

**Staff Senate Minutes**  
**Thursday, October 20, 2016,**  
**UC 261**  
**9:30 a.m. – 10:30 a.m.**

1. Welcome—meeting called to order at 9:34
2. Roll Call-Shaquetta Barksdale, Sharon Beasley, Karen Bell, Brigitte Boyd, Jessica Bromwell, Elizabeth Buck, Constance Butts, Paul Cade, Fredrika Cowley, Sheron Davenport, Hilary DeLuco, Kimberly House, Virginia Huss, Latica Jones, Lisa Justen, Paige LeBlanc, Megan MacLeod, Vickie Peters, Jazmine Phillips, Felicia Roddy-Jackson, Penny Saed, Debra Turner, Elinor Williams, Chelon Wilson, Laura Wright  
Absent Excused—Tammara Adams, Jessica Bigger Flanigan, Cedric Burgess, Rhonda Consentino, Jill Green, Keven Langellier, Brennan Reeves, Barrett Schwarz, Denna West  
Absent Not Excused—Eric Bailey, Kenneth Clark, Geoffrey Fenlong, Christina Magueyal, Amelia Mayahi, Hector Ramirez, Eric Sabin, Beth Ann Simpson, Kimberly Wilson
3. Old Business –
  - a. Approval of Minutes—motion to approve by Virginia Huss and Penny Saed seconded.
  - b. Election of Officers and Senate Committee Chairs—we have all positions filled at this time and all are welcomed to volunteer
4. New Business
  - a. Food Drive Laura Wright—Staff Senate will begin food drive beginning November 1<sup>st</sup> through the President’s Holiday Party. We need volunteers who will have drop off boxes in their respective locations and who will make sure boxes are secure after hours. Physical Plant will pick up boxes at the appropriate time. For every hour of volunteer hours equals 88 meals. This will benefit the Mid-South Food Bank for the million meal challenge. Volunteers will be needed at the holiday party. The holiday party will be December 8<sup>th</sup>.
  - b. Institutional Effectiveness Council representative--started because of need for data for accreditation for reports. Vickie has been serving but this meeting is held at the same time that staff senate meeting. Rob Marcyzinski will attend the meetings and will report back to the staff senate. Vickie made a motion that Rob will serve and Felicia seconded the motion.
  - c. IT policy changes—If you retire or resign leave the university, your access will be terminated on that day. Employees should use personal email system for all non-university related business. UM 1691 clearly puts responsibility for data security on the employees’ shoulders. This is in conjunction with the DUO app that was sent to add a layer of security for login to mymemphis account. This policy expands data security to our personal computers or our cell phone, if we are accessing university information. If you receive strange email, send to [abuse@memphis.edu](mailto:abuse@memphis.edu). There will possibly be a separate email for retirees. Students will have access to email for one year after they graduate or the last time that they attend.
5. UMAR report—Nancy Matthews--UMAR is in the process of electing officers. The election will be held at Christmas Brunch on December 6<sup>th</sup> in the UC.

Flu shot schedule was emailed on November 19<sup>th</sup>.

Information regarding recent news and updates on the FOCUS Act, including the Transition Team and the Governor's Appointments can be found at, [www.memphis.edu/focusact](http://www.memphis.edu/focusact).

We will be asking employees who were the runners up in the cluster to serve on staff senate for employees who resigned from staff senate. Virginia asked if Dr. Rudd will send out email to encourage staff to serve on staff senate.

6. Questions/Concerns

7. Adjournment 10:10-- Felecia Roddy-Jackson motioned and Brigitte Boyd seconded the motion for adjournment.