

Minutes of August 7, 1996 meeting

3:15 p.m., 403 Union



• **Present:**

Julie Andrews, Leslie Banahan, Cynthia Baskett, Onice Carter, Debbie Chinault, Mary Chrestman, Becky Christman, Buster Clark, Sondra Davis, Martha Deal, Marjorie Douglass, David Elmore, Mary Harrington, Eldrid Hodge, Virginia Kesler, Jonnie Manning, David Pendergrass, Lucienne Savell, Calvin Sellers, Steve Stricker, Doug Stuart

• **Excused Absence:**

Brenda Brannan, Thelma Curry, Ben Flemmons, Judy Fos, Michael Harmon, Gene Hartley, Laura Hubbard, Joe Maples, Donna Patton, Sally Perry

• **Non-Excused Absence:**

Valerie Harmon, Joyce Hobson

1. The meeting was called to order by President Buster Clark at 3:17 p.m. in room 403 of the Union. President Clark introduced the guest speaker, Dr. Gloria Kellum.
2. Dr. Kellum talked to the council about the Sesquicentennial Celebration.
 - Dr. Kellum's talk was related to goals of The University of Mississippi's Sesquicentennial.
 - *To build a sense of community.* A sense of community needs to be established between the faculty, the staff, and the students. The staff are an integral part of the University. The picnic for the staff during Dr. Khayat's inaugural event was a success, and the Sesquicentennial Committee is planning one for the fall.
 - *Open the channel of communication.* An institution needs to listen to its people. Parents are important decision makers. Lines of communication should be open among faculty, staff, students, and parents. Technology is not the only way to communicate. The Sesquicentennial Committee is looking into finding channels of communications to enhance the work flow.
 - *Doing business a better way.* The University is investigating ways to move more towards a "paperless" environment. One way is by using electronic exchange of personnel forms and purchase requisitions. The University also needs to learn to conserve and do things more efficiently by conserving electricity, lowering the utility costs, and trying to do things in the most cost-effective way.
 - *Recycling.* The Business School has been one of the pilot programs for the recycling program. It seems to be going very well, thanks to all the employees in the Business School. By recycling we can help save trees, energy and other natural resources.
 - *Improve the work environment.* George Hall was recently renovated. Renovation changes attitudes. Chancellor Khayat is committed to a better working environment. Please forward your ideas to make the work environment better to Dr. Kellum. Painting our own offices for many years was not an option. Now there are some special projects that we can do ourselves within set guidelines. For further clarification, contact Dr. Kellum or Paul Hale at the Physical Plant.
 - *Public Trust.* In order to get public support of state institutions, you need to do the best job you can. Regain the public trust.
 - *Visions* is a magazine that is produced bi-annually which emphasizes the different areas of The University of Mississippi. From January 1996 through June 1996, the School of Engineering was emphasized. From July 1996 through December 1996, the School of Education will be emphasized. This magazine is being published and mailed out all over the country to get the word out about who Ole Miss is.
 - The Sesquicentennial is a celebration of who we are, where we've come from, and where we are going in

the 21st Century.

- o The School of Education will host high school principals, students, administrators, and other visitors at the football games, etc.
 - o Plans are being made for the University to host the 4th of July celebration in 1997 instead of Oxford.
 - o The 1846 saddle bags that brought to gold to the University of Mississippi were found and will be used in an upcoming Sesquicentennial celebration.
 - o There will be an electronic Alumni meeting October 30-Nov. 6, 1998.
3. President Clark began the business part of the meeting by announcing that a permanent office/storage room for the Staff Council has been requested. This room will be used to store minutes and other items. The officers are in the process of trying to locate all the past records. Mary Chrestman stated that if the council wished, old records could be stored in the archives of the Library.
 4. President Clark reported that he plans to talk to the Chancellor in August concerning the exchange of tuition scholarships among the IHL institutions.
 5. President Clark reported he had been asked by the Chancellor to appoint three people to a Parking and Traffic Committee to study the implications of the center of campus being shut down to thru traffic. Eldrid Hodge, Bonnie Brown, and Paul Franklin have been appointed to represent the staff on this committee.
 6. Chancellor Khayat has stated that flu shots will be available again this year for any employee who wishes to take them.
 7. President Clark reported that he has set up a Steering Committee that will be responsible for spearheading special projects and the Staff Appreciation Week. Onice Carter is chair of that committee. She will be asking people to serve on that committee.
 8. Eldrid Hodge reported on the recent MASCO (Mississippi Association of Staff Councils Organization) meeting. The meeting was held here at Ole Miss on July 11. The major concern of this organization is to foster communication between the staff councils of the eight institutions of higher learning in the state. Those in attendance at the meeting were: Alcorn State, Mississippi State, Mississippi Valley, MUW and Ole Miss. One item of interest that was discussed centered around the Staff Appreciation Week and staff council budgets. MUW is just beginning their staff appreciation festivities. Their director, Dr. Wren closed the campus down for two hours so that everyone could enjoy a watermelon cut at their Staff Appreciation Day. Mississippi State has one day of festivities instead of a week. Their budget is considerably larger than ours. They sell T-shirts to each staff member. As far as Outstanding Staff Members, they don't have an overall winner, but they do have a winner in each of the six categories. Each winner receives \$1,000. Mississippi State reported they will be going to a shuttle service in August. The price of their parking decals are going from \$20 to \$25. They are purchasing two shuttle busses with the money from the increase. The next meeting will be October 10 at MUW with Ole Miss as the backup meeting site.
 9. Employee Concerns Committee report -- Jonnie Manning distributed a list of concerns that were being addressed.
 - o Physical Plant employees are not allowed to accrue comp time. They are required to take overtime. They want to accrue comp time.
Paul Hale stated that Physical Plant received a directive that employees would no longer be allowed to accrue comp time. This concern is still being pursued.
 - o A concern was presented as to why the University was waiting until August 12th (after school begins) to begin paving Rebel Drive.
Paul Hale stated that the paving does not include Rebel Drive. It will affect several places on campus, especially entrances to parking lots. It was originally scheduled to take place between school sessions, but the bid didn't get awarded in time. Mr. Hale said that they have re-negotiated with the contractor and the paving is now scheduled to be done only on weekends when there is an "away" football game scheduled.
 - o Why can't the University provide summer day care programs for older children (children too young to be

left at home alone, but too old to be put in an ordinary day care center)? Some program that is cheaper than \$240 per child?

According to Tim Angle: (His wife, Jennifer, was in charge of Kid's College this year.) The reason why the price can't be lowered is because the program has to hire the teachers for the summer and they are totally self-sufficient. They do not receive any money or financial support from the University. Mr. Angle stated that they need more space for the program next year so they can increase the number of participants. They are instituting an after-school program now. This program will consist of 8 courses which will cost \$80 per course. Each course will meet one afternoon a week from 3:30 - 5:00 p.m. Depending upon the course, there will be 4, 6, 8 sessions per course. The courses being offered include: children's cooking, music, tennis, horseback riding, golf. Anyone interested can contact Jennifer Angle at ext. 7282.

- o "Flex time" is left up to the discretion of the department head. If the department head refuses to allow you to work flex hours, is there any grievance-type procedure that the employee has recourse to?
Gene Hartley stated there is no specific grievance procedure for flex time. Ultimately, this is the department head's decision. However, if the employees feels that flex time is a viable option and that the department head does not have a valid reason for denying flex time, the employee can discuss the issue with his/her vice-chancellor.
- o What provision has the University made to honor the minimum wage increase when it goes into effect? Will all hourly employees see increases based upon the increase or will it affect only those currently making the minimum wage amount?
Gene Hartley stated the provision that has normally been made is that anyone who makes under the minimum wage increase will get the increase, but the University does not have the funding to implement increases for all hourly employees based upon the minimum wage increase.
- o Privatization of the bookstore.
If privatization occurs, the contract that will occur will be at least equal, if not better, than that negotiated with Aramark for the Food Service employees.

10. Outstanding Staff Member Elections Committee report -- reported by Onice Carter. Committee members are Mary Harrington, Co-Chair; Onice Carter, Co-Chair; Debbie Chinault; and Judy Fos. Onice reported on the 1995-96 elections.

- o EE01 - Management category. There were 40 persons eligible to vote. Only 6 people voted in the first election, and only 10 voted in the run-off.
- o EEO3 - Professional category. There were 454 persons eligible to vote. Only 8 people voted in the first election with 72 voting in the run-off.
- o EEO4 - Secretarial category. There were 424 persons eligible to vote. Only 8 people voted in the first election, and 103 voted in the run-off.
- o EEO5 - Technical category. There were 91 persons eligible to vote. Only 15 people voted in the first election with 11 voting in the run-off.
- o EEO6 - Skilled Crafts category. There were 82 persons eligible to vote. Only 2 voted in the first election with 21 voting in the run-off.
- o EEO7 - Services category. There were 322 persons eligible to vote. Only 23 voted in the first election. There was not a run-off.
- o Overall category. There were 1,413 persons eligible to vote. Only 166 voted in the first election. There was not a run-off.

There were 20 nominations submitted for the Overall election. Two of the applications were disqualified. The election committee reviewed each nomination and narrowed the selection to 10. The 7 committee members each voted for ten and the top ten were placed on the ballots. A major concern that this committee has experienced is that so few people are voting. A recommendation has been made that there should be a prize that will be given away randomly on awards day to a person who voted. The committee will look further into this idea. The Goals for the 1996-97 Committee are: (a) coordinate delivery of ballots with voting availability, (b) encourage more participation - how, (c) examine selection process, maybe that could increase participation.

11. Legislative Committee report. As of right now, there is not a goal set. The committee wants to find out what is going on with the Legislature.

12. Public Affairs Committee. Virginia Kesler reported that Michael Harmon will be the chair.
13. Sesquicentennial Committee. Valarie Harmon is the chair. They have discussed several things but they have nothing to report at the present time.
14. Staff Publicity Committee. This committee will meet next week. A project was given to them to create a handout on the Staff Council to give to new staff at orientation time.
15. Environmental Committee. This committee was not able to meet prior to this Staff Council meeting. They anticipate meeting before the next Staff Council meeting in September.
16. Membership Committee. Mary Harrington, chair, reported that the committee met. Mary requested that this report be postponed until a future meeting and that time be set aside on the agenda to discuss possible inequities in the division of staff representation.
17. President Clark appointed a By-Laws committee. The members will be Doug Stuart, David Elmore, and Martha Deal.
18. Nominations Committee report -- reported by Lucienne Savell. Thelma Curry is the chair of this committee. This committee will be responsible for communicating to the Membership Committee who would be eligible to take the next available seat on the council should someone lose their position. This committee is also responsible for documenting the elections and keeping record of those members who have served and making sure that those persons who are running for their category are eligible.
19. Retirement Committee. It was recommended that this committee's name be changed to "Retirement Concerns" to avoid confusion with the University's standing committee on retirement.
20. Insurance Committee. It was recommended that this committee's name be changed to "Insurance Concerns" to avoid confusion with the University's standing committee on insurance.
21. The speaker at next month's meeting will be Chancellor Robert Khayat. The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

/s/Lucienne B. Savell, Secretary

/s/Buster Clark, President

/s/Jonnie Manning, President-Elect

The meetings of the Staff Council are open to any employee of the University of Mississippi. All interested staff personnel are invited and encouraged to attend the meetings.