

University of Memphis Staff Senate Meeting Minutes
January 17, 2013

Present: JoAnn Ammons, Linda Arnold, Sharon Beasley, Barbara Bekis, Brigitte Billeaudeau, Ann Brock, Nick Conay, Debra Cummings, Alfreda Davis, Vonda Dede, Rosemary Frix, MJ Garrett, Curt Guenther, Lisa Justen, Tina Magueyal, Mary Mansour, Cynthia Martin, Christopher Ratliff, Angela Robinson, Ryan Seidner, Sherri Stephens, Jennifer Walker, Lofton Wilborn, Brian Wilcox, Pamela Williams

Excused: Marco Anderson, Lindsey Bray, Dan Bureau, Hugh Busby, Pamela Chambers, Candy Donald, Riviera Hollowell, Larrick Johnson, Patsy Krech, Keri Means, Ann Marie Myers

Unexcused: Bradley Arnold, Richard Bibb, Ilene Cooper, Nichole McBride, Kutanya Niter, Shelby Tate, Gary Yarbrough

President Pamela Williams called the meeting to order

Roll Call

Motion to accept the November Minutes

The Staff Senate Office has been cleared out. In the process Staff Senate pins were found and distributed. Kudos to Senator Bray for her cleanup of the office.

Welcome to new Senator for Cluster F, Alfreda Davis, who is replacing Theresa Davis

Senator Krech's mother passed away. Motion to purchase and send Senator Krech flowers was approved.

Committee Reports:

- Budget: Senator Busby reported that the staff senate has \$3,982.00 in funds.
- By-Laws: Met and discussed new pay band and its relation to staff senate elections. Received information from Human Resources on the new bands. Senator Powell motioned that 5 at large senator positions be added. Advised that this would ensure that if a senator were to move within the University during their term that they would not have to give up their seat.
- discussion. Motion to vote. Vote on later in meeting.
- Election: No Report
- Issues & Review: Benefit Meeting with sick bank. Information will be updated by the end of February or early March. Amanda will attend the next Staff Senate meeting.

Senator Williams advised that the Staff Senate suggestion box received a question related to the sick bank.

- Legislative Advisory: No Report
- Campus Safety & Security: No Report
- Facilities & Services: Met and discussed closings and space council meeting. Discussion of project information on physical plant's projects. The Art building and the Communications & Fine Arts building will be renamed. The street between the garage near USC is going to be named Elma Roane. Discussion of building evacuations process and phone tree for evacuation.
- Fee Refunds & Appeals: No Report
- Food Services/Dining: There is now a new Subway location in the Communications & Fine Arts building
- Public Records & Forms: President Williams to send out explanatory letter to all staff at the beginning of academic calendar about Staff Senate. Each senator should do the same. The letter would invite staff to communicate with both the President and Senators as well as attend meeting if they choose to do so. Updates through the This Week publication could be utilized to highlight the Senate.
- Space Planning: No Report
- Traffic & Parking: Paving will be done in all three lots on Zach Curlin this summer. The Engineering parking lot will also be paved.
- Policy & Review: Tobacco use on campus has taken off, includes the Fogelman Center and Holiday Inn
- Sustainability: The new Bike Share program will begin next month. New parking places to be installed. The industrial shredder will be installed in the Ball Hall annex. Work orders for secure bin have been ordered from Physical Plant and scheduled days will be announced. April 22 is the tentative date. Updates to come next month. Small charge for bins.

President Williams discussed the Staff Senate visibility and possible ways to improve.

President Williams and Senator Mansour meet with Vice President for Business & Finance, David Zettergren. Mr. Zettergren will be compiling a report in response to the Staff Senate proposal that was presented to Dr. Raines.

The Holiday food drive was very successful. Nine boxes with 616 pounds of food were donated to the Mid-South Food Bank through the efforts of the Staff Senate.

Discussion of new pay bands. Iliana Ricelli will speak at the February Staff Senate meeting about the new pay bands. Senators are asked to turn in questions prior to the meeting to President Williams

Human Resources representation is no longer in the Staff Senate because it was conflict of interest.

A motion was made that 5 at large positions shall be created specifically for the purpose of accommodating special circumstances as determined by the executive committee and voted on by the full senate. These seats will not be automatically seated, but held for special circumstances. Motion passed with 27 votes.

A motion was made that a senator, who is displaced from their original seated cluster, either by movement, University reorganization, or other circumstances than those that specifically disqualify a member from being a seated senator, will be seated into 1 of the 5 "at large" positions for the remainder of their term, and shall retain any elected position or committee membership (s) for the remainder of their term without senate vote. Motion passed with 27 votes.

Discussion of upcoming election by President Williams.

Staff Appreciation: Will be held on May 22, 2013. The University Center Ballroom has been booked and a budget has been determined. President Williams has talked with Bobby Prince from Advancement about fundraising for Staff Appreciation Day and Staff Senate t-shirts.

Discussion of senate attendance by President Williams.

UMAR: Jim Hellums was introduced as the new UMAR representative to Staff Senate. UMAR events can be found at <http://www.memphis.edu/alumni/clubs/umar.php>.

Meeting adjourned.

*Note: Due to university policy, the senate sent out condolences cards to Patsy Krech and Rosemary Frix.