

Staff Senate Minutes
Thursday, March 15, 2018
Staff Senate Chambers, UC 261
9:30 a.m. – 10:30 a.m.

1. Welcome
2. Call Meeting to Order – President Huss at 9:33 a.m.

Roll Call:

Present Members: Tammara Adams, Christopher Allred, Becky Amos, Michon Anderson, Barbara Bekis, Jessica Bromwell, Latisha Brooks, Alison Brown, Elizabeth Buck, Cedric Burgess, Paul Cade, Fredrika Cowley, Meghan Cullen, Katelyn Emerson, Shelley Hand, Virginia Huss, Landon Johnson, Latica Jones, Lisa Justen, Kim McIntosh, Jazmine Phillips, Holliday Ridge, Felicia Roddy-Jackson, Beth Ann Simpson, Elinor Williams, Denna West, Theresa Winkelmann

Excused Absences: Ann Brock, Marty Duell, Helen Dodd-Rodgers, Ann Hudson, Zaneta Ivy, Mark Patterson

Absent Members: LaTondra Arnett, Sheron Davenport, Jill Green, Kimberly House, Olga Kohr, Kevin Langellier, Mary Lanier, Amelia Mayahi, Brennan Reeves, Beau Staples, Elinor Williams, James Wilson, Laura Wright

3. Special Guest – in the absence of Melanie Murry – Vickie Denton, Chief Auditor Executive Reported on the new Policy Review Board update. This Board has been setup to assist in formulation, review and Distribution of all University policies. The Website will go live on April 27, 2018. It will be setup to cross- reference the old website to make finding what policy you desire easier. New Website portal <http://Memphis.policytech.com>
4. Old Business –
 - a. Approval of Minutes for March—motion to approve by Felicia Roddy Jackson, seconded by Michon Anderson
 - b. Salary Survey Results- President Huss announced that the survey results were terrific. With the help of Human Resources we had 768 out of 1400 employees participate. Dr. Rudd expressed his Appreciation for conducting the survey. Results: 52.5% proposed that the 2.5% salary pool should be distributed across the board. 55.2% would distributed the merit raise (if given) as a combination. 69.2% proposed that raises for employees earning \$120K or more per year should be capped. Majority of the people who participated in the survey fell in the salary range of \$30k to \$60K.

- c. Staff Appreciation—Megan Cullen reported that she had a meeting with _____ to discuss the Staff Appreciation breakfast. A date of May 8th was given and a proposed menu was \$20.00 over our current budget. Our total budget is \$4,000.00. Megan and Virginia would try and talk with someone right after our Senate meeting about changing the date (May 14th-May 18th) provided and see if we could get a better discount for the meals. Aramark gave us \$4.19 per person proposal. Virginia has not meet with Jeannie Smith to ask for more funds for Staff Appreciation due to all the budget meeting that Jeannie has had to attend. She is aware of the situation and willing to work with us as soon as she is free from other obligations.

5. Committees

a. Committee Reports:

Institutional Effectiveness Committee Report

Campus Safety and Security

Facilities and Services

Fee Refunds and Appeals

Food Services/Dining

Public Records and Forms

Traffic and Parking

Space Policy Council

Sustainability

ESAC (IT)

Policy Review Board

Election Committee- The Election for next year's Senators are in progress

6. New Business

- a. Election – President-An anonymous nomination was sent in for Meghan Cullen. Meghan has served as the public relations coordinator. She plans to ask for more money and administrative support and will plan for fundraising for Staff Senate that will be marketed toward faculty, staff and students. Meghan would like for Senators to improve attendance at meetings and to be able to communicate better with clusters. She wants to create a shared drive to house senate documents. Meghan also wants to have orientation for new staff senators. Meghan would like to have organized agenda for breakfast with Dr. Rudd. Mark Patterson made a motion and Alison Brown seconded for Meghan Cullen to become president. There was no opposition.
- b. Felicia Roddy Jackson-said that the election process for the Staff Senate will be clarified with reports in Argos.
- c. Rudd Breakfast Discussions/Reports—Mark Patterson discussed the ORP does not allow hardship withdrawals because it is a 401a; the 401k does allow hardship withdrawals. Dr. Rudd told him that some legislation is now being discussed in the state legislature. We should have some type of reward program for students to continue to become engaged to increase retention. Also talked about some of the employees being able to get their GED. Dr. Rudd

wants a cap on the raises of \$3,000.00 for those who make more than \$100K. With the extra money to be put in a fund for merit increases.

- d. Qualtrics Survey (2.5% Raise)—Virginia and others will be meeting with Maria on March 21st to work on survey. Even though survey went out on last year about the raise, another survey will be sent out this year so that we can have up-to-date information.
 - e. Staff Evaluation—Training has been offered for Staff Appraisal System. There was no change, the numbering system will still be used. We need solid policy and procedure about how merit will be administered. Will the merit be base or one-time bonus?
- 7. UMAR-Nancy Hurley introduced herself to the Staff Senate and encourage all who are approaching retirement to consider joining.
 - 8. Announcements
 - 9. Questions/Concerns
 - 10. Adjournment- Motion was made by Mark Patterson and Michon Anderson seconded. Meeting was adjourned at 10:37 a.m.
 - 11. Next meeting will be April 19, 2018 @ 9:30 UC 261