

Staff Senate September Meeting
Thursday, September 20, 2018
Senate Chambers
9:30 am – 10:30 am

1. Welcome
 - a. Committee Sign Up Form
2. Call Meeting to Order - President Cullen 9:30 am
3. Roll Call:

Present Members: Tammara Adams, Theresa Adams, Christopher Allred, Constance Amos, Kara Bowen, Frances Breland, Patricia Brock, Jessica Bromwell, Latisha Brooks, Alison Brown, DebraAnn Brown, Cedric Burgess, Paul Cade, Meghan Cullen, Brian Deal, Helen Dodd-Rogers, Katelyn Emerson, Tracey Gillespie, Shelley Hand, Erma Hudson, Zaneta Ivy, Landon Johnson, Latica Jones, Holliday Jones Ridge, Linh Luu, Kimberly McIntosh, Mark Patterson, Madeline Simington, Victoria Tardugno, Debra Turner, Minor Vawter, Chaundra Walker, Elinor Williams

Excused Absences: Kristin Buck, Cody Clinton, Martin Deull, Jamilah Harris, Denna West, Theresa Winkelmann

Absent Members: LaTondra Arnett, Barbara Bekis, Jeffrey Clements, Fredrika Cowley, Clifton Dandridge, Billy Goldsby, Kevin Langellier, Brennan Reeves, Beau Staples

4. Presentation from Arielle Fair Brown for Tiger Pantry.
 - a. Last year there were over 130 individuals utilize the Pantry. Each user came forth about 3 times over the last academic year. Have had 25 users since the start of the semester. They do not track separation from Faculty, Staff or Students.
 - b. Alex is the Tiger Spike Hunger volunteer. Running list of items using Amazon wish list, which is available on the website. Meal donation drive – students with meal plan volunteering some of their meals. Collection drive end tomorrow, 9/21/18, Hoping to get this out by October.
<https://www.memphis.edu/studentaffairs/dos/tigerpantry.php> (UC 359, VP student affairs, 1st floor UC drop-offs) – Donate. Online form for those who are requesting services.
 - c. Tiger Pantry has a connection with the mid-south food bank to help with variety. The president suggests that we donate just to the tiger pantry. Last year the issue was getting the boxes from the food bank and getting the food to the food bank.

- i. Do we bring boxes for tiger pantry? The president has boxes from last year. We can investigate buying boxes for individual departments to donate. Can also use copy paper boxes.
 - ii. We have employees who qualify for food stamps.
 - iii. Vote – Tammara Adams motioned, Alison Brown, Favor – all, Opposed – None
- 5. Old Business
 - a. Approve Old Minutes – Bruce Johnson – motioned, 2nd – Erma Hudson; Favor – All, Opposed - None
 - b. Ask Me Review – 64 volunteers, only 4 people didn't show; we had a lot of extra drink tickets. We have template folders for next year.
 - i. Shelley Hand requested that we request volunteers earlier than we did this past year. It is happening at the same time for Warm Welcome.
 - ii. Track how many students are talked too.
- 7. New Business -
 - a. Food Drive Donation Recipients
 - b. Committee Sign up
 - i. Four out of five committees are described in the by-laws (I think that this should be on the committee page not just the names of the committees)
 - ii. By-laws committee – revamp the description of the by-laws.
 - iii. Election committee – active during elections around March – meets with process improvement once a year to make sure things run smoothly. Lots of meetings, shorter period of times. Latisha Brooks – Members coordinator.
 - iv. Issue Review Committee – Only meets after an issue comes up. Also works with the suggestion box on the website.
 - v. Legislative Advisory Committee – Keeps the senate up to date on legislative issues, locally and nationally.
 - vi. Publicity/Public Relations Committee – No actual description. This committee will most likely work with Cody Clinton.
 - c. First Breakfast with Dr. Rudd 9/27/18 @ 7:30am, Holiday Inn
 - i. The president has made an appointment with the President before the meeting for a topic heads up discussion.
 - ii. Agenda for the breakfast primarily – What he views as the Staff Senates role in the future? Wage issues? (We have requested numbers from HR and demographics that correlate those numbers.) We plan on having a description of what the Staff Senate has done over the past year. Have facts and figures with a workable solution. The numbers that Kara has gotten for wage information should help. Where do the staff senators stand on these topics? No one objected.
 - iii. Budget is about \$4,000 for the entire Staff Senate.
 - iv. Are we going to see if we can get a collaborative effort for Staff Appreciation with the President's office? Yes, we are planning on

requesting a joint effort. We are going to get a quote ready for the meeting regarding Aramark. Was the staff appreciation food a collaborative effort previously? Yes, it was in previous years, long ago.

- v. FOIA – Maybe we could accomplish this.
- vi. Is there a way that we can do an in-house study with the surrounding institution?
- vii. How is that money technically supposed to be used? This is something that we are going to review prior years about how the budget was used. We are going to get a monthly cost budget and office fixes (maintenance). Bruce Johnson and Lee Vawter will be helping with the maintenance tickets.

d. Review of Attendance Policy and Vote to Remove Members

8. Call for Announcements

- 1. Drawing for 2 tickets and parking pass for a football game. Kick-off is at 7pm.
 - 1. Winner – Shelley Hand
- 2. Staff Senate Pins were given to Senators.
- 3. Men's basketball season tickets are almost sold out.
- 4. College T-Shirt Drive for Aspire Middle

9. Call for Questions/Concerns

- 1. Can we provide a list of what each committee does and what the people on those committees are supposed to do? Meghan Cullen said yes.
- 2. Are we working on getting a Shared Drive? Yes, we are in the process of it.
 - 1. What is the Senate wanting to see on the Shared Network Drive? All notes on individual events so we have proper structure to recreate it in the future, including photos. All financial notes and committee notes are requested to be on the drive as well.
- 3. We will have new name tents at a future meeting.

10. Adjourn Meeting at 10:30 AM: Shelley Hand – motioned, Latisha Brooks 2nd