

# Minutes of April 7, 1999 meeting

2:30 p.m., Union 404 A/B



## Attending:

Woodson Boyden, Betty Brown, Amy Burrow, Joni Camp, Onice Carter, Mary Chrestman, Buster Clark, Cherry Douglas, Shirley Fisher, Judy Fos, Mary Harrington, Willie Hilliard, Clay Jones, Buddy Kahler, Floyd Klepzig, Jonnie Manning, Jerry Moore, Conny Parham, Donna Patton, Lamar Pickens, Kirk Purdom, Lucienne Savell, Sherry Wall, Martha Woolfolk

## Excused:

Dennis Bullard, Thelma Curry, Theresa Knight, Traci Mitchell, Barbara Smith

## Unexcused:

Robert Bishop, Becky Brown, Laura Gillom, Denise Knighton, Cassandra Pinson, Johnny Price, Calvin Sellers, John Stone

The meeting was called to order by President Onice Carter.

## Speaker

Marti Ryan of Mississippi Blood Services, spoke about the upcoming Staff Appreciation Week Blood Drive on May 11 and 12. We may donate on Tuesday, May 11, from 11:00-4:00 and on Wednesday, May 12, from 7:30 - 4:00 in the Union Lobby. Marti reminded everyone how important it is to have an adequate blood supply available. She encouraged everyone to take 15 minutes during one of these days to give blood. Free t-shirts will be given to all those participating. There will also be a drawing for a gift certificate for a \$100 savings bond from BankCorp South and one free parking decal.

## Minutes

The minutes were approved with no corrections.

## Committee Reports

- **Project Discover.** Buster Clark reported that the first round of SAP training for University Power Users has begun. Employees from Accounting, Human Resources, Payroll, Budgeting, Information Technology, Project DISCOVER staff, Physical Plant, and other have attended SAP training for Financials, Human Resources, and Procurement.

Team liaisons have been established for the Financial, Human Resources, Physical Plant and Auxiliaries projects. Team leaders meet once a week in order to monitor the coordination and integration of the reengineering effort with the SAP implementation. This was done in preparation for the detail design phase of reengineering.

Larry Ridgeway and Leslie Banahan are the liaisons for the student teams. The student teams have begun meeting in preparation to address reengineering issues in the student area.

The Business Blueprint is the main deliverable of the Blueprint phase. The blueprint document provides written documentation of the results of the requirements gathering sessions. The purpose of this document is to verify

that the proper understanding of requirements has been communicated. The blueprint finalizes the detailed scope of the project. On this basis, you achieve a common understanding of how the University intends to run its business within the R/3 System. Also during this phase: development system environment - delivery of hardware-software loaded & setup for configuration will be addressed.

Information is being assembled to provide teams direction on how to proceed with detail design for the projects that have been approved by the Steering Committee.

You are encouraged to contact the Project DISCOVER office (6700 - [discover@olemiss.edu](mailto:discover@olemiss.edu)) if you have questions, comments, or concerns about the project.

- **Elections.** Floyd Klepzig, Chairman, announced that as of this time two people agreed to serve as Treasurer if elected; two for Secretary; and none for President-Elect. A motion was made and approved to suspend the article in the Bylaws which states that anyone running for President-Elect must have served on the Council for at least one year. Floyd asked that anyone interested in serving as President-Elect contact him at 3862 or at [ccfloyd@olemiss.edu](mailto:ccfloyd@olemiss.edu). Nominations will officially take place at the May meeting.
- **Proposals for Potential Donors.**
  - **Higher Education Expense Assistance.** Conny Parham and Judy Fos met with Dr. Gloria Kellum and got some good ideas for the proposal draft which she submitted to the Council. She asked Council members to review the proposal to be discussed at the next meeting.
  - **Staff Development.** John Stone and Vic Sullivan were not present to report.
  - **Staff Technology Grant.** Cherry Douglas reported that she was advised to place this proposal on hold until Project DISCOVER is further along.
- **Publicity.** Woodson Boyden reported that not much progress has been made on the brochure at this time.
- **Membership.** In Traci Mitchell's absence, Onice reported that Beth Thweatt has left the University and resigned from the Council. Barbara Smith has taken her place on the Council. Welcome, Barbara!
- **Concerns.** Onice reported on concerns which pertain to the Physical Plant Custodial Services:
  - A. The custodians are only allowed to wear the hats which are provided by the University. Buddy Kahler stated the custodians are not required to wear hats; however, if they choose to wear hats, they were requested to wear the standard hat so they all would have a uniform appearance.
  - B. The temperature in the buildings when the custodians come to work at 3:00 a.m. is a concern. The heat/air is not turned on until 8:00 a.m. and it is hot/cold in the buildings in the early morning hours. The custodians do have coats but it is difficult to work in a coat. Buddy Kahler again addressed this concern by saying that the Physical Plant is under a mandate to operate efficiently but within a very strict budgetary confines. By conserving energy, money can be saved. The custodians were told that they could wear other coats or toboggans until 8:00 to help keep warm, if they needed to. Buddy stated that as of now, "energy management practices will continue as they are."
  - C. Shift Differential Pay for custodians. Clay Jones stated that in order to receive the shift differential pay, an employee must work at least 5 hours outside the regular work hours and the custodians work 4 hours outside the regular work hours. The night crew is the only shift which qualifies for the shift differential pay.

The Chancellor stated that he would talk to Johnny Williams about the temperature and the shift differential pay. It was suggested that Buddy Kahler follow up with Johnny Williams and report at next month's meeting.

Amy Burrow stated that a fire inspection was done in their building and the inspectors found cleaning supplies, etc. stored in the electrical rooms. They stated that nothing should be stored in those rooms. Buddy Kahler said he would pass that information on to the Custodial Services personnel.

- **Legislative Update.** Conny Parham distributed printed updates and stated that if anyone has questions, she will be happy to check with Andy Mullins regarding the matter.

- **Staff Appreciation Week.**

- **Food Committee.** Conny Parham reported that we received a quote from Aramark for \$4,200 for hamburgers, etc. not including drinks or desserts. Since this is already over our budget, we made a request to Chancellor Khayat for his assistance. He made some suggestions of vendors to contact and told us to plan on another \$1,000 bringing the total to \$5,000 for the food budget. A motion was made and approved that, given the time restraints, the Food Committee be given approval to make the decision about the menu based on the best quote.

In the past, administrators have been asked to serve at the picnic. They have also been asked to cover the phones so that staff members can enjoy the picnic. A motion was made and approved that Staff Council members serve the food this year, thus freeing administrators to cover the phones during the Friday activities.

Council members were reminded that volunteers are needed to help the Physical Plant employees unload tables and chairs early on Friday morning and also to help pick them up that afternoon so that the PPD employees can enjoy the picnic along with everyone else.

- **Prizes.** Judy Fos reported that she has received 27 responses so far from businesses. A suggestion was made that she write to businesses in surrounding towns, including New Albany, Batesville, etc. since we have employees from those areas working on campus. Judy asked that if we have names of specific businesses to suggest, please contact Judy at [jfos@olemiss.edu](mailto:jfos@olemiss.edu).
- **Games/Activities.** Lucienne Savell reported the following schedule:
  - Tuesday, May 11:** Awards Ceremony - 9:00; Blood Drive: 11:00-4:00
  - Wednesday, May 12:** Blood Drive - 7:30 - 4:00 (door prizes include: a \$100 savings bond and a parking decal)
  - Friday, May 14:** Plant Swap - 9:00; 11:00-1:00 - picnic; 12:30 - talent show; 1:00 Bingo (participants should bring a "white elephant" gift), football toss, baseball toss, bean bag toss, fast pitch, volleyball, etc.
- **Awards Day.** Jonnie Manning announced that due to a change in Chancellor Khayat's schedule, the awards ceremony will be held on Tuesday rather than Wednesday, at 9:00 in Fulton Chapel. We cannot have the ceremony in the Grove because renovation of the Grove Stage will begin the day after Graduation. Jonnie encouraged everyone to vote for the outstanding staff awards between April 15-20. Ballots have been mailed out. Let Jonnie know if you did not receive your ballot. Several people worked to get the ballots ready for mailing. We want to especially thank Elizabeth Young, Joan Popernik, Jonnie Manning, Floyd Klepzig, Shirley Fisher, Brenda Brannan, Onice Carter, Traci Mitchell, Joni Camp, Karen Jones, and Conny Parham.

- **Executive Committee Meeting with Chancellor Khayat.** Chancellor Khayat stated that the Legislature approved 7.5% for raises; however we don't know at this time if this includes fringe benefits. They are checking into that. There will probably be a small amount of across-the-board increase, then the rest will be based on merit, etc. We believe the \$90,000 equity funds left outstanding by the Variable Compensation Plan will be taken care of in this budget.

We told Chancellor Khayat that we met with the Associated Graduate Study Body and others who are involved in the cleanup of the Village project. The dates of June 11 & 12 have been proposed. June 11 is a Friday and we asked the Chancellor if staff would be allowed to be away from their jobs to participate in this project. He said yes. There will be some sort of food/refreshments available on Friday (1-5:30 p.m.) and on Saturday from 10:00-2:00 with a picnic afterward. The Chancellor plans to participate himself and he said that Carolyn Staton, Paul Hale, and others are already involved in the planning.

We asked Chancellor Khayat about the proposal regarding staff dependent scholarships. He stated that Johnny

Williams and he had discussed the policy. It is an IHL Board Policy that the scholarship is set at 50%. They do not feel that this is a good time to pursue a change in the policy. We will table the discussion until a later date.

## **Announcements**

Onice announced that because of lack of funds, the 10-year newsletter will not be published.

There will be a walk/run for Cancer on April 17. Registration is 7:30 a.m. with the race to begin at 8:00. The proceeds will establish a scholarship in memory of Jean Jones. Participants will receive a t-shirt.

There being no further business, the meeting was adjourned.

/s/Onice Carter, President

/s/Traci Mitchell, President-Elect

/s/Donna Patton, Secretary

Staff Council e-mail address: [staffcouncil@olemiss.edu](mailto:staffcouncil@olemiss.edu)

Staff Council Homepage: [http://www.olemiss.edu/orgs/staff\\_council/](http://www.olemiss.edu/orgs/staff_council/)

If you are interested in joining the Staff Listserv, please visit the Staff Council Homepage or talk to a Staff Council Representative or send an e-mail message to [Majordomo@listserv.olemiss.edu](mailto:Majordomo@listserv.olemiss.edu) with the words "*subscribe staff*" in the body of the e-mail message.