

**University of Memphis Staff Senate Meeting Minutes
September 19, 2013**

Present: JoAnn Ammons, Barbara Bekis, Karen Bell, Charles Black, Brigitte Boyd, Ann Brock, Dan Bureau, Hugh Busby, Constance Butts, Ilene Cooper, Alfreda Davis, Vonda Dede, Emma Elliott, Loren Estes, John Farrell, Brad Frewin, Rosemary Frix, Rodney Gray, Racheal Hall, Sharon Harber, Riviera Hollowell, Ann Hudson, Lisa Justen, Georgette Kearney, Robert Marczynski, Keri Means, William Mueller, Vickie Peters, Nicholas Racz, Penny Saed, Kate Sims, Sherri Stephens, Debra Turner, Jennifer Walker

Excused: Lindsey Bray, Nick Conway, Candy Donald, Nichole McBride, Gina Savell, Brian Wilcox

Unexcused: Marco Anderson, LaTondra Arnett, Bradley Arnold, DebraAnn Brown, Pam Chambers, Debra Cummings, Ashley Holloway, Larrick Johnson, Amy Jones, Kutanya Niter, Lofton Wilborn, Gary Yarbrough

President Hugh Busby called the meeting to order

Roll Call

Approval of August Minutes

- Motion to approve by Dan Bureau
- Second by Brigitte Boyd

Presentation by Kate Sims from the office of University Benefits Administration:

- Annual Enrollment Transfer Period will be October 1st through November 1st this year, and all changes made during this time will be effective January 1, 2014.
- There will be three methods for making changes to your benefits, the one you use will be determined by the specific benefit that you are changing:
 1. The State of Tennessee's Employee Self Service (ESS) system known as "Edison" (for changing Health, Dental, EyeMed Vision, and Optional Accidental Death & Dismemberment)
 2. Paper enrollment forms (for changing Flexible Spending Accounts, and Long Term Disability)

3. Online enrollment sites (for changing VSP Vision, AFLAC, and Optional Term Life)
- Reference guides outlining the three methods of making changes were handed out to the Senators.
 - Upcoming communications were discussed:
 - 2014 Decision Guide – being mailed by the State this month
 - Annual Benefits Fair – Thursday, October 24th
 - Emails from HR/University Benefits Administration office
 - General Employee Meeting – TBA
 - Department Meetings – contact the benefits office at benefits@memphis.edu or x3573 to schedule if you are interested
 - University Benefits Administration Open Houses – TBA
 - Changes in the health insurance for 2014 were announced:
 - Health insurance premiums increasing by 5.5%
 - Dental insurance premiums increasing by 3%
 - Late Applicant Fee will no longer apply (the last fee will be collected with the November 2013 premium)
 - Additional services apply to our-of-pocket copay maximum (ER, urgent care visits, and chiropractic)
 - New Pharmacy Out-Of-Pocket Copay Maximum of \$3,750
 - 2014 Partnership Promise requirements every plan member must complete
 - Online Well-Being Assessment (WBA) by March 15, 2014
 - Biometric screening by July 15, 2014
 - Members and covered spouses MAY have to do the following
 - Participate in health coaching and/or case management if identified as “at risk”
 - Engage in the Healthways tobacco cessation program if you/your spouse are a tobacco user
 - Update your contact information if it changes
 - Additional benefits were discussed
 - Optional Term Life insurance through Minnesota Life
 - Medical Expense and Dependent Care Flexible Spending Accounts
 - If you do not want to make any changes to your benefits you do not need to do anything during the Annual Enrollment Transfer Period – other than re-enroll in Flexible Spending, if interested
 - There were some general questions from Senators
 - Effective October 1st all new employees must receive a federally mandated notice relating to the Affordable Care Act (ACA) within 14 days of their hire date. The notice provides information regarding the Health Insurance Marketplace and the eligibility requirements for lower monthly premiums through this Marketplace beginning in 2014.

New Business

- Sherri Stephens announced the return of “Faculty and Staff Night at the Theatre”. The first Friday of each of the Mainstage shows will be faculty and staff night. Each faculty and staff member may request two free tickets to the performance by presenting their U of M ID card at the box office in the Theatre Building on Central Ave. The first free show is *Fabulation* on October 4th at 7:30pm. Contact Alice Berry at x3184 for more ticket information. Email sherri.stephens@memphis.edu for communication materials if interested. And see the Theatre & Dance department’s web site for more information: <http://www.memphis.edu/theatre/faculty.php>.
- President Hugh Busby called for clarification and verification of some recent committee volunteers. The following were verified:
 - Public Relations Coordinator – Brigitte Boyd
 - Elections – Nick Conway & Lindsey Bray
 - Legislative Advisory – Vickie Peters
- President Busby will be forwarding monthly emails to all Senators from Memphis Healthy U, the University’s wellness initiative for faculty, staff and students.
- Town Hall Meetings with President Martin will be held on Thursday, October 3rd from 2:00-3:30p.m., and Friday, October 4 from 1:30-3:00p.m. in the Rose Theatre.
- Discussion on Homecoming Parade
 - Check-in and lineup is at 8:30am, the parade is from 10:30am until 12:30pm.
 - In the past the Staff Senate has borrowed golf carts from Physical Plant however, because the parade is not on campus this year we will not be able to use them this time. Our options would be to borrow a convertible, truck/trailer, or walk.
 - Time for discussion and a decision as to whether or not the Staff Senate will participate this year will be on the October meeting agenda.
 - President Busby has an information packet about the parade that he will send to the Senators before the October meeting.

Committee Reports

- Budget: The Staff Senate has \$4,000 in the budget, no change from last year.
- Issues & Review: No report

- Campus Safety and Security: No report, committee will meet in October.
- Facilities and Services: No report
- Fee Refunds and Appeals: No report
- Food Services/Dining: No report
- Public Records and Forms: No report
- Space Planning: No report
- Traffic and Parking: No report
 - Senator Jennifer Walker noted that Normal Street, between Southern and Spottswood (where the Athletic Office Buildings are), is now one-way. She reminded the Senate to be careful in the area because there are a lot of people still using it as a two-way street.
- Policy and Review: Had their introductory meeting, with no report for the Senate.
- Sustainability:
 - The Tiger Blue Goes Green Day annual event will be Tuesday, October 8th from 10:00a.m. until 2:00p.m. on the Student Plaza (by the fountain).
 - The McKellar Lake/River Cleanup will be on October 19th, contact Colton Cockrum at cckrum@memphis.edu.
 - Visit www.memphis.edu/bluegoesgreen/ for more information about Tiger Blue Goes Green and the University of Memphis' sustainability plan.
 - The Bike Share program is now available for faculty and staff. The cost is \$35 per semester. There is also a bike shop located on Southern Ave. in the old printing building. Students and employees may take their personal bikes to the shop for minor repairs and help with basic maintenance. Call x4201 or email tigerbikes@memphis.edu for more information.
- Bylaws committee: No report
- ESAC: No report

Announcements

- UMAR – Margie Stover, the new UMAR representative to the Staff Senate, attended today’s meeting.
 - Enjoy breakfast with the UMAR Book Club on Tuesday, September 24th, at 11:00a.m. at The Green Grove before discussing this month’s literary work, *The Black Russian* by Vladimir Alexandrov. The book club meets on the fourth Tuesday of every other month. For more information contact bhoyer@memphis.edu or call x1333.
 - For a list of upcoming UMAR events visit www.memphis.edu/alumni/clubs/umar.php.

Questions/Concerns

- Senator Robert Marczynski asked if the Provost would be addressing the Staff Senate soon.
 - Answer: President Busby has requested a visit by the Provost, and will readdress with the Provost’s office.
- Senator Sharon Harber brought up a concern about parking. Several employees in her cluster have asked about issues regarding the Zach Curlin Parking Garage such as when non-University of Memphis groups use the garage during the work week employees are often unable to find a space, and they are upset that they end up having to park in the general parking lots even though they are paying for priority parking in the garage. Also there are a lot of people parking over the lines – taking up two spaces – and not pulling all the way into the parking spaces leaving their cars sticking out into the lane of traffic. They want to know, are these people receiving tickets?
 - Senator John Farrell, who is on the Traffic and Parking committee, stated that he can verify they are getting tickets.
 - Senator Robert Marczynski asked if there could be some motorcycle spaces identified in the Zach Curlin Garage so the riders wouldn’t take up a full space with each bike.
- Senator Brigitte Boyd asked if anyone knew if there would be layoffs soon.
 - President Busby responded by saying he has heard talk of layoffs but is not aware of any plans at this time. He suggested members of the Senate attend the Town Hall Meetings with President Martin if they have questions and/or concerns about layoffs.
- President Busby asked the Senate if there were any suggestions for speakers for our upcoming meetings.
 - Suggestions for Parking Services and the Provost were made.

- Senator John Farrell reported that the recycling bin charges have been finalized. The charge is \$17 per hour with a 2 hour minimum for each bin. Generally a bin of loose papers will cost \$34, but if paper is bound or in binders or clips it will cost more as the recycling staff has to remove them before the paper can be shredded. The cost includes drop-off and pick-up, and there is no time limit on how long you can keep the bin before calling to have it picked up.

Meeting Adjourned

- Motion to Adjourn: Vickie Peters
- Second: Jennifer Walker