

University of Memphis Staff Senate Meeting Minutes
March 21, 2013

- Present:** JoAnn Ammons, Linda Arnold, Sharon Beasley, Barbara Bekis, Lindsey Bray, Ann Brock, Dan Bureau, Hugh Busby, Pamela Chambers, Nick Conway, Ilene Cooper, Debra Cummings, Alfreda Davis, Vonda Dede, Candy Donald, MJ Garrett, Lisa Justen, Tina Magueyal, Mary Mansour, Cynthia Martin, Keri Means, Christopher Ratliff, Sherri Stephens, Jennifer Walker, Lofton Wilborn, Pamela Williams
- Excused:** Brigitte Billeaudeau, Rosemary Frix, Curt Guenther, Riviera Hollowell, Patsy Krech, Nichole McBride, Angela Robinson, Ryan Seidner
- Unexcused:** Marco Anderson, Bradley Arnold, Richard Bibb, Larrick Johnson, Ann Marie Myers, Kutanya Niter, Kate Sims, Brian Wilcox, Gary Yarbrough
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President Pamela Williams called the meeting to order

Roll Call

Motion to accept the January Minutes by Senator Bureau and seconded by Senator Wilborn

Call for nominations for 2013-2014 Staff Senate President

- Senator Stephens nominated Senator Busby
- Senator Conway nominated Senator Williams, Senator Williams declined the nomination. She was humbled and honored to be nominated for a second term, but was unable to run again due to her work and personal schedules.
- Election Tally: 25 Yeas, 0 Nays for Senator Busby

Committee Reports:

- Budget: Senator Busby reported that the staff senate has \$3,982.00 in funds.
- By-Laws: Senator Mansour reported that the new by-laws that were voted upon during the January meeting have now been put on the Staff Senate website
- Election: No Report
- Issues & Review: Senator Bekis reported that some questions have come up about the Tobacco-Free policy and how that is to be enforced. Senator Bekis advised that she could share Jacqueline De Fouw's, Health Educator, Student Health Services, script that she uses to speak to those that are smoking in undesignated areas. Senator Bekis also handed out cards that discussed the policy and indicated the designated smoking areas. More cards can be picked up from Robin Hopkins in Human Resources
- Legislative Advisory: No Report
- Campus Safety & Security: Senator Bureau report the following
 - A hazardous waste reduction has been approved:
<http://policies.memphis.edu/UM1622.htm>. Of most importance to all departments

is that departments that generate hazardous waste will develop a waste reduction plan to be updated annually, the extent to which the department is compliant will be assessed annually by a team appointed by the department chair, and employee training on waste reduction and the use of personal protective equipment will be incorporated.

- Concerns relative to the bike share program, which has promise but must be conducted with attention to safety, were shared with the program coordinators.
- Refer to the campus recycling website to learn about how we should dispose of e-waste: <http://www.memphis.edu/recycling/>
- Facilities & Services: No Report
- Fee Refunds & Appeals: No Report
- Food Services/Dining: No Report
- Public Records & Forms: No Report
- Space Planning: Ground has been broken on the new nursing school building on the Park Avenue Campus. There is a formula as to how they are prioritizing the building of new space. There have been issues with space requests. Staff need to make sure when they request additional space that the current space that they occupy is appropriately designated. Important that space is labeled as it really is being used.
- Traffic & Parking: No Report
- Policy & Review: No Report
- Sustainability: New Bike Program is up and running for students. Questions have been asked as to why Faculty cannot rent the bikes as students do. The program is funded through the Green Fee, a student fee. Faculty and Staff can be added, but additional funding would have to be obtained.

Old Business:

Dr. Raines Proposal:

- Since the February meeting, President Williams emailed the Dr. Raines Proposal with the responses from Human Resources and Dr. Raines to the whole senate.
- It was motioned by Senator Conway to upload the document to the Staff Senate website.
- Vote: 23 Yeas, 0 Nays

Presentation by Iliana Ricelli during February Meeting:

- Senator Justen said that Ms. Ricelli had to give her access to see her position in banner. Ms. Ricelli is rectifying this for others who have issues accessing the information.
- Senator Justen's supervisor told her that they had not been informed of the change in position descriptions that could be initiated by the employee and that they would not participate in the changes.
- Question from a couple of senators if staff members could go into WorkForum to adjust their job position descriptions. President Williams advised that the directions to do so are at the end of the presentation posted on the Staff Senate website. The employee will need to work with their supervisor and Human Resources to make the changes permanent. Staff can make an appointment with Ms. Ricelli to work through the process.

President Williams discussed her presidency:

- Stated that her goal was to facilitate discussion within the staff and make sure their voices are heard. It is clear to her that the administration really appreciates the staff, but the staff has to make sure they are seen and heard. She believes that some of that has been accomplished, but that there is more work to be done. She is disheartened when senators don't show up.

New Business:

Staff Appreciation Day:

- Currently scheduled for May 22 from 10:30 am to 1:30 pm
- Only 3 senators along with the Executive Committee has volunteered to assist with Staff Appreciation Day
- Mary Mansour is on the food committee and has secured more money from Business & Finance for food
 - Discussion of how to ensure that only staff members were participating and not faculty, student workers or temporary staff members. Suggestion that invitations be sent to staff members and would be required to bring. Senators advised this had been done in the past and was not full proof.
 - Suggestion to have higher administration staff serve food
- The Door Prize and Decoration committee does not have any volunteers so far
- Those wishing to volunteer should email President Pam Williams or Secretary Lindsey Bray

Elections Committee:

- Need volunteers.
- A large task to ensure a proper list, request those who don't want to serve and conduct the election.
- Email President Pam Williams or Secretary Lindsey Bray to volunteer.

UMAR: All UMAR events can be found at <http://www.memphis.edu/alumni/clubs/umar.php>.

Book Club: Tuesday, March 26, 11 am, Brother Juniper's

Enjoy breakfast with the group before discussing this month's literary work, The Greater Journey by David McCullough. The Book Club meets the fourth Tuesday of every other month.

Breakfast Bunch: Tuesday, April 2, 9 am

Perkins Restaurant - Eastgate Shopping Center

Garden Club: Tuesday, April 23, 10 am, Location TBD

The Garden Club will hear Tanya Graves speak about exotic plants. Contact Sheryl Maxwell at smaxwell@memphis.edu or 901/755-2131 for additional information.

Wolf River Dayz: Friday, April 26, 10 am, Wolf River Conservancy

Celebrate Arbor Day with UMAR! The day will begin with Cathy Justis, Director of Education at Wolf River Conservancy, giving a talk as we walk along the Rossville, TN Boardwalk and will conclude with lunch on your own at Wolf River Cafe. Please RSVP by April 21 to bhoyer@memphis.edu or 901/678-1333. To carpool: Please meet at the Alumni Center at 8:30 am for an 8:45 am departure.

Meeting adjourned.