

THE UNIVERSITY OF MEMPHIS
Staff Senate Minutes
October 17, 1996

Absent: Kenneth Clark, Ginny Davis, Helen Johnson, Scott McClain, Karen Thurmond, and Gloria Wyatt

Excused: Glenda Barton, Colis Chambers, John Farrell, Russell Hunt, David Medlock, Janet Mitchell, and Paul Stanford

1. The meeting was called to order and roll was called.
2. The minutes for the September meeting were approved as written.
3. Question and Answer session with Anne Carter of Human Resources and Michelle Banks of Affirmative Action
 - The question of advertising and filling positions internally prior to a public offering is being evaluated. This had been in practice some years past, but there were complaints from those with the positions to fill because of the one week delay in advertising them, esp. when there were no internal applicants. There are many issues to weigh to satisfy all the regulatory bodies. For example, there's a current court order for hiring minorities in professional positions, so outside advertising might be required if there are too few qualified internal minority applicants. Also, the Office for Federal Contract Compliance Programs (OFCCP) just completed an extensive audit of the last two years hiring practices. They also had recommendations in this regard.
 - A question was raised about the 6 month minimum employment in one position before being eligible to move to another. Basically, the six months is to satisfy the supervisor that the person will be there long enough to make use of any training done, and the 6 month probationary period inherent in all newly-filled positions.
 - The issue of current employees having additional salary restrictions when being hired in new positions was referred to Wage and Salary. Charlotte Knowles will be invited to come speak about this issue at a future meeting.
4. Committee reports:

Finance Committee:

Dr. Goldberg requested detailed budget information for the Senate, which is being compiled and forwarded to him. Our budget consists of money for copying and mailing the minutes, agenda, and election materials.

Election Committee:

Nothing to report.

Issues/Review Committee:

The campus school issue regarding staff consideration looks promising. Apparently, custodial and grounds staff are already covered. A letter is being drafted with the aid of the appropriate parties, and a resolution should be reached soon. A new issue has been raised about annual leave for non-exempt staff. Currently, it takes 20 years for a non-exempt employee to work up to the two days a month accorded to exempt employees from the start of their employment. The policy will be researched, and any actions taken from there.

Ad-Hoc Bylaws Committee:

Nothing to report.

Standing Committee Reports:

(Senate members serve as staff representatives on many standing committees. They are asked to report back from meetings they attend.)

- Information Technology Policy Council (Jim Lippy): there is currently a Telecommunications procedure before the Council as well as the hardware and software standards reported at the last meeting. No decisions have been reached on either of these as yet. They are still being discussed.
- Administrative Council (Jim Lippy): there is a one million dollar budget shortage this year. The money will possibly come from salary for open positions.

The Staff Senate Officers will be invited to the Administrative Retreat on November 14 and 15. A report from that retreat will be made to the Senate at it's meeting November 21st.

5. Old Business: None not already addressed in Questions and Answers and Issues/Review reports.
6. New Business:
 - The old issue of salary caps was brought up, but this time an inquiry was made as to what affect the Mercer study might have on the existing policy. This will be added to the issues to ask Charlotte Knowles to address.
 - Handicap parking in gated lots costs \$76/semester. The issue of fairness for charging handicapped persons that much was raised. Jim Lippy, who is on the Parking Authority Committee, requested that a letter be sent to Dr. Wade Jackson, who is the chair of that committee, so that it may be addressed at their next meeting.
7. President's Remarks: This meeting signals the end of our first year. President Lippy is writing a report for President Rawlins of the Senate accomplishments for the year. We've had quite a bit of positive feedback about the issues we've addressed.
8. The meeting was adjourned. The next meeting is scheduled for November 21, 1996.

Minutes respectfully submitted by Harry Flowers