

**THE UNIVERSITY OF MEMPHIS**  
**Staff Senate Meeting Minutes**  
**225-B McWherter Library**  
**September 17, 1998**

**Absent:** Kathy Atkinson, Sam Brackstone, Gracie Cato, Ray Craft, Hazel Haywood, Addie Hughes, Bernedine Kelly, Barbara Moore, and Coszetta Morris

**Excused:** Beverly Anthony, Charlie Black, Devonia Cage, Steven Conlee, Pat Green, Bill Lansden, Joanne Lippy, Larry Mayes, Janet Mitchell, Janice Morganfield, Michelle Stout, and Jeanne Tutor

**Present:** Glenda Barton, Leroy Brewer, Steve Canaday, Gary Carman, Pam Cash, Linda Clark, Diane Cooper, Mark Copley, Sherry Crone, Frank Dyer, Patricia Ehrlich, Gary Fortner, Verlinda Franklin, Barbara Harris, Nancy Hollingsworth, Diana Humphrey, Richard Jones, Kathy Kolby, Lynne Owens, Norma Price, Ginny Reed, Bernice Richardson, Patty Simonton, Bobbie Steiner, Marcia Taylor, Patricia Taylor, and Carolyn Zoccola

1. Roll called.

2. Dr. McPhee, Senior Vice Provost for Academic Affairs and Co-Chair for the University's Compensation Study, came and spoke on the new compensation study. Below are a few of the key points that Dr. McPhee shared:

- The original steering committee has been expanded and is now a council that is responsible for making recommendations and making key decisions.
- This is no longer a Mercer Study but a University of Memphis Study. The contract with Mercer has expired and they are now just being used for consulting.
- The compensation study council consists of: Debbie Baker, Rosie Bingham, Ron Brooks, Gary Carman, Ralph Faudree, Ann Harbor, Annelle Huggins, Charlotte Knowles, Kathy Kolby, Bill Lofton, Raymond Pipking, Van Oliphant, Richard Warder, and Dianne Horgan, Co-chair.
- The council was originally asked to complete their study by January 1999. That is an optimistic goal.
- The council developed a sub-committee to review the Position Analysis Questionnaire (PAQ.) They realized that the PAQ's were a major problem.
- Some of the other issues the council has identified are:
  - Titles
  - How to handle employee's who make the maximum of pay range
  - Equity problem with in-house promotions
  - Exempt versus non-exempt
  - Appeals process

After a very informative session Dr. McPhee took questions from the senate.

**Q:** Upgrading positions currently filled seems impossible. Why does someone have to leave their position for that position to be upgraded?

**A:** It is possible; the council will review this problem.

**Q:** Has the council discussed putting steps in each pay grade?

**A:** Right now there are really no steps to move up. It is not a separate issue with the council, but there has been discussion.

**Q:** Will there be new PAQ's for everyone to fill out?

**A:** Individuals in positions not disputed will not be asked to redo a PAQ. The council has requested from Human Resources a list of problem positions. There may be a more simplified PAQ. They hope to develop a system that forces the supervisor to be a part of the completion of the PAQ.

**Q:** Limits on positions. Shouldn't there be at least a cost of living raise?

**A:** Yes. The committee is taking a look at that.

3. Minutes approved as amended.

4. Committees:

**Finance Committee:** Ginny Reed - Senate account balance is \$7,829.37.

**Election Committee:** Pam Cash - There are two vacant senate seats that must be filled. The nomination forms should go out in the next day or two.

**AD-Hoc Bylaws Committee:** None

**Issues Review Committee:** Diane Cooper - There is nothing new to report on the Snow Day issue.

The Child Care Center can take about 20 additional children for after school care. This is more than they originally thought.

A constituent has asked why the Tiger Den ceased serving breakfast and not opening until 9:00 a.m. The general discussion was that the UC is being promoted for when the new Student Activities Complex opens it will be the primary eatery on campus.

Another constituent asked if a supervisor has the right to change the hours of an hourly employee? The question will be addressed to Human Resources.

5. **Standing Committees:**

Traffic/Parking Authority: Hazel Haywood - None

Safety Committee: Patricia Ehrlich - None

Facilities and Services Com.: Janet Mitchell - None

IT Policy Committee: Steve Canaday - None

IT Admin. Advisory Com.: None

Bookstore Committee: None

Food Services Committee: None

6. **President's Remarks:**

Need volunteers for the Ad Hoc By-Law Committee

Dr. Penrod will be speaking at the November 19, 1998 meeting.

**The December meeting has been changed to Tuesday, December 8, 1998.** Dr. Rawlins will be speaking at this meeting; everyone is welcome to come.

7. **New Business:**

The issue of the new parking gate on Patterson was discussed. There was much discussion concerning drop-offs and pick-ups (especially of mail.) Individuals with concerns should address their questions to the Parking Office where possible arrangements could be made to meet their needs.

It was suggested that the Senate look into having a Law Student review our by-laws and assist in revisions.

8. Adjourn

Next meeting is **Thursday, October 15, 1998.**