

**University of Memphis Staff Senate Meeting Minutes
November 21, 2013**

Present: JoAnn Ammons, Barbara Bekis, Karen Bell, Charles Black, Brigitte Boyd, Lindsey Bray, Ann Brock, DebraAnn Brown, Hugh Busby, Constance Butts, Pam Chambers, Nick Conway, Alfreda Davis, Vonda Dede, Emma Elliott, John Farrell, Brad Frewin, Rodney Gray, Racheal Hall, Sharon Harber, Ashley Holloway, Riviera Hollowell, Ann Hudson, Lisa Justen, Robert Marczynski, Nichole McBride, William Mueller, Vickie Peters, Nicholas Racz, Penny Saed, Gina Savell, Kate Sims, Sherri Stephens, Debra Turner, Jennifer Walker, Brian Wilcox

Excused: Dan Bureau, Debra Cummings, Georgette Kearney

Unexcused: Marco Anderson, LaTondra Arnett, Bradley Arnold, Ilene Cooper, Candy Donald, Loren Estes, Rosemary Frix, Larrick Johnson, Amy Jones, Keri Means, Kutanya Niter, Lofton Wilborn, Gary Yarbrough

President Hugh Busby called the meeting to order

Roll Call

Guest Speaker: Angela Floyd, Director of Parking and Transportation Services

- Ms. Floyd gave a quick introduction of herself noting her 15 years in the Parking and Transportation Services Department. Prior to her employment at the university she was a student here as well as a student athlete. She was impressed with the number of questions the Senate submitted to her. The remainder of her time was spent answering those questions and discussing related matters as additional questions and comments arose.
- Question regarding parking policy for contractors on campus
 - Answer: There is a clause in every on-campus contractor's contract stating that all contractor vehicles must purchase parking passes and are subject to all the same rules and regulations that the employees and students must follow. Please bring violations to the attention of the Parking Office so they can remedy the situation.
- General information regarding the parking garages
 - There are 850 spaces in the Innovation Drive garage, and 936 in the Zach Curlin garage
 - Parking and Transportation is working with Campus Planning to come up with ideas for better identification of locations, floors/levels, etc. Possibly color-coding levels or spaces. They are trying to find ways to help drivers find their vehicles and move through the garages easier and quicker.
 - Parking and Transportation is also considering adding speed bumps or a speed limit inside the garages. Ms. Floyd noted, however, that a speed limit would be difficult to enforce.

- They are considering designating spaces for compact cars, mostly for visibility issues. They do not want to look into making spaces bigger for large vehicles as they would lose a number of spaces by doing that. Requiring larger vehicles to park on the top level is also being considered.
- Question: Why can't parking send an email to all faculty/staff when a large event is coming to campus?
 - Answer: We have events on campus every day, but if we are having an event that is really large and there is a possibility of being displaced from your parking area we always notify campus of the alternatives. We purposely hold the sale of 15% - 20% of the spaces in the garages to take care of events and visitors.
- Question: Will you write more tickets for those parking over the lines in the garages?
 - Answer: We have both regular staff and student workers writing tickets every day. They are required to hit every lot in their zone per shift. Feel free to send me pictures of parking violations you encounter and I will be sure to send someone to the area.
- Question: Why don't we have spaces designated for motorcycle parking in garages, we do in the regular parking lots.
 - Answer: We are not opposed to designating spaces for motorcycles in garages, but there doesn't seem to be enough of them to do it at this time.
- Question: It seems like there are a lot of cars in handicapped spaces without hangtags or license plates indicating they should be there. How do you know if someone is illegally parked in ADA spaces?
 - Answer: Parking permits are linked to your University ID number (UID) and placards for ADA parking can be run through the Department of Motor Vehicles system to find out if the person using the placard is actually supposed to be benefiting from it. If you see anything that looks like a violation please say notify our office, we can't check it if we don't know about it.
- Question: What about bicycles, do you write tickets for bike riders?
 - Answer: We don't monitor or enforce them on campus. We issue permits for automobiles only so there is no way to write a ticket for a bike. We do need more bike racks on campus so the riders will stop locking them to stairwells, etc. We also want to encourage more bicycle use.
- Question: Are you monitoring people who illegally exit garages and gated lots?
 - Answer: Yes. We have cameras at the gates and issue \$100 citations to those who tailgate, pass their hangtag to the car behind them... etc.
- Question: Have you considered free parking for staff that park across the tracks or use the Blue-Line?
 - We have not looked into reducing fees for those that park across the tracks. But we are looking at incentives to park on the Park Avenue Campus and ride the Blue-Line over to main campus. Currently, permits are not required to park on Park Avenue campus, but that will change next semester. We will revisit the idea of offering discounted rates after that change is made.
- Question: Will the Central lot lose more spaces because of the Central Avenue road project?
 - Answer: It shouldn't. The lot was originally piece milled together. During the recent renovation of the lot we made all the orientations the same, added islands, lighting, cameras, and a police monitoring tower. Most of the spaces we were going to lose were already lost during that project. With a new 4-way light at Central Avenue and

Zach Curlin Drive we will lose a few, but will gain them back with the closure of the entrance in the middle of the lot.

- Question: Can we charter Blue-Line busses out of town?
 - Answer: Yes, but overnight stays are not allowed. The cost is \$65 per hour and the busses seat 26 people each. The main purpose of the fleet is to move people around campus. However we do have 6 buses with 5 running at all times, so we have 1 extra for back-up. If we do not need it at the time of your request it can be chartered. For information contact Tommy Miller, the scheduling coordinator for charters.
- Question: How many people ride the Blue-Line on a daily basis?
 - Answer: We started keeping numbers in May 2012. That month there were 1529 riders, and by May 2013 it doubled to 3641. October and February are the biggest months. We averaged 10,000 riders each of those months this year. We are still looking to increase overall usage, but these numbers have shown that it has improved in the first year of operation. We were told it would take 3 years to really “take off” because it takes time for people to change their habits. But we think it is looking good!
- Question: Why can't my priority tag be used in any gated lot?
 - Answer: Some lots are much smaller than others, and some lots can be oversold because not everyone with a permit to that lot uses it every day. We don't know what the usage numbers will be until after the first few weeks of each semester, then we revisit the numbers and can sell more permits to some lots if possible. Remember that if you have a Priority tag you can also park in general parking.
- Question: Why are we charged a full month of parking in December when we are not here working the full month?
 - Answer: The parking policies are controlled by TBR, and they state that if you work/park 1 day out of a month you must pay for the full month. Daily passes can be purchased for \$3 and may be cheaper than paying for a full month if you know you will only be here a few days. Payroll deductions can also be cancelled before an employee leaves. We will sell up to 3 daily passes at a time and if you do not use all of them we will refund the unused portion.
- Question: Are there plans to install charging stations for electric vehicles?
 - Answer: We are working on possibly receiving government money for charging stations. Travis Green in Government Relations is in the process of securing federal and state dollars for this initiative.
- Question: Why do new faculty members always get bumped to the top of a waiting list for priority spaces and lots when staff members have been on the same list waiting for years?
 - Answer: There was a priority point system developed several years ago. Positions were given a point value which is multiplied by 2 for staff and multiplied by 6 for faculty. Then years of service are added on top of that.
 - Senator Charles Black stated he was here when the policy was created and faculty were given more points because they come and go from campus more often than staff and need the easier, more accessible spaces. More points were also given to staff in special positions for the same reason.
 - Senator Brigitte Boyd added that at the law school, where she works, a staff member had been on the list for 3 years for the small lot close to the building but when the new boss came in he got the next spot available and staff member was bumped.
 - Senator Vickie Peters stated that it is very unfair that system continues. Regarding the Desoto lot, new faculty members get in way before staff that have been on the list for

- years. Big titles always move straight to the top. She doesn't see the value in dismissing the worth of staff who have been here 10 – 15 years by letting someone who fills a new big position come in and get the space in a month.
- Senator Charles Black said that there used to be administrators with parking spaces behind the Administration Building but when we created the gated lots the point system was created to allocate spaces.
 - It was the consensus of the Senate that the University needs to revisit the policy as so many things have changed since it was implemented. The comment was made that the Chair of a department might have a lot of points because of position, but a Staff member could beat out the Chair because of longevity.
 - Angela Floyd noted that we may have had a different system at first, and then it was revised. Then she promised to have the policy looked at, saying she couldn't promise changes but that it would definitely be looked at.
- Senator Penny Saed asked: What is the schedule of the busses?
 - Answer: We cannot create a strict schedule mostly because of the train tracks. Instead we have a GPS system in each bus so you can look on your computer or smart phone and see where the busses are. When there are no traffic problems, busses are spaced by 14-16 minutes on each route. They are looking into counting passengers, noting where they got on and where they get off, and an auto-stop notification. They are also looking into monitors for the drivers to see where the other busses are and a notification system to tell them to stop and wait at the next stop for a certain number of minutes to regain the 14-16 minute spread. Hours of operation are 7:00 am to 11:00 pm Monday through Thursday, and 7:00 am to 5:00 pm on Fridays. The exam schedule is a little bit different, but basically we run until 30 minutes after the last class is scheduled to let out.
 - Senator JoAnn Ammons asked: Will they add more stops in and around the south lot across the tracks? The only places to get off in that area is either way before the tracks, or at the front of the Southern Lot, on Normal at the Athletics Building, or at the Recreation Center on Echles. If people don't know to get off at the Rec Center, they end up back on the Main Campus and further from their cars. Also, will you be adding any stops on Park Ave?
 - Answer: We surveyed the students as to what they wanted most before the routes and stops were set. Students didn't want to wait a long time so this became the most important thing to consider. This is why we have the stops we do, but it doesn't mean we cannot add more if enough people are interested and request it. Suggestions can be submitted to: blueline@memphis.edu, parking@memphis.edu, or tigerpark@memphis.edu.
 - Senator Charles Black asked if there was any discussion about the busses going straight through Desoto because it would put riders closer to so many building in the center of campus.
 - Answer: We are trying to keep large vehicles from coming in contact with large groups of pedestrians and in the center of campus is where you find them. The campus has become more pedestrian friendly and driving the busses through Desoto would undo some of that. We tried to hit both sides of that area with the circle on Desoto and coming in a little from the other side as well.
 - Senator Black stated that he didn't understand why they wouldn't want to shave a few minutes from the routes and add possible ridership this way.

- Angela Floyd responded that this is what we have now but it isn't what we have to have forever, and acknowledged that Norriswood had been considered because it used to be a through-street.
- Senator Lisa Justen asked if there were plans to paint crosswalks across Southern.
 - Answer: Southern is a City street and isn't something that the Parking Department controls. They are working on some sort of solution, including the crossovers over the train tracks, but it isn't known exactly what else they are working on. Ms. Floyd will try to find out and let us know.
- The Community Health Building on Park Avenue Campus has a very small lot right now, but we are working with Campus Planning for the future. The Blue-Line runs the full loop of the Park Avenue Campus and there are many, many spaces available along the loop. We encourage people to park there and ride the bus to Main Campus.
- Departments can purchase a lot permit for \$30/month which can be used by employees.
- The Blue-Line will be adding a grocery run on Friday afternoons. This was developed after a recent survey. We wanted to provide more services for students, particularly those who live on campus. There will be another loop from 1:00 pm to about 5:00 pm on Friday afternoons. Right now we will be going to Poplar Plaza but we may add a loop to Target on Colonial as well, it just depends on what the feedback is as we expand.
- Angela Floyd can be reached at parking@memphis.edu or BlueLine@memphis.edu.

Approval of October Minutes

- Motion to approve by Sharon Harber
- Second by Riviera Hollowell

New Business

- Canned Food Drive
 - Donated food will be collected during the President's Holiday Party scheduled for December 5, 2013, from 9:30 to 11:30 am.
 - President Busby reminded Senators to pass the information about the food drive to their constituents, and asked for a volunteer to help organize the drive.
 - President Busby asked for a volunteer to help organize the event, adding that the Executive Committee would have to take a lead role as well.
 - Senator Debra Turner offered to help, but expressed that she is not able to head up the drive.
 - Senator Turner suggested having several drop-off points around campus, inside different buildings, where the Senate could collect items before the President's Holiday Party.
 - Senator Turner also offered to draft an email that can be sent to staff members informing them of the Food Drive and where they can make donations between now and the President's Holiday Party.
 - Senator Ann Hudson offered to look after a drop-off box in the Mcwherter Library.
 - Secretary Kate Sims also offered to look after a box in the Administration Building.
 - Senator Nick Conway offered to help as well (and mentioned as a reminder that he works 3pm – 11:30pm).
 - Senator Sherri Stephens stated that she can help too.

New Business

- President Busby noted that a Staff Senate Executive Committee meeting needs to be scheduled.
 - One of the items that need to be addressed is the budget for the 2014 Staff Appreciation Day. President Busby related that the Senate usually receives a supplemental amount of money from the university for the event, but because of the current budget crunch, we will probably not get the extra help this time.
 - Executive Committee members are identified as: Senators who are on the various campus committees, the Staff Senate President, the Vice President, and the Secretary.
- Senator Ellen Watson asked if the Senate would like her to do a presentation on the new ITS Integration. President Busby and several senators agreed that it would be helpful.
- President Busby announced the Human Resources Holiday Party/Open House on December 17, from 9:00 am to 11:00 am. The party will be on the 1st floor of the Administration Building, in the hallway by the Human Resources offices.

Committee Reports

- Budget – Vice President Stevens stated that our present balance is \$39,211. Our expenses and receipts, however, add up to more than is currently showing in Banner. Vice President Stevens will investigate the situation.
- Issues & Review – No Report
- Campus Safety and Security – met November 14. Senator Derrick Meyers reported crime is down 14% at the University, and we have secured a grant for some new cameras on campus as well. The Crisis Management Office has moved to the Park Avenue Campus location. Senator John Farrell reminded the Senate that APC brand surge protectors are being recalled because of a possible fire hazard. Contact Al Simpson if you have any of these surge protectors in your office. President Busby will forward some information via email to the Senators including photos of the recalled products and instructions for obtaining replacements.
- Facilities and Services – received an email from David Zettergren welcoming the committee members, but have received nothing regarding a schedule for meetings yet.
- Fee Refunds and Appeals – received a welcome email only.
- Food Services/Dining – Had a focus group meeting on November 12.
- Public Records and Forms – No Report
- Space Planning – No Report
- Traffic and Parking – No Report
- Policy and Review – No Report

- Sustainability – No Report
- Bylaws Committee – No Report
- ESAC – met on November 13. They did a budget review for fiscal spending for the year.

UMAR Announcements – Mary Haddock, the substitute for Margie Stover, attended today’s meeting.

- Visit the UMAR web site for upcoming events and details:
<http://www.memphis.edu/alumni/clubs/umar.php>
- The annual UMAR Holiday Brunch and Silent Auction will be held on December 10 in the University Center River Room. The Silent Auction will be from 9:00 am until 10:30 am and the Brunch will be from 10:00 am until 12:00 noon.
 - Items to be auctioned include but are not limited to a basketball signed by Coach Josh Pastner and his team, handmade pens and pencils, photographs, poinsettias, and arts and crafts items.
 - Senator Barbara Bekis asked Ms. Haddock to discuss how the money that is raised is used. Ms. Haddock explained that the money is used for a scholarship that is only awarded to the child of a current employee. The recipient must be a Junior attending the University of Memphis. Last year the scholarship was worth about \$1,000. There is an application to apply for the scholarship on the UMAR web site.

Meeting Adjourned

- Motion to Adjourn: Nick Conway
- Second: Bridgette Boyd