

**THE UNIVERSITY OF MEMPHIS**  
**Staff Senate Meeting Minutes**  
**225-B McWherter Library**  
**February 17, 2000**

**Present:** Cathy Awsumb, Regina Ayers, Charlie Black, Gary Carman, Marie Dockter, Lorene Flowers, Gary Fortner, Verlinda Franklin, Barbara Harris, Mary Harris, R. C. Johnson, Jennifer Joyner, Kathleen Kolby, Ronald MacDonald, Amy Martin, Jan Mayes, Larry Mayes, Beverly McMillan, John Melton, Edward Orio, Jane Perrello, Jim Selbe, James Singleton, Vanessa Smith, Michelle Stout

**Absent:** Kathy Atkinson, Johnny Barnes, Oscar Collier, Jimmy Craft, Sherry Crone, Brenda Gray, Hazel Haywood, Bernice Richardson, Leslie Smith

**Excused:** Sally Andrews, Glenda Barton, Devonia Cage, Nancy Hollingsworth, Diana Humphrey, Becky McCoy, Janice Morganfield, Cathy Philpot, Patty Simonton, Veronica Vinson, Maurice Williams, Carolyn Zoccola

1. Meeting was called to order at 9:35 AM
2. Roll called.
3. Guest Speaker- **Mary Ann Camp:** The **six-month waiver policies** that were different for clerical and administrative positions have now been officially changed to one policy. It should be available on the web soon. The new policy states the person who has departmental budget responsibility will be able to give employees who have not serviced six months in their present position permission to apply for other campus positions. Human Resources will still review the application to make sure there are no disciplinary or hidden problems but will act as a review only whereas in the past they could veto an applicant even with their budget person's authorization unless there were unusual circumstances requiring a transfer. The new policy will be 2D:05:05A.

**Safety-** Ms. Camp reported Public Safety has a new Associate Director, Bruce Harbor. He has retired from the Memphis Police Department after 25 years of service. Mr. Harbor worked with training at the Police Department. One new item he will be working on is the University of Memphis officers must spend one week a year at the Police Academy and that training is not specifically designed for the University environment. He will come up with training so they can complete that here and be more oriented for what the University encounters on a daily basis. Ms. Camp suggested he would be glad to speak with the Staff Senate and encouraged the Senate to invite him to speak soon.

Ms. Camp also reported there has been an upsurge in crime during fall 1999. They will be working to come up with steps/classes to help with this situation. She also talked about steps they are making to improve response time. The officers were set up for 12 to 12 shifts. That meant 6 AM to 6 PM and 6 PM to 6 AM. They have created an additional shift from 12 PM to 12 AM. This will enable the officers to have better communication, work special details and possibly work in plain clothes blending in with the students. Ms. Camp talked about the COMPSTAT meetings, where computerized statistics of crime are discussed on Friday mornings at 7:30 AM. That information is brought back for review and presented on campus on Fridays at 10 AM in the Delta Lounge. This information prepares the University for what is happening in the vicinity. Special mention was also made about there not being a correlation between the lighted and non-lighted areas on campus. East of access was the main reason for the correlation.

Other notes of interest regarding safety: Officers will also now be leaving stickers on cars when people have left valuables in plain view stating "If I were a crook, I'd have broken in and stolen that." Ms. Camp reminded the Senate that everyone on campus must have some form of identification.

Ms. Camp's final topic was **Compensation 2000**. She talked about working to keep updated on a July 1 basis current market information. They will do the same process as last year with the comparisons. She noted all of the information boils down to the fiscal impact on the University and the state budget situation. Ms. Camp said the old POC was dissolved to form the Compensation Committee, and that they are looking at issues to make recommendations to the President. (For more information on this memo, you can contact Human Resources). All

equity, merit or reclassifications have to be submitted twice a year for approval. They submit requests for July 1 implementation in May and then again in October to be effective January 1.

4. Minutes approved from January 20, 2000 meeting.
5. Committee Reports:

**Finance:** No report

**Election:** The Election Committee met with Human Resources on February 16 and came up with ideas to resolve issues with election process. Hope to have draft by next meeting to change by-laws.

**Issues and Review:** No Report

**Standing Committees:**

Facilities & Services: Gary Carman reported that the committee met February 3. Several points of interest were Brister Tower renovation was overbid a couple million over target. Asked designers to clean up budget, cut frills. The Art Department is looking at a banner to put up on Central Avenue. Also committee toured the new theater, very nice and will seat 990 people.

Traffic & Parking: Michelle Stout- recently met to look at fee structures. Did not have opportunity to do so. Special meeting called for February 17 to look at fee structures.

Safety: No Report

IT Planning & Policy Council: Michelle Stout- No Report

IT Administrative Advisory Committee: Marie Dockter reported that the committee met and discussed the Learning Suite, Data Warehousing for faculty/Staff (long-term project), and distributed a survey to all departments asking general computer questions.

Bookstore Committee: Carolyn Zoccola- Kathy Kolby mentioned Carolyn is out having heart surgery.

Food Services: Patty Simonton- No Report

Public Services: Jane Perrello- No Report

Fee Refunds & Appeals: Beverly McMillan- No Report

Strategic Planning: Jim said there is a website link from the Staff Senate web page to the Strategic Plan. He strongly encouraged all employees to attend two public hearings on the 21<sup>st</sup> and the 23<sup>rd</sup> in the Faulkner Lounge.

6. Old Business

Kathy Kolby mentioned the letter she had written to President Rawlins regarding an office for the Staff Senate was well received. He has approved the request, and we will now go through the proper procedures of obtaining that space.

7. New Business

Kathy Kolby stated the Staff Senate had a good PR article in the Daily Helmsman on February 8<sup>th</sup> regarding the updating of the by-laws. She also mentioned writing President Rawlins on behalf of the Staff Senate thanking him for taking the necessary and difficult measure of closing the University for the snow day. Kathy also received a memo from R Eugene Smith to have a Staff Senate Representative appointed to sit on the Space Policy Committee for input on changes of facility use. Marie Dockter volunteered to be the representative on that committee.

Larry Mayes wanted to remind the Staff Senate that the Tennessee State Employee Association is lobbying for a 6% raise across the board instead of the recent plan for faculty to receive a 6% raise and staff only a 3% raise. He mentioned they are also lobbying for longevity to be raised, 401K raised and that each employee should contact their legislator.

It was mentioned that Dr. Gutzke, President Elect of the Faculty Senate would like to come and speak to the Staff Senate sometime in the near future. Arrangements will be made to invite him to come.

8. Meeting was adjourned at 10:45 AM.
9. Next scheduled meetings: March 16, 2000  
April 18, 2000