

Staff Senate September Meeting

Thursday, October 18, 2018

Senate Chambers

9:30 am – 10:30 am

1. Welcome

2. Call Meeting to Order – 9:35AM

3. Roll Call

4. Guest Speaker -

Presentation from Ganae Strong – Family Friendly Campus Committee, Chair
Executive summary of the Family Friendly Campus Committee is attached.

- a. Breast Cancer Awareness month and Domestic Violence Awareness month announcement.
- b. The committee had to search how to define family friendly in the home and in the workplace. This committee was given no holds bar for research and topics to cover. The committee included one male person and about 33% of the committee are staff.
- c. A survey was conducted around December of last year. We had better participation on this survey than the one on the Paid Parental Leave survey. This survey had over 550 responses. Many of the responses were from the Staff.
- d. This committee is meeting with the President today and have requested that we send her any feedback that we have from this discussion.
- e. 3 key finding – Lactation, Early Education/K-12 and Childcare (6 weeks-2 years)
- f. We currently do not have any infant care for University personnel.
- g. Childcare costs in TN increased 41% in the last year. Single parents pay 40% of their income to childcare.
- h. Expand Lipman and the child care facilities. They have requested information on a priority list and enrollment information. This information has not been fully provided.
- i. Observation of Campus facilities including Lipman were conducted and measured what the offerings here are compared to other institutions. They also looked in the Corporate sector for what they are doing. This research took a little over a year.
- j. K-12 - \$9 million building in the works for K-12.
- k. Identify and examine the space for Campus school. Campus school has many challenges. We now have kindergarten. The waiting lists are long. Most of the challenges are facility expansion and faculty pay.
- l. Lactation Support – Currently we have 3 rooms allocated on this campus. Law School (privately funded), College of Nursing in the Community Health building (not on the UofM website and privately funded) and one in the UC student area (University funded) with no signage (a fob key can open the door, which is a safety issue). There are other spaces on campus that are not adequate. This committee has asked for a designated room in every building that is accessible, equipped and safe. There are rooms in Hudson hall and Patterson hall.
- m. Have requested a website specifically for the Family Friendly Campus Plan and Benefits.
- n. Will come back and talk to the Staff Senate and answer any questions.

5. Old Business

- a. Approve Old Minutes – Frances Breland motioned to approve, Tammy Adams seconded the motion.
- b. 2018/2019 Staff Senate Committees – Rosters attached

- a. Over the next week Meghan will email the committees next week and get chairs designated.

7. New Business -

- a. CFO Standing Committees - 2 representatives per committee
 1. Fee/Refund Appeals Committee
<https://www.memphis.edu/cfo/standcom/feescom.php>
 1. Shaundra Walker and Bruce Landon Johnson
 2. Public Records Committee
<https://www.memphis.edu/cfo/standcom/pubscom.php>
 1. Latica Jones and Holiday Ridge
 3. Traffic and Parking
<https://www.memphis.edu/cfo/standcom/trascom.php>
 1. Tammy Adams and Kevin Langillier
- b. Recap of First Breakfast with Dr. Rudd 9/27/18
 1. Staff Appreciation Event – The President is going to pay for the entire event. Also partnering with HR.
 2. Wage Issues – There are 2 avenues in place – Option 1: the state; Option 2: instituting a wage increase cap.
 1. Meghan will be having a meeting with Faculty Senate and talk about a Shared Governance Council with full individual support from the President.
 2. One suggestion is to have a tiered raise cap.
 3. Free parking – Having free parking for UofM employees is not a viable option. But the President said that we can put forth a proposal for free gym memberships.
 4. Staff Senate Retreat
 5. Child Infant Facility next to the Community Health low to no cost for Faculty and Staff.
- c. Recap of Second Breakfast with Dr. Rudd 10/18/18 – Shelley Hand and Alison Brown
 1. Shelley Hand and Alison Brown have been added to the committee for Campus Support for Childcare and Early Childhood Education.

8. Call for Announcements

1. Mark – Vice President had a stroke.
2. Town Hall – October 23rd
3. Voting is happening

9. Call for Questions/Concerns

10. Adjourn Meeting Motion - ; Seconded – Helen Rodgers

2018-2019 Staff Senate Committees

Executive Committee:

President Meghan Cullen

Vice President Mark Patterson

Secretary Victoria Tradugno

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:

Shelley Hand

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



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**FAMILY FRIENDLY CAMPUS
COMMITTEE
2018**

Committee members

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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