

Staff Senate

03/17/11

Present: Susan Babb, Mary Beasley, Melody Bridgeford, Hugh Busby, Amy Cable, Dorothy Colburn, John Farrell, MJ Garrett, Heather Hampton, Sharon Harber, Robynn Hopkins, CaSandra Hughes, Virginia Huss, Linda Hyatt, Teresa Jones, Bobby King, Patsy Krech, Barbara Kyker, Katie Linn, Lavaire Lockhart, Becky McCoy, Hermes Rosa, Ryan Seidner, Norma Shelton, Joyce Stevenson, Jeff Story, Geraldine Taylor, Jennifer Walker, Minghui Wang, Faye Wilson, Jean Rakow, Virginia Reed, Michelle Belton

Excused: Kimberly Blair, Annette Brown, Debra Ann Brown, Karen Newman, Tyrone Ray, Julie Rhodes, Belinda Scott, Patricia Taylor, Kim Wilson

Unexcused: Jeanett Ballentine, Melissa Buchner, Ladonnal Curry, Brad Frewin, Sandy Guntharp, Herbert McCree, Joann Waddell, Brenda Woods

The meeting was called to order by President Amy Cable.

Roll call was taken.

Michelle Belton from IT made a presentation about the upcoming email changes.

- Every 3-4 years IT looks at the email system to find ways to improve. A steering committee, faculty/staff team and student team were created to make sure information was collected from a broad group of people. Also sent out a survey campus-wide to gather information.
- Recommendation is Microsoft Live@edu. We plan to be switched over by early June.
 - We will still be using Outlook, so there won't be much of a visible change for the user.
 - Mailboxes will be expanded from 2 G to 10 G.
 - You'll be limited to sending emails to no more than 500 unique addresses per 24 hour period.
 - If you send to distribution groups, make sure they are set up by IT on the server instead of setting them up on your personal system. If you use a group from the server that IT has set up for you, it only counts as 1 email. If you send to a distribution group on your personal system it will count each address in the group.
 - If you end up emailing back and forth with one person, it still only counts that email address once because it only counts unique email addresses.
 - Prior to the change over, everyone should look through their email and save anything with an attachment larger than 25 MB to your computer. The system will not move it over if it's larger than 25 MB.
- IT is working on a website of frequently asked questions.
- If you have any questions, please contact Michelle at mbelton@memphis.edu.

Virginia Reed made a presentation about the University of Memphis Association of Retirees (UMAR). There are many opportunities within UMAR for activities, events, groups to join, etc. Contributions are encouraged to support scholarships that are provided by UMAR. When it's time for you to retire, look into joining UMAR and the Alumni Association.

A motion was made to approve the February minutes by Senator Hugh Busby and seconded by Senator Robynn Hopkins. The minutes will be posted to the webpage.

Bobby Prince will be here in April to speak about the capital campaign.

RC Johnson will be here in June. If there is any topic you would like RC to speak on or questions you would like answered, you can email them to Amy Cable.

Two union representatives have asked about speaking to the Senate, but we would like to know how you feel about that. Amy Cable will send out an email asking for feedback.

President Elect: The election of the President Elect takes place in March so that the person will be able to attend Executive Committee meetings and meet with officers and committee chairs prior to becoming President in July. Nominations include: Virginia Huss, Mary Beasley (declined), and Robynn Hopkins. The first vote resulted in a tie. The senators in the room were counted and it was determined that not everyone cast a vote. Faye Wilson made a motion, seconded by Linda Hyatt, to have the senators recast their votes for the position. The President Elect is Robynn Hopkins.

Staff Appreciation Day is May 18th 10:30-2:00 in the UC Ballroom.

- We need volunteers from Staff Senate to help with the event. Games will need 2-3 volunteers. We would really like everyone to participate and sign up for a time slot or two to help. The committee will be sending out an email soon for sign ups.
- We also need prizes. If you have connections with anyone around town or if your department has anything available that they could donate, let Heather Hampton know.

Staff Senate Foundation Account has been set up. Donations can be made to this account either by payroll deduction or you can make a one-time donation, just make sure to put Staff Senate Fund in the memo line of the check.

Committee Reports

- Budget – Current balance is \$8,312.71. We are in the process of paying \$5,000 for last year's Staff Appreciation Day; this year food will cost \$3,000.
- Election – Will take place in July. Ladonnal Curry needs volunteers to help with the process. If you'd like to help, please let her know.
- Issues & Review – no report
- Legislative Advisory – no meeting
- Campus Safety and Security – no report
- Facilities and Services – will meet next week
- Fee Refunds and Appeals – no report.
- First Year Experience – no report
- Food Services/Dining – no meeting
- Public Records and Forms – no report
- Space Planning – no meeting
- Traffic and Parking –no report
- Policy and Review – UM 1685 has been updated to fix some broken links; UM 1419 has been updated to change the responsible office to the Vice President for Communication, Marketing and Public Relations. The brand standards have also been updated.
- Sustainability – No report
- ESAC – The scholarship office has new software, pending funding.
- Living Wage Campaign – no information

Meeting was adjourned.