

THE UNIVERSITY OF ;MEMPHIS

Staff Senate Minutes:

March 21, 1996

Absent: B. Charpie, R. Logan

Excused: C. Corley, H. Eubanks, J. Farrell, L. Gay. C. Lowry, P. Melton, M. Taylor, M. White, M. Williams

1. Jim Lippy opened the meeting by introducing Ms. Mary Ann Camp, Assistant Vice President, Human Resources. Ms. Camp provided a presentation regarding the compensation study for all non-faculty positions at The University of Memphis.
 - William M. Mercer, Inc. of Louisville, KY (compensation specialist) has been awarded the contract to perform the study.
 - The study is to be an evaluation of positions not the persons that occupy the positions.
 - There are to be four phases of the work plan:
 1. Project Planning and Organization
 2. Position Analysis and Evaluation
 3. Program Development
 4. Program Implementation
 - The time line for the completion of the study is approximately ten months; the projected completion date is December 1996 (this does not include implementation).
 - A memo from President Rawlins will go out to all non-faculty staff informing them about the compensation study. Communication will be stressed as being critical to the success of the study. Informational meetings will be held throughout the study and attendance is to be encouraged.
 - A copy of the presentation slides are available for review in Admin 292.
 - A sidebar concern that was voiced by one of the senators regarded the adverse (negative) affects he had observed due to the "all-at-one-time" evaluations of employees. The response provided was that supervisors are challenged to compare employee performance with a consistent approach for evaluations; this process emphasizes a performance management cycle monitors objectives and goals and provides communication and feedback.
2. Jim Lippy next introduced Mr. Sam B. Long III, Vice President for Advancement.
 - Mr. Long shared with the senate the organizational structure of his area.
 - One of the primary objectives of Advancement is to continue to advance and promote the image of The University of Memphis to corporations, foundations, alumni, and the community.
 - Major fundraising events administered by Advancement are: a) annual giving (phonathon, etc) b) major gift work (\$25,000 and above), c) deferred giving, and d) campaign gifts.
3. Ronnie Vinson completed roll call.
4. Modification were noted relative to the February meeting (B. Charpie and G. Wyatt actually excused rather than absent).
5. Jim Lippy reminded the senators that minutes will continue to be distributed to all eligible staff senate members unless it was observed that the complete mailout is not useful.
6. Committee Reports:

Finance Committee -Ginny Reed updated the senate on the balance of senate budget

Election Committee - No report; Senator C. Lowry has resigned,thus an election for the Provost's area needs to be initiated.

Issues/Review Committee- No Report

Ad Hoc By-Laws Committee - No Report

7. Old Business:

- Ginny Reed shared the results of the typing issue that had been discussed with Human Resources.
 1. If an employee took the typing test when they were initially hired and passed with the maximum speed (55 words per minute), he/she would have this score placed in their file and would not be required to take the test again if/when they applied for a different position. This score would then

remain in their file for all time (an employee could try to improve their score if they wished).

2. If an employee applied for a job that doesn't require more speed they would not be asked to retake the typing test. If an employee applied for a position that did require more speed than their current position required, then retaking the test would be necessary; however, once the required speed (if less than 55 words per minute) is achieved they wouldn't have to keep retaking the test if they should apply for different positions for a period of at least three years. If they achieve the maximum score (55 wpm), they should become exempt from taking the test again. This new score would then remain in the permanent file.

The Staff Senate wishes to express deepest gratitude to Ms. Anne Carter and Human Resources for the attentiveness and cooperation in discussing and resolving the typing test issue.

- o Staff Lounge ---- Jim Lippy asked Tommie Polk and the Issues/Review committee to conduct a poll/survey to see if there is a need for a staff lounge.
 - o Evening parking for employees working past 4:30 ---- Vernon Spence suggested that employees purchase evening parking passes; Hazel Haywood shared that when the payroll employees work late they request Tiger Patrol escorts to their cars. Mr. Spence will attempt to follow up with the Parking Office.
8. New Business
- o Ginny Davis informed the senate of the Operation Feed campaign scheduled for April 1 - April 12 and encouraged everyone to please participate and contribute.
 - o Mr. Lippy asked for a liaison between the Staff Senate and the UPDATE. Ginny Davis volunteered to serve in this capacity.
 - o The meeting was adjourned. The next meeting will be held Thursday, April 18, 1996 from 9:30-10:30 a.m. in Room 225-B McWherter Library.

Minutes respectively submitted by Veronica Vinson and Colis Chambers.