



**Staff Senate Meeting**

**April 25<sup>th</sup>, 2024 – 2-3pm**

**Zoom**

**Moderator:** Kimberlee Norwood

**Representatives Present:** Kimberlee Norwood, Debbie Long, Terri Fought, Keshia Giboney, Shannon Brown, David Meyer, Janna Hays, Keshia Giboney, Jessica Ross, Katora Jones, Kyle Smith, Patti Smith, Shenicia Richardson, Yin Su, Janette Smith, Sarah Cheon

Representatives Absent (excused): Elaine Robinson, Ramona Jackson, Peter Hunter, Cynthia Tooley, Kristi Forman, Peggy Reisser,

**Representatives Absent:** Ann Fields, Flavenia Leaper, Jessica Ross, LaTisha Williams

**Minutes Secretary:** Sarah Cheon

**Visitors:** Chandra Alston, Aaron Haynes, Lakelia Carter, Michelle Newman-Simpson, Lisa Bronte, Shannetta Alexander, Linda Johnson, Dewana Oliver, Jamerica Sisk, Cynthia Hightower, Chris Madeksho, Melissa Rabelais

**Meeting Agenda and Minutes**

- 2:00 pm**      **Welcome – Kimberlee**
- Roll Call (including discussion on how to conduct roll call in future)**
- 2:10 pm**      **Staff Senate Bylaws**
- 2:15 pm**      **Action item – Terri Fought would like to speak about the special elections.**
- 2:30pm**      **Other items brought up by Senate**

Kimberlee Norwood began the meeting. Roll call was conducted by Sarah Cheon by writing down participant list of the Zoom call.

Kimberlee Norwood announced that Staff Senate Bylaws had been finalized and asked that everyone look over their role. She asked that members pay attention to items that they are responsible for and to ask for the by laws if they were not received.

Debbie Long made a comment that all Staff Senate members will have received a copy of the bylaws, and they would be available online at the Staff Senate website for non-Staff Senate members. It is currently not viewable because the website is under construction but will be available for public view.

Terri Fought then spoke on the special elections. She said each Staff Senator was meant to represent 75 exempt or non-exempt staff within each administrative unit. Due to staffing changes and the new bylaws, we have some administrative areas that need additional representation. College of Dentistry needs two additional non-exempt representatives. College of Graduate Health Sciences needs one non-exempt representative. College of Medicine needs three non-exempt representatives and two exempt representatives. College of Pharmacy needs one exempt representative. The membership and assessment committee met and created a nomination form. Terri then put the form into the zoom chat for the Staff Senate. Terri then stated that the nomination form would be open until May 24<sup>th</sup>. The nominations are anonymous so people can self-nominate or nominate a co-worker. After nominations are received, the Membership and Assessment Committee will contact those nominated to confirm their willingness to serve. A special election will be held from June 3<sup>rd</sup>-13<sup>th</sup> to fill the vacancies in these areas. The new Staff Senators can start at the June meeting.

Shannetta Alexander asked if the College of Dentistry needed two or three representatives since Veronica Horton was retiring.

Terri Fought replied two because one of the seats belonged to Veronica Horton. Terri Fought also mentioned that she would like to encourage colleagues that are outside of Memphis to consider being a part of the Staff Senate. The meetings are held online and can be adjusted for different time zones.

Debbie Long asked if the form was being targeted to only the specific colleges or if it was being broadcast campus wide.

Terri Fought responded that she would talk to Peggy Reisser to see what the easiest way would be. Since there are so many seats to fill, Terri thought that it might be better to have campus wide nominations and then elections within each unit.

Kimberlee Norwood asked if there were any other questions for Terri Fought about elections.

Terri Fought said that anyone who had questions about serving could reach out to the Executive Committee or reach out to Debbie Long. She also said to share the by laws so they could see what the responsibilities are.

Kimberlee Norwood then called for any old business.

No one responded.

Kimberlee Norwood called for any new business or any updates for departments or positions.

Katora Jones reported on behalf of Peggy Reisser. Everyone on the Communications and Public Relations Committee has been contacted. The committee meeting has been postponed on the digital digest and the campus events calendar, but they will do one for each meeting. The

estimated delivery for the first one will be the first week of May. They will begin working on the website early May and any thoughts/suggestions for the website are welcome.

Kyle Smith had an update for IT. IT is currently working to locate computers in their asset database that are not checking in with the management system. If the machine is one in use, then they want to fix the software so that updates will happen automatically. However, they are finding that much of the unknown machines are computers used for emergencies and not in daily use. If you happen to know of computers that fit that description, contact the software tech in your area so that IT will know that the computer is not in use.

Patti Smith mentioned that there are two open positions within the College of Nursing: one in nursing academic affairs and one in nursing student affairs. Dean Likes is having a Town Hall on Monday for College of Nursing called Growth and Budget Planning.

Kimberlee Norwood again calls on anyone else for new business.

Chandra Alston had a question for Campus Police. Chandra said several employees could not get through to the dispatcher when calling 448-4444. She wanted to ask if they had finished migrating the campus police from the old telephone system to RingCentral.

Kyle Smith then responded that dispatch and a couple of campus police extensions had been migrated, but he didn't know to what extent it was being used. He was going to reach out and find more information.

Kimberlee Norwood thanked Kyle Smith and reiterated how important it was for employees to reach dispatch.

Kimberlee Norwood then said if people had any items that they wanted to discuss to reach out to her.

Debbie Long thanked everyone for their participation. She also reminded everyone that it is Annual Compliance Training time and that it is due on May 31<sup>st</sup>.

Chandra Alston said that they have reminded everyone to update their hybrid/remote schedules according to the new policy put out in February. HR has received many but not all and needs them by next Tuesday (April 30<sup>th</sup>).

Kimberlee Norwood adjourned meeting.