

**Staff Senate Minutes**  
**Thursday, April 19, 2018, 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, Denna West, Theresa Winkelmann

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

**Absent Members:** LaTondra Arnett, Sheron Davenport, Jill Green, Kimberly House, Olga Kohr, Kevin Langellier, Mary Lanier, Amelia Mayahi, Brennan Reeves, Beau Staples, 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 Jillian Steinhauer to discuss the Staff Appreciation breakfast. A date of May 8<sup>th</sup> 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 14<sup>th</sup>-May 18<sup>th</sup>) 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 is in progress. The voting will be closed on Friday April 20, 2018 at 4:30 Pm. The votes will be tallied on Monday April 23, 2018. In case of a tie there will be a runoff. For the senators to check who their constituents are they can go to the Staff Senate page and type in **staff senate cluster** \_\_\_\_ (**A, B, C, etc.**)

**Issues & Reviews** – Theresa Winkelmann brought back information about the Probation policy question: Was the Policy about the probation period requirement of 6 months if you apply for a different position a TBR or a U of M Policy? The research reviled that the policy may be a model of the TBR policy. Once the Policy Review Board website goes live on April 27, 2018, Theresa will ask the question why there is a 6 months' probation for University Employees that have met the initial probation requirement.

6. New Business - None

7. UMAR-Nancy Hurley talked some wonderful activities that the retired staff and Faculty members participated in, examples of several breakfast, lunch and dinner, Book club and Garden committees. She still encourages all who are approaching retirement to consider joining.

8. Announcements – None this meeting

- a. Becky Amos, IT, announced that there will be a major upgrade of the Network and Network systems including wired and wireless systems starting May 7, 2018. It will continue until all areas of the University, Lambuth, and Satellite locations are upgraded. There may be some inconvenience, all upgrades will occur during the overnight hours to minimize disruption during working hours. The LPS will be on hand to assist with problems during this time.
- b. Mark Patterson has been ill and we are asking all Senators to keep him in your thoughts and prayers

9. Questions/Concerns

10. Adjournment- Motion was made by Paul Cade and Latica Jones seconded. Meeting was adjourned at 10:49 a.m.

11. Next meeting will be May 17, 2018 @ 9:30 UC 261