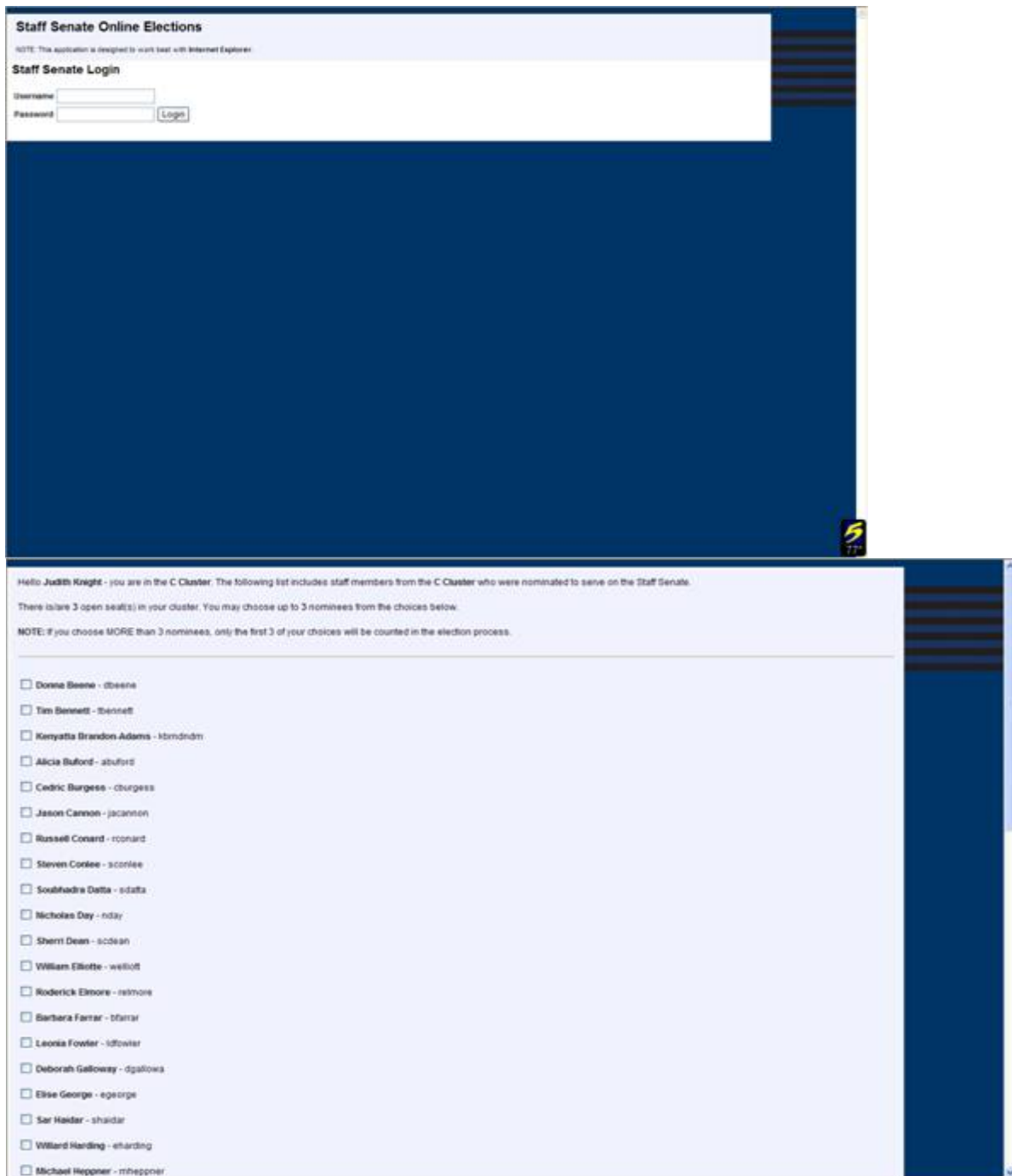
- A. The voting membership to elect the Senate shall consist of all regular full-time or regular part-time staff members who have completed their initial probationary period(s). Included in this group are all employees covered under the hourly Pay Plan. Not included in this group are: student and work-study employees; faculty, including non-tenured categories, graduate teaching, service, or research assistants; temporary instruction employees; contract coaches; or regular employees at the monthly Pay Plan grade of 150 or above as indicated in the Human Resources web site listing. Any employee not given representation by means of the faculty senate or the administrative council or without a direct line of communication with higher administrators and who wishes to be a member of The University of Memphis Staff as defined in Article I, Section A, can request membership through the Executive Committee. The Executive Committee will work with the Membership Committee to determine eligibility of such employee.
- B. Voting members of the Senate shall consist of staff elected to serve as representatives from within the university and college units, cluster areas or divisions as determined by the elections.
- C. The total number of Senate members is fifty (50). Senate seats will be apportioned according to the number of employees within each University cluster. This composition will be reviewed annually through the election process to provide equal representation throughout the University clusters. On an annual basis, the Executive Committee shall ask the office of Human Resources to provide printouts to determine staff eligibility for nominations and the number of representatives to be elected from within the University clusters. It is recognized that the number of Senate members within each cluster may fluctuate due to the number of employees in the area.

- Senator Huss said that she thought that those criteria were incorrect, and that eligibility had something to do with reporting lines. Please let her know if any of you find out anything else.

- Senator MJ Garrett offered to check the website for any old versions of the by-laws. There should only be the version that was updated in 2009.

## **Voting Process**

- The voting system is complete, with many thanks to Senator Karen Bell of ITD. Eligible voters will access the voting process via link, where they will login to authenticate themselves. They will be voting for those nominees in their cluster only. The number of open senator positions will also be displayed, as well as the cluster that they are in. Please see sample screen shots below.
- Excluded from the pool of eligible nominees are those who opt out via email or via the paper flyer provided to Physical Plant, and any current Senator who has served two consecutive 2-year terms.



### Senator Absences

- It was brought to the Senate’s attention that Senator Ali Bandy’s name should be removed from the list, as he has never attended any Senate meetings. He was not at today’s meeting.

Meeting was adjourned by Senator Huss

**Next Meeting – June 17, 2010 at 9:30 a.m.  
New University Center, Room #261**

