

Staff Senate December Meeting

Thursday, December 13, 2018

Senate Chamber

9:30 AM – 10:30 AM

1. Welcome

2. Call Meeting to Order – 9:35 AM

3. Roll Call

4. New Business -

1. **Update on Resolution** - Meghan informed us that she presented to the Faculty Senate at their meeting in December the joint resolution of the \$15/hr wage initiative. Meghan and Kara had numbers from Human Resources and pinpointed how many people here at University of Memphis make under \$15/hr and what positions they held. It passed nearly unanimously, two people abstained from voting. Shelby County Schools and Government have all moved to a \$15 minimum wage. 218 employees of a household of two at the University of Memphis and 400 if household of three would qualify for federal assistance. Also, 20 employees would qualify for food stamps in a household of two and 246 for food stamps if household of three. Regarding equity, of the 335 employees make under \$15/hr 80% are black and 62% women. Discussed meeting with Raj Kurapathi to develop a financial plan for this initiative. Question from Barbara Bekis regarding source of the data. Meghan relays that it is from HR.

1. Voting for Resolution– All in favor – unanimously; Opposed – none.

2. **By-laws Committee Meeting** - Frances talks about revising the bylaws. She discussed a Meet Your Senators Day occurring on 1/7/19 from 8:30 AM – 10:30 AM. This event will have light breakfast and to let people know what we have been doing. This is also to get information from people on what they are wanting us to do. We need to vote on the expenditure part of this event. Discussed moving the event date from 1/7/19 to 1/10/19. Date for Meet Your Senators Day event moved to 1/10/19. We are also wanting to do a retreat for the Senate. Discussion of a retreat has taken a backburner, still looking to have something.

1. Voting for purchasing food. Motion to set a \$300 limit for food expense – Cody Clinton; Seconded by Paul Cade. All in favor – Unanimously; Opposed – none.

3. **Childcare and Early Childhood Education from Allison Brown** - She spoke on the committee looking at recommendations. They sent a list of 25 recommendations to President Rudd on upgrades. The committee is working on a website for all the childcare facilities/schools with different tabs for online information dissemination instead of individual websites. Schools such as: Lipman, potential University middle school and University Campus school. Shelby County School Board will vote at the end of January on the middle school. Someone asked a question regarding Shelby County have a new Pre-K class, is this going into effect? The new Pre-K has already started this year. Someone had a question regarding the cost, Shelby County Pre-K is free for UofM employees. Lipman does have tuition.

1. Shelly Hand has left Memphis and the committee is looking for more members.

5. Call for Announcements

1. Collecting coats in Physical Plant
2. Canned food drive

6. Call for Questions/Concerns

7. Adjourn Meeting Motion – Mark Patterson; Seconded – Erma Hudson

2018-2019 Staff Senate Committees

Executive Committee:

President: Meghan Cullen

Vice President: Mark Patterson

Secretary: Victoria Tardugno

Public Relations Coordinator: Cody Clinton

Membership Coordinator: Latisha Brooks

Website Coordinator: Jamilah Harris

Bylaws Committee:

Lee Vawter

Frances Breland

Latisha Brooks

Meghan Cullen

Election Committee:

Tammy Adams

Holliday Ridge

Latisha Brooks

Madeline Simington

Issues Review Committee:

Brian Deal

Alison Brown

Jessica Bromwell

Legislative Advisory Committee:

Ann Brock

Latisha Brooks

Paul Cade

Kara Bowen

Public Relations Committee:

Kara Bowen

Denna West

Cody Clinton



THE UNIVERSITY OF
MEMPHIS™

**FAMILY FRIENDLY CAMPUS
COMMITTEE
2018**

Committee members

Genae D. Strong (Nursing), *Chair*

Email: gdstrong@memphis.edu

Carolyn Ransford Kaldon (Center Research Education Policy), *Co-chair*

Email: cransfrd@memphis.edu

Elizabeth (Beth) Meisinger (Psychology)

Email: bmsinger@memphis.edu

Amaia Iratzoqui, (Criminology and Criminal Justice)

Email: ratzoqui@memphis.edu

Maria Alam (Human Resources)

Email: malam@memphis.edu

Patricia Polania (Human Resources)

Email: probando@memphis.edu

Virginia Huss (Staff Senate President)

Email: vhuss@memphis.edu

Vickie Peters (Staff Senate, Past President)

Email: vpeters@memphis.edu

Amanda L. Clarkson (Provost's Office)

Email: aclarksn@memphis.edu

Andrew Tawfik (Instruction Curriculum Leadership)

Email: aataawfik@memphis.edu

Mary H. Tucker, (Criminology and Criminal Justice)

Email: mhtucker@memphis.edu ;

Janet A. Tucker (Nursing)

Email: jtucker4@memphis.edu

Loretta Rudd (Childhood Development)

Email: lrudd@memphis.edu

Alison Happel-Parkins (Counsel Education Psych Research)

Email: aahappel@memphis.edu

Amanda Rockinson-Szapkiw (Instruction & Curriculum Leadership)

Email: rcknsnsz@memphis.edu

Table of Contents

| | |
|-----------------------------------|----------|
| I. Executive Summary..... | 1 |
| II. Work-life Balance..... | 7 |

I. Executive Summary

Why is it important for UM to address work-life balance?

Both the corporate sector and higher education employers recognize the challenges employees face in meeting work, life, and family responsibilities. Employers in the corporate sector have found that using progressive initiatives, such as paid parental leave, telecommuting, and childcare assistance, that promote flexibility often results in generating rapid growth and thriving workplaces. Balancing work-life responsibilities is also critical to employers because there are nearly as many women in the workplace as men today. In adults, more than 72% of two-parent families and 76% of single mothers are working outside the home (www.payequity.org). More and more, women are returning to work soon after childbirth or adoption for economical and/or professional reasons. Approximately 70% of mothers return to work full time prior to their child's third birthday and one-third of mothers return to work within 3 months of giving birth (CDC, 2005). Providing support for work-life balance is becoming critical for employee recruitment and retention.

As such, the Family-Friendly Campus Committee was charged by the Faculty Senate to explore faculty and staff needs towards balancing work-life responsibilities while creating a more family-friendly campus. A diverse committee made up of faculty and staff assessed the needs of UofM faculty and staff in two ways (a) evaluating current UofM benefits compared to Peer Institutions, and (b) asking faculty and staff what issues were most important to them in balancing work-life responsibilities.

From this assessment, the Family-Friendly Campus Committee provides the following key findings and recommendations below, with more detailed assessments and implementation recommendations in the full report.

Key Findings

- Survey responses indicated that **employees view on-campus child care, early childhood education, K-12 grade education, and lactation support the most valuable benefits** that could be offered by The University of Memphis.
 - 60% of all faculty and staff responded that it is important to their family, now or in the future, to have access to childcare/early childhood education/K-12th grade education on campus.

- The majority of faculty and staff felt it was important to UM to provide resources for nursing mothers to improve faculty/staff health and wellbeing (83%) as well as to increase faculty/staff productivity (82%).
- The potential expansion of benefits to include **infant care, middle school, and high school education** as well as **lactation support** were cited as **compelling incentives for employee retention and recruitment**.
 - 76% of faculty/staff said the University providing family-friendly resources affects their decision to recommend colleagues come work at UM.
- **Campus-based childcare care/early childhood education was available at 100%** of the UofM peer institutions reviewed, **with the vast majority (75%) offering infant care** beginning at age 6 to 12 weeks. Summer camps/enrichment programs (45%) and K-12 education (25%) were often available.
- **Almost all (97%) UofM peer institutions acknowledge campus needs for lactation accommodations** through designating lactation rooms equipped for pumping, formal lactation support policies, providing education by professionals, posting a campus map for locating rooms, and utilizing a user-friendly website to disseminate related information and resources.
- **More than half (58%) of UofM peer institutions exceed UofM's level of lactation support** by designating more lactation rooms. UofM most resembles THEC peer institutions which have the fewest number of designated rooms except for the University of Tennessee, Knoxville which has 12 lactation rooms. Although Vanderbilt is not a peer institution and currently enrolls less than half of UofM's student population, 29 designated lactation rooms + 23 designated spaces clearly set a standard for supporting new mothers across Tennessee.
- **Survey respondents indicated the need for enhanced transparency and consistency** among Directors, Deans, Administrators, and HR in **communicating** UofM benefits, policies, and procedures to employees (e.g., parental leave, waitlist procedures for childcare/education enrollment and lactation support).
- Lastly, **increased job satisfaction and work productivity** were overarching themes as to why all of these benefits are crucial to promoting a Family-Friendly work environment as well as healthy work-life balance.

Key Recommendations

Childcare/Early Childhood Education

1. **Expand UM strategic planning and enhance UM fiscal support to provide an on-campus infant care program (ages 6 weeks to 2 years).**

- a. 160 UM families indicated they would use **on-campus infant care** in the next 5 years, with 115 UM families needing it now or within the next 2 years.
 - b. Respondents specifically noted how **infant care on campus would promote the well-being of both mother and child**—in terms of work productivity, lactation support, and recruitment and retention.
- 2. **Examine available space and potential space for the expansion of Lipman School and Child Development Center facilities** to increase the number of UM families served and reduce wait list time.
 - a. 121 UM families said they would use **childcare/early childhood education** on campus in the next 5 years, with 105 UM families needing it now or within the next 2 years.
 - b. Respondents noted that addressing these concerns and providing expanded childcare/ECE on campus would **enhance the University's recruitment of new faculty and increasing productivity** of current employees who have more time to remain on campus at work, or engage in campus activities, with their child(ren) nearby.
- 3. **Support the continuation of priority enrollment for UM employees and siblings of enrolled UM families.**
 - a. The majority of faculty/staff agreed that **both faculty and staff should receive enrollment priority**, and that availability to the public should come after faculty and staff. Many also felt sibling priority should come before public openings as well.
- 4. **Support a review of Lipman School teachers' salaries to examine any issues of salary compression or equity** with other local area school teachers, including Campus School teachers to retain and recruit experienced, high-quality faculty at Lipman School.
 - a. Interviews with the faculty and staff at Lipman School revealed concerns regarding salary equity for faculty at Lipman School, compared to their peer supervising teachers at Campus School.

Kindergarten through 12th Grade Education

- 1. **Enhance UM strategic planning and fiscal support to expand campus-based education** to include Kindergarten at Campus School and to develop a Middle and High School to provide on-campus education from grades K through 12th.
 - a. 126 families reported that they would use K-12 education on campus in the next 5 years, with 111 families needing it now or within the next 2 years.
 - b. The majority of respondents indicated the need for expanded facilities to reduce waitlist times, as well as to accommodate Kindergarten classes.

2. **Identify and examine space for potential expansion of Campus School** facility to increase the number of UM families served, and to allow for more varied curricular offerings.
 - a. Extending the K-12 educational offerings were viewed as important for faculty recruitment and retention.
3. **Support the continuation of priority enrollment for UM employees and** siblings of enrolled UM families.
 - a. An overwhelming majority of families agreed that **both faculty and staff should receive enrollment priority**, and that availability to the public should come after faculty and staff. Many also supported sibling priority should also come before public enrollment.
4. **Support a review of Campus School teachers' salaries to examine any** issues of salary compression or equity with other local area school teachers.
 - a. Interviews with administrative staff at Campus School revealed concerns regarding salary equity for faculty at Campus School, compared to their peers at other local-area school districts.

Lactation Support

1. **Designate, furnish, and equip lactation rooms** across UofM campuses (Main, Park Avenue, Law School, and Lambuth) to include all buildings with faculty and staff.
 - a. **Commit to** designating lactation rooms in all new renovation/construction.
 - b. Use temporary spaces such as Mamava until permanent spaces can be allocated.
 - c. **Equip rooms** with hospital-grade pump, hot, running water, sink, and refrigerator.
 - d. **Secure rooms** for both privacy and safety.
2. **Adopt a formal Lactation Support Policy** and revise existing policies that might inhibit building a culture supportive of a Family-Friendly campus (*see Appendix C*).
 - a. Establishing a formal policy is a **strong institutional statement of support**.
 - b. Formal policy creation ensures fair and consistent application of practices across supervisors/chairs and categories of employees. The level of flexibility, time, or space available to pump vary across multiple categories of employees (staff/faculty/student) and therefore this is an equity as well as workforce issue.
 - c. **Correct the cultural contradiction** surrounding BF in the workplace. New mothers experience strong societal encouragement for BF and are returning to work for economic and professional reasons, yet they often face a lack of formal support in the workplace.

3. **Educate all leaders** in a position to support new parents returning to work following delivery or adoption.
 - a. **Encourage** leaders to use **flexible scheduling, telecommuting, and scheduling accommodations** when possible.
 - b. **Collaborate with campus and community experts for resources.**
 - c. UofM Administrators (Deans, Directors, and Chairs) vary in their level of understanding and support for women who need time to express breast milk and many employees may not know to ask for time or a place to express milk. Some worry about negative job repercussions if they do ask.
 - d. Lactation support and/or BF can be a sensitive subject for some. Some women and some Administrators **may feel uncomfortable discussing** the topic. Making it an expected topic of review prior to or when a new mother returns to work will help normalize rather than marginalize this as just a "woman's issue" shrouded in secrecy and embarrassment.
4. **Launch a campus-wide campaign** to raise awareness of lactation support on campus.
 - a. **Hire program support person to develop** a comprehensive, Lactation Support Program including ongoing assessment and evaluation of need. This person can collaborate with departments and colleges on meeting any specific accommodation and/or needs.
 - b. **Invest financially in breastfeeding** art and room décor for lactation rooms which will translate value, commitment, and beauty to supporting breastfeeding women.
 - c. Lactation support is a work-life balance, work-place, as well as work-force issue.

Family-Friendly Website

1. **Develop and maintain a Family-Friendly website** (*see Appendix G*).
 - a. Confusion as to what assistance or accommodations offered at UofM exist related to Family-Friendly policies and benefits. Creating a user-friendly website is needed to **showcase the benefits** and policies available at our institution, and to disseminate resources to current and prospective employees across all UofM campuses.

Conclusion

The work of this committee is essential to addressing the needs of employees balancing life, work, and family. Because work-life balance is complex, multifaceted, and ever-changing, the committee fully acknowledges the limitations of this report in lieu of offering a comprehensive report addressing all issues relevant to fostering a Family-Friendly work environment. Unlike what was understood prior to the work of this committee, there is a greater awareness of addressing underrepresented populations in

the workforce as well as the negative short-term and long-term impact on new mothers returning to work and trying to balance life, work, and family.

Rather than following a traditional academic setting which often fails to represent primary care givers and new mothers returning to work, UofM has the unique opportunity to re-shape the way an inclusive community believes, behaves, balances, and bolsters a Family-Friendly work environment.

This report answers the Faculty Senate charge to explore faculty and staff needs towards balancing work-life responsibilities while creating a more family-friendly campus. With the use of key findings noted as most important to faculty and staff, we offer data-driven recommendations in which the University of Memphis can use to implement fast and effective change.

The needs of our campus community are great, diverse, and constantly evolving. Comparisons with peer institutions suggest that recommendations outlined in this report are reasonable and feasible, but more importantly, essential to the University's strategic goals of recruiting a diverse workforce, retaining experts in the field, and remaining competitive amongst our peers.

Therefore, the Family-Friendly Committee humbly submits this work recognizing there is much more work to be done. While elder care and wellness support fall outside the scope of this report, both topics emerged as crucial areas in need of future considerations. We call on the University of Memphis to continue their ongoing data-driven support for fostering a Family-Friendly work environment by recognizing, respecting, and responding to the needs of their faculty and staff.

Thank you for the opportunity to serve the University of Memphis through this work.

The Family-Friendly Campus Committee