

University of Memphis Staff Senate Meeting Minutes
February 21, 2013

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

Roll Call

Motion to accept the January Minutes by Senator Busby and seconded by Senator Seidner

Presentation by Iliana Ricelli, Senior Director, Workforce Management, Human Resources

- Presentation concerning new Pay Bands can be found at <http://www.memphis.edu/staffsenate/docs/compplansenatemtg2012.pdf>
- The new pay bands are the result of 6-7 years of research. The previous compensation plan was 13 years old.
- It was initially approved by TBR in 2009, but was not implemented because of the university's inability to change pay.
- Ms. Ricelli has received a commitment from David Zettergren that every effort will be made to make sure that salaries are competitive
- The previous pay grades were not in Banner. With the new system, they are now in Banner and it works with WorkForum. It is hoped that this will help to make better salary determinations.
- The lowest benefited salary is now \$8.75 per hour. There is an effort to ensure that all employees who have benefits are paid a living wage.
- The 00 pay band is only for faculty and the rest are for staff.
- Positions were put into the bands based on the midpoint salary of the band and like positions were put into the same bands.
- Those making more than the midpoint have more credentials, skills, or importance to university functions.
- The new pay bands makes compensation changes easier without having to change titles or do a reclassification.

- The bands allows for the identification of anomalies in compensation on either end. Human Resources can understand the differences and potentially fix them.
- Any questions can be directed to Ms. Ricelli via phone at 2056 or via email at iricelli@memphis.edu.
- Senators recommended that job titles should be included along with the pay bands on the website so that people can better understand them.
 - *Ms. Ricelli said she would work on getting this on the website.*
- Question: How was the new pay bands announced?
 - *Ms. Ricelli advised that focus groups were conducted and they were announced at a Focus on Finance meeting.*
 - *They are also contemplating doing a document. It would be distributed through the HR e-newsletter.*
- Everyone can access WorkForum to view positions and their descriptions.
 - *Ms. Ricelli advised that they want people to look at their position, fix discrepancies and bring up with supervisor. The job descriptions should really describe what people do in their jobs. Other duties as assigned should only be about 5% of a person's job.*
 - *To her knowledge, conversations appear to have been positive so far about pay changes*
 - *If changes need to be made, it is suggested that HR is contacted first so they can help with the process.*

Committee Reports:

- Facilities & Services: Senator Ammons reported via email prior to the meeting that the committee met and discussed holiday closings and space council meeting. Discussion of project information on physical plant projects. New names for the Art building, Art and Communication Building and Panhellenic Building are being considered. It was recommended that the small street between the Zach Curlin garage and the Field House be named Elma Roane Way. Discussion of building occupant notification and phone trees.
- Postponed until March meeting due to presentation by Iliana Ricelli

Announcements:

Chris Powless has resigned from the Staff Senate and will no longer serve as webmaster. She will perform tasks in the interim until a new webmaster is elected.

Senator Seidner advised that the industrial shredder should be up and running after Spring Break. An announcement will be sent out regarding the program once operational.

Senators asked about the Staff Senate survey and proposal. It was advised that they would be posted on the Staff Senate website.

UMAR: All UMAR events can be found at <http://www.memphis.edu/alumni/clubs/umar.php>.

March: Lenten Preaching Series at Calvary Episcopal Church Hear Rabbi Goldstein speak then enjoy lunch (on your own) at the church's Waffle Shop restaurant.

April: Date—To Be Announced

10:00 am—Nature walk along the Wolf River boardwalk with nature guide

11:00 am—Lunch (on your own) at the Wolf River Café in Rossville

Meeting adjourned.