

**University of Memphis Staff Senate Meeting Minutes
March 20, 2014**

Present:

Excused:

Unexcused:

President Hugh Busby called the meeting to order

Roll Call

Approval of February 2014 Minutes

New Business

Senators are encouraged to attend the Presidential Candidates staff sessions and to watch the recordings of the student and faculty meetings. All are available online.

- Also important that staff fill out the evaluation forms on the website to give their opinion. President Busby stressed that the Chancellor will be looking at the evaluations carefully.
- All information located at www.memphis.edu/pressearch

Speaker Donna Collier, University Bookstore Manager

- Staff receive a 10% discount in the Bookstore and in Starbucks
- Starbucks
 - Travelers of Coffee and Pastry trays are available.
 - Only one day notice is needed. Prices vary depending on the pastries, no set grouping.
 - She stated that Tuesday and Thursday are the busiest days, but encouraged staff to visit on Monday, Wednesday, or Friday.
 - New menu items are being offered soon
 - Opens at 6:30 am
- Clearance sale next week in the bookstore
- Those charging to an index number will receive 25% off supplies
- Ms. Collier encourage Senators to assist with reminding faculty of the textbook adoption deadline. Important that students can see what books are required for their classes and required by law.
 - Senator requested that administrative staff also be notified of the adoption date to assist with the process.

- Senator asked about books not available or ordered for classes. Ms. Collier stated that this is often caused by professors not submitting a book list to the bookstore.
- The bookstore is under Auxiliary Services under the direction of Sandy Barksdale

Provost, Dr. M. David Rudd will speak to the Staff Senate during the April Meeting.

Door Prizes for Staff Appreciation Day

- Senator Lisa Justen has done a great job of soliciting donations.
- All senators should solicit at least two donations for the door prizes.
- Senators should indicate who they are soliciting from at <http://bit.ly/1eXUEgX> and complete the information once the donation has been acquired.
- If needed a letter is available for solicitations and the University's 501c3 number. The Accounting Office has a copy of the certificate.
- Senator Justen suggested sending thank you notes to donors shortly after acquiring the gift.

Elections

- Senator elections will be in May for new senators to be sworn in at the June meeting.
- At the May meeting officers for 2014-2015 will be elected.
 - Presidential candidates must have at least one year remaining on their term.

Absences

- Question raised about the chronic absences of some senators. Recommended that the bylaws be enforced. Absentees should be contacted and removed or allowed to resign.
- The Executive Committee will review and discuss and bring to the April meeting for a discussion and vote.

Committee Reports

- Budget: No changes to report
- Issues & Review: No report
- Campus Safety and Security: No report
- Facilities and Services: No report
- Fee Refunds and Appeals: Met, Rendered opinions on seven appeals
- Food Services/Dining: No report

- Public Records and Forms: No report
- Space Planning: No report
- Traffic and Parking: No report
- Policy and Review: No report
- Sustainability: No report
- Bylaws committee: No report
- ESAC: Microsoft will no longer support Windows XP. Any computer running will need to be upgraded immediately as it will be a security risk.

Announcements

UMAR- see their web site for upcoming events, details, and information including the UMAR Scholarship report: <http://www.memphis.edu/alumni/clubs/umar.php>

Meeting Adjourned