

**University of Memphis Staff Senate Meeting Minutes**  
*May 16, 2013*

**Present:** JoAnn Ammons, Sharon Beasley, Barbara Bekis, Lindsey Bray, Ann Brock, Hugh Busby, Ilene Cooper, Debra Cummings, Alfreda Davis, Vonda Dede, Riviera Hollowell, Lisa Justen, Patsy Krech, Mary Mansour, Jennifer Walker, Lofton Wilborn, Pamela Williams

**Excused:** Linda Arnold, Brigitte Billeaudeau, Dan Bureau, Nick Conway, Candy Donald, Rosemary Frix, MJ Garrett, Tina Magueyal, Keri Means, Christopher Ratliff, Ryan Seidner, Kate Sims

**Unexcused:** Marco Anderson, Bradley Arnold, Richard Bibb, Pamela Chambers, Larrick Johnson, Cynthia Martin, Nichole McBride, Ann Marie Myers, Kutanya Niter, Angela Robinson, Sherri Stephens, Brian Wilcox, Gary Yarbrough

---

President Pamela Williams called the meeting to order

Roll Call

**Committee Reports:**

- Budget: Senator Busby reported that the staff senate has \$3,982.00 in funds.
- By-Laws: No Report
- Election: No Report
- Issues & Review: No Report
- Legislative Advisory: No Report
- Campus Safety & Security: Reported via email that last meeting was on April 11, 2013. The information on recycling e-waste and mercury-containing lamps will be updated on the recycling website. Discussion of what safety equipment, instructions, and training will be provided to participants in the bike share program. Personnel will be contacted to ensure proper instruction.
- Facilities & Services: No Report
- Fee Refunds & Appeals: No Report
- Food Services/Dining: No Report
- Public Records & Forms: No Report
- Space Planning: No Report
- Traffic & Parking: No Report
- Policy & Review: No Report
- Sustainability: No Report

**Old Business:**

Staff Appreciation Day:

- Scheduled for May 22 in the University Center Atrium
- Save the date was sent out last week

- Games will be outside depending on the weather. Will include badminton, volleyball and dodge ball. Purpose is to relax and enjoy the weather.
- Three (3) registration tables will be in front of the Tigers of Memphis Restaurant on the 1<sup>st</sup> floor.
- When they register, staff will receive an \$8.00 voucher and a drink. They may use it in the UC Food Court at any open location.
- We are purchasing 1,000 vouchers. Any vouchers not used will be reimbursed.
- A licensed masseuse will be in the lounge area on the 1<sup>st</sup> floor for three hours to provide hand, neck and back massages.
- The clinical dietitian students will also be set up in the lounge area with information and a machine that measures resting calories burned.
- Dr. Raines will speak at 11:00 am in the atrium. Brad Martin will be unable to attend due to a scheduling conflict.
- Some vendors will be in the atrium as well.
- Maria Alam is gathering door prizes.
- A signup sheet will be sent out to senators to sign up for 30 minutes shifts to help on the day of. Important that everyone contribute to make the event great.
- T-shirts are available for those that do not have one. If requested size is not available, senators can wear a UofM blue shirt instead.

Elections Committee:

- Senators Bray, Conway, and Garrett are working on completing the elections. Delay due to acquiring list of staff.
- Hoping to start next week.
- Opt out option was previously sent out.
- Question about staff in wrong cluster. Hopefully new list will help with this, but if anyone is aware of names, they should be sent to Lindsey Bray at [lmbray@memphis.edu](mailto:lmbray@memphis.edu)

Meeting of the Executive Council and Brad Martin is being rescheduled. During the meeting President Williams and incoming President Busby plan to present the proposal to him along with the survey. We all want to help make this a smooth transition for the staff and the university as a whole. We have made an impact and the administration is taking notice.

Reported via email from Senator Wilcox: The Accounting Office has prepared revisions to the Disbursement of Funds policy. This revision will replace Procedure 2D:01:01J; highlights of major changes are below. The draft version is in the Editor at:  
<https://umwa.memphis.edu/policyeditor/finalreport2.php?pid=1701>

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

UMAR May Picnic

Sunday, May 19, 3 pm, Home of Agnes Stark

There will be a wine tasting (cost: \$2 per person) and a silent auction benefiting the UMAR Scholarship Fund. Please contact Alumni Coordinator Brandon Hoyer at [bhoyer@memphis.edu](mailto:bhoyer@memphis.edu) or 901/678-1333 to RSVP or to donate a silent auction.

Meeting adjourned.