

University of Memphis Staff Senate Meeting Minutes
October 18, 2012

- Present:** JoAnn Ammons, Marco Anderson, Linda Arnold, Sharon Beasley, Barbara Bekis, Brigitte Billeaudeau, Karen Bradley, Lindsey Bray, Ann Brock, Dan Bureau, Hugh Busby, Pamela Chambers, Nick Conway, Ilene Cooper, Debra Cummings, Rosemary Frix, MJ Garrett, Riviera Hollowell, Lisa Justen, Patsy Krech, Tina Magueyal, Mary Mansour, Cynthia Martin, Keri Means, Christopher Ratliff, Angela Robinson, Ryan Seidner, Shelby Tate, Jennifer Walker, Lofton Wilborn, Brian Wilcox, Pamela Williams
- Excused:** Vonda Dede, Curt Guenther, Nichole McBride, Chris Powless, Sherri Stephens, Larrick Johnson, Candy Donald
- Unexcused:** Bradley Arnold, Richard Bibb, Ernestine Harris, Ann Marie Myers, Kutanya Niter, Gary Yarbrough
-

President Pamela Williams called the meeting to order

Roll Call

Motion to accept the September minutes by Senator Anderson and seconded by Senator Busby

Committee Reports:

- Budget: Senator Busby reported that the staff senate has \$3,982.00 in funds.
- By-Laws: No Report
- Election: No Report
- Issues & Review: No Report
- Legislative Advisory: No Report
- Campus Safety & Security: Senator Bureau reported that several newsletters that could be good for all staff to review are available. Simulations are occurring on campus and all staff should try to help and work with those as they help the campus to better prepare for emergency situations.
- Facilities & Services: Report from Senator Powless. The Chair, Frank Andrasik relayed to me that David Zettergren has not let him know anything to do since that committee was formed and his chairmanship has actually ended thus that committee has never met.
- Fee Refunds & Appeals: No Report
- Food Services/Dining: No Report
- Public Records & Forms: No Report
- Space Planning: No Report
- Traffic & Parking: No Report
- Policy & Review: No Report

- Sustainability: Senator Seidner reported that the campus has now gone to a single stream recycling program; all items can be placed in the same bin. The only things that can't be put in are batteries and cartridges. They will still need to go to physical plant for recycling. Senator Bradley asked about the purchase of a large shredder. It was reported that it has not been purchased yet, but might be purchased within the year.

Presentation by Dr. Shirley C. Raines, President, David Zettergren, Vice President for Business & Finance and Maria Alam, Assistant Vice President for Human Resources

To view presentation, please visit http://www.memphis.edu/presweb/pdfs/2012_staffsenate.pdf

- Thank you to senators for making the university better for our students
- Important to educate West Tennessee to see our city and state succeed
- Maria Alam spoke about performance appraisals and pay range changes. Work is being done this fiscal year to improve processes and update pay based on available funding.

Answer of questions by Dr. Raines, Mr. Zettergren, and Ms. Alam that were submitted to them prior to the meeting from the Senators

- **Question:** I moved from one area that was very relaxed about the use of my computer; they didn't care that I had my kids photos on there, or used Facebook at lunch or when I was waiting on my ride home, into an area that is very strict and I think copies everything I do. Is there some way I should be told what is being copied to where?
 - **Answer from Dr. Raines:** *Staff must abide by the computer use guidelines that are displayed each time one logs in to a university computer. While the university does have the right copy files that are on a staff member's computer, it is rarely done. Computers are checked to ensure that they comply with the data security policy to maintain the system and to prevent viruses.*
- **Question:** Fraud and abuse. We get e mails telling us we can report this on a website but how "anonymous" is that really?
 - **Answer from Dr. Raines:** *While it is better for Internal Audit to work with the individual reporting the complaint, they can be submitted anonymously. Internal Audit will investigate all complaints. In all instances, they will be kept confidential. Byron Morgan is the head of the department. If the staff member is uncomfortable, Internal Audit is willing to meet in a different office. The university does not have a lot of reports, but takes all of them seriously. Reports can be submitted at <https://umdrive.memphis.edu/g-uomaudit/www/services.htm>*
- **Question:** Are you aware that there is a great deal of unhappiness with the leaders "below" you (meaning Supervisors, Managers, Directors or VPs?) that are not related to our salaries?
 - **Answer from Dr. Raines:** *Dr. Raines advised that she was not aware about a great deal of campus wide unhappiness, but aware of issues in certain areas. She advised staff members should go to their vice president if it is grave situation. In other instances, they should speak with their supervisor first, and then go up the chain of command if they do not feel that the issue has been or is being resolved. Staff should not allow things to happen especially if it can be worked out. She encouraged all to always report discrimination immediately.*

- **Question:** What is Dr. Raines' view of staff in relations to faculty and students and the University's goals and mission
 - *Answer from Dr. Raines:* She stated that customer service is important to our students and makes an important difference to our students. Everyone is important to the process of retaining and graduating our students. We are never done in our work and must always realize that we represent the university.
- **Question:** It seems like people have access to things very broadly, like timesheets (an approver for student workers on one account can see the entire department), or with student information there does not seem to be enough "layers" of roles to give various positions limited, middle and full access. Can a team be developed to address this?
 - *Answer by Mr. Zettergren:* Security is set on a departmental level and that is the reason why staff can see everything. Human Resources is looking into best practices about this.
- **Question:** New Smoking Policy. Will staff be advised in a general way on how to implement this policy to our hourly employees as to: 1.) How much time during the day they may smoke in these areas? and, 2.) At what times of the day they may use these areas? There is a travel time factor to consider from the buildings in which they are doing maintenance work to one of the three designated smoking areas.
 - *Answer by Mr. Zettergren:* The current policy is that everyone has an hour for lunch which can be broken up to accommodate for smoke breaks. Staff members need to work with their supervisor to implement this. The health of our staff affects our benefits and their costs. This is an effort to keep people healthy.
- **Question:** Is the Blue Line worth the money that's spent to operate each day? The reason why asked, I see it every day with no one riding. This is throughout the day/morning when I come in, Lunch, and when I'm leaving at the end of the day.
 - *Answer by Mr. Zettergren:* The Blue Line ridership has increased steadily since it started. It had 8,000 riders in September 2012, 4,000 in August, and 2,000 over the summer months. Due to the design of the buses, it is difficult to see inside and that may be why it appears that no one is riding. It has also been used to take students to the football games at the Liberty Bowl.
- **Question:** The walk-way from track to the Campus school. Can that same walk way be built at the other crossing, the rocks can easily wrench your ankles?
 - *Answer by Mr. Zettergren:* The University is working with the Federal and State Departments of Transportation. We have received funding to build fences and create landscaping that would direct people to safe crosswalks. The project should be completed by December 2014.
- **Question:** The New Bronze Colored Tiger (in front of UC), kids sitting all on top of statue, too much money was spent for him to be built, he's not even a year old.
 - *Answer by Mr. Zettergren:* The statue was funded by private donations, not tuition dollars. There are cameras trained on the statue to monitor it to ensure that it is not damaged.
- **Question:** Several students ask all the time where the Health Center is. Can the word Health Center that's in front of the building be color tiger blue, so the name can stand out?

- *Answer by Mr. Zettergren: New signage for all of the buildings has been completed, but they will look to see if more is needed for the Health Center.*
- **Comments from the Presenters:**
 - Salary increases are always at the top of the funding needs list
 - Our audit reports are on our website. We have had no audit findings in nine (9) years
 - They are appreciative of all of the hard work that our staff does and their readiness to always help each other and our students.
 - Staff should always feel comfortable to go to Human Resources with any issues that they are having.
 - Dr. Raines said that if anyone has a question, they can email her at sraines@memphis.edu and she will make sure that they receive the correct answer.

Amanda Clarkson, Director of Employee Benefits, spoke about the open enrollment period for health benefits and changes.

- Reminded the senate that the Health Benefits fair was going on today and encouraged the staff to stop by.
- Decision Guides were mailed to all staff members. The open enrollment period ends November 1, 2012. Premiums increased by 2% this year. Deductibles increased in an effort to keep costs down.
- BlueCross BlueShield has dropped Baptist hospitals and is adding Methodist hospitals, which is the same as Cigna.
- There are new requirements for the Partnership Promise for 2013. All members will have to complete the Well-Being Assessment and at least one Wellness Activity.
- Vision insurance is now being offered by the state as well as TBR.
- All changes to health insurance will need to be made online through Edison ESS at <https://www.edison.tn.gov>. Usernames and passwords were mailed to each staff member. You can also find it on the Human Resources Benefits site too.
- If staff members would like to continue Flexible Benefits they will need to reenroll. Forms are available in the Human Resources office.

New Business:

UMAR announcements:

Centennial Homecoming Parade: The Staff Senate will participate in the Homecoming parade. Sign up with Pam Williams to participate or decorate the golf carts. Line up at 3:30 pm on Zach Curlin.

Meeting adjourned.