

University of Memphis Staff Senate Meeting Minutes July 18, 2013

- Present:** Barbara Bekis, Karen Bell, Brigitte Boyd, Lindsey Bray, Ann Brock, Hugh Busby, Constance Butts, Debra Cummings, Alfreda Davis, Vonda Dede, Emma Elliott, John Farrell, Brad Frewin, Blake Galbreath, Rodney Gray, Racheal Hall, Sharon Harber, Lisa Justen, Georgette Kearney, Robert Marczynski, Nichole McBride, William Mueller, Vickie Peters, Nicholas Racz, Penny Saed, Gina Savell, Kate Sims, Sherri Stephens, Debra Turner, Jennifer Walker, Lofton Wilborn, Brian Wilcox
- Excused:** JoAnn Ammons, DebraAnn Brown, Dan Bureau, Nick Conway, Ilene Cooper, Candy Donald, Loren Estes, Ashley Holloway, Riviera Hollowell
- Unexcused:** Marco Anderson, LaTondra Arnett, Bradley Arnold, Charles Black, Rosemary Frix, Ann Hudson, Larrick Johnson, Amy Jones, Keri Means, Gary Yarbrough
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President Hugh Busby called the meeting to order

Roll Call

Motion and acceptance of June meeting minutes

New officers elected:

Vice President – Sherri Stephens

Secretary – Kate Sims

Website Coordinator – Lindsey Bray/Debra Turner

Homecoming Parade

- President Busby acknowledged and thanked those who participated in the 2012 parade as representatives of the Staff Senate. He encouraged the senators to increase the visibility of the Staff Senate during the parade this year.
- Candy – If the Senate participates we will need several large bags of candy. A suggestion was made to buy candy on sale the day after Halloween as many stores will want to move it off the shelves quickly.
- The 2013 Homecoming Parade will be on November 9th at the Liberty Bowl on the day of the game instead of on campus the Friday before the game as in the past. The parade will start at 10:30am so registration will be at 8:30am and line-up will begin at 9:30am.

- For more details about the parade contact Tammy Hedges in the Alumni and Constituent Relations office (thedges@memphis.edu or x5314).

Committee Reports

- Budget: No Report
- Issues & Review: No Report; current committee member to step down, Rob Marzynski offered to fill the position
- Safety & Security: No Report; John Ferrell will fill open position
- Fee Refunds & Appeals: No Report
- Food Services/Dining: No report; Lindsey Bray will fill open position
- Space Planning:
 - Due to the work being done on the field between Scates Hall and the Fieldhouse only the band is allowed on the field at this time. Police services should be informed if anyone else is using the field. They are considering using turf instead of grass for the infield because of the wear and tear.
 - Emergency Operations Command Center will be moving to the Park Avenue Campus, and there will be a sub-station on the main campus.
 - Scheduling Classes/Academic Space: when scheduling classes be sure to note that it is to be used as an academic space. Locations must log at least 15 contact hours each in order for the State to allocate the appropriate amount of funds for it. For Independent Studies, be sure the space is identified as such and not left as "TBA".
 - An issue was brought up about various Band and ROTC groups using the gym in the Fieldhouse without scheduling the space, and how can they be kept out. Jean Rakow responded that every space, including the gym, should be scheduled in EMS scheduling software and/or with Conference Planning. Be sure the spaces are blocked out during the times others should not be in them. Simply keeping the doors locked is not an acceptable solution as this creates ADA/accessibility issues. If you have a space reserved/blocked and someone else is in it, have a printed copy of your room confirmation in hand and contact Police Services.
- Policy & Review:
 - Reported on the new policy UM1761 regarding the operation of utility vehicles on campus.
 - Policies UM1760 & UM1701, regarding timely warning of crimes and dispersement of funds, have been updated and finalized.
- Sustainability: No Report; Gina Savelle will fill open position
- By-Laws: No Report; Bridgette Boyd will fill open position
- ESAC: No report/meetings during the summer
- Election: No report
- Legislative Advisory: No report
- Facilities & Services: No report

- Public Records & Forms: No report

New Business

- “Ask Me” campaign needs volunteers. Contact Jackie Webb in Student Affairs for information (jwebb2@memphis.edu or x2239). “Ask Me” volunteers will be assigned to high student traffic areas located across campus on the first day of classes each fall. They wear an “Ask Me” sticker and help students find their way to class.
- “Warm Welcome” also needs volunteers. Staff and faculty members are encouraged to help students move in to the dorms during the “Warm Welcome” on August 23rd and 24th. For information contact Volunteering is good visibility for Staff Senate members, so let them know you are from the Staff Senate if you volunteer.
- UMAR Announcements:
 - Garden Club is meeting Tuesday, August 27 at 10:00 am in the Alumni Center. Contact Sheryl Maxwell at 901-755-2131 for more information or to RSVP by August 23.
 - Coffee & Conversation: Thursday, September 12 at 10:00 am in the University Center Fountain View Suite. RSVP by September 6.
- Industrial Shredder:
 - Senators are still waiting on the use of our new shredder. There will be a campus-wide Shred Day on July 31st for those who need shredding services immediately.
 - To use the university’s new shredding service, submit a work-order (or call x2699). They will bring you a large bin with a lock for you to fill. At this time, they are charging \$17 for each bin requested but the cost is subject to change as they further evaluate the amount of usage and types of items they receive.
 - The shredded paper is sold and used for “green fees”. Use this service only for paper containing confidential information, and please, no binders, or tightly bound papers, etc.
- Job Descriptions/New Pay Bands:
 - Several questions and concerns were brought up – When do the questionnaires have to be done by the Supervisors? What is it for? Employees don’t want to complete it as they are worried it may cause their position to be eliminated, down-graded, etc. Are they being done all at the same time?
 - A few questions were answered – Questionnaires are not all being done now, they are being issued in blocks. IT and Business Officers are being

done now. President Busby indicated he would invite Maria Alam (VP of HR) and David Zettergren (VP of Business and Finance) to a Senate meeting to answer questions and discuss what the end product will look like.

- Poor Attendance:
 - The issue of poor attendance to Staff Senate meetings and Committee meetings was addressed. President Busby spoke briefly about how important good attendance is and that absences will be tracked and watched carefully. In the cases of excessive unexcused absences Senate members should be replaced.

Meeting was adjourned by motion and second.