

Minutes of August 6, 1997 meeting

2:30 p.m., Union Room 405A/B



PRESENT:

Julie Andrews, Cynthia Baskett, Brenda Brannan, Onice Carter, Debbie Chinault, Mary Chrestman, Buster Clark, Thelma Curry, Sondra Davis, David Elmore, Gene Hartley, Willie Hilliard, Virginia Kesler, Floyd Klepzig, Jonnie Manning, Conny Parham, Donna Patton, John Schuster, Steve Stricker, Doug Stuart

GUESTS:

Buddy Kahler

EXCUSED ABSENCES:

Martha Deal, Mary Harrington, Joe Maples, Norman Sneed

UNEXCUSED ABSENCES:

Betty Adams, Robert Bishop, David Blackmarr, Ben Flemmons, Joyce Hobson, Eldrid Hodge, Ellawee Ivy, Whitman Smith, Lesley Werner

1. Jonnie Manning, President, called the meeting to order and introduced Mr. Buddy Kahler, Associate Director of the Physical Plant for Administration, who asked to address the Council.
 - A. Mr. Kahler explained that Chancellor Khayat has challenged the Physical Plant to make the campus look as beautiful and inviting as possible. Two target areas are the grounds and the custodial services. Mr. Kahler asked the staff to assist the Physical Plant to meet the Chancellor's challenge in the following ways: (1) disposal of trash. We should be careful about placing all trash in the proper receptacles and helping to pick up any trash we see lying around as we go about our daily duties; (2) cigarette butts. Smokers are urged to use the receptacles placed outside the buildings. The custodial staff has begun working outside the buildings from 8:00-8:30 each morning picking up cigarette butts and trash and sweeping sidewalks. The custodial staff will have more time to do other duties inside the buildings if everyone does their part by using the proper receptacles.
 - B. Buster Clark asked how staff members could help inside the buildings. Mr. Kahler asked that staff establish a relationship with their custodians and communicate with them about special needs or ways to work together to improve the working environment. The building mayors are making this a priority also.
 - C. Mr. Kahler stated that staff should let the custodians know if bulbs need replacing, etc. They have checklists that they are following each day as part of an effort to improve the overall cleanliness of the buildings. Onice Carter asked whether staff should have the building mayor or the custodian report needs. Mr. Kahler said that multiple calls were not a problem as he sees it. Staff should use whatever system works best to get the work accomplished.
 - D. Appreciation was extended by Council members to the Physical Plant--especially the custodial staff--for their efforts and the improvements they are bringing about.
2. Jonnie distributed copies of a memo she submitted to Chancellor Khayat containing names of individuals to serve on Standing University Committees.
3. MASCO (Mississippi Association of Staff Council Organizations) will meet on the Ole Miss campus on October 9 from 10:00 a.m. - 3:00 p.m. It is important that we have a good representation at this meeting. Staff should contact Jonnie Manning if they are interested in attending.
4. Onice Carter reported on the recent MASCO meeting held at Jackson State University. The following items were discussed:

- A. Leave Pool and its success
 - B. MASCO Constitution. Onice distributed copies and asked members to review, especially Article 2, Section 4 and Article 6 for clarification. Discussion will continue at October 9 meeting.
 - C. Letter from MASCO to legislative council, key IHL administrators, Presidents Council and possibly to legislators, with a copy to each Staff Council President. The letter would thank them for their support of universities and ask for increased support in salary funds. A draft of the letter will be sent to Staff Council presidents for feedback before being mailed. The letter would also endorse in writing from MASCO the equitable funding study currently being conducted by the chief financial officers which will guide the IHL Board in providing each university with the appropriate allocations. The letter also will recommend each university establish and use compensation plans that are fair and equitable; are based on local, regional and national labor market surveys, CONDUCTED ANNUALLY; and are used to update the recent market data. The compensation packages or variable compensation plan (VCP) should also reduce compaction of salaries and reward seniority/longevity of employees.
 - D. MASCO budget. Question: Was there ever a budget? Is it the responsibility of the current president to pay for postage, paper, etc? David Elmore stated that when MASCO was begun, it was decided that the current president would have that responsibility.
 - E. Question regarding whether or not any staff at other universities were given the option of joining the state retirement or joining a private retirement program. Answer given was that this was a Board decision and their logic was that faculty are more mobile than staff.
5. Mary Chrestman reported on the Compensation Subcommittee. Mary stated that a very positive and informational meeting had taken place with Gene Hartley, Wren Dabney, and Jeff Buck and the UM committee regarding salary scales and other personnel issues. Human Resources wants to work together with the committee to reach the collective goals. The committee will meet again to prepare its response to the Personnel Committee.
6. Staff Concerns:
- A. Staff Dependents' Scholarships to Other Universities. Chancellor Khayat has stated that he would work with staff members on an individual basis if Ole Miss does not offer the program.
 - B. Staff member has been asked to teach a class in another department. University policy states that the staff member cannot receive extra compensation unless the class is taught at an off-campus location. Gene Hartley stated that this is, indeed, University policy. However, it is possible that the staff member can receive release time from his work to teach the class (as long as the heads of all departments involved agree with this arrangement).
 - C. What should a staff member do if a performance evaluation is not done for him/her? Gene Hartley stated that they should talk to the department head if possible. If they are not comfortable doing that, they can talk to Human Resources who will communicate with the department head. It is University practice that evaluations be completed on all staff.
 - D. Insurance rates: The State Insurance Department is looking at different rates for different types of employees and retirees based upon the experience of their respective groups. Gene Hartley said this is being talked about but no action has been taken at present. Staff can contact Gene for contact names and information to write to express concern for these proposed changes.
7. Jonnie reported on the recent visit of Ms. Nan Baker, member of the Board of Trustees, to campus. Jonnie visited with Ms. Baker on behalf of the Staff Council and presented to her several major concerns of the staff including low staff morale brought about in part by: 1) effects of the Morris Study; 2) low salaries; 3) parking concerns; 4) privatization of campus units; 5) no budgeted staff development funds. Ms. Baker listened attentively but made very few comments and/or suggestions. She did say that the Board will present to the Legislature the proposal for a new funding formula based on number of credit hours. She believes this will be very beneficial.
8. Onice reported on the Staff Appreciation Week surveys. 228 surveys were returned.
- A. 74 people believe that the Outstanding Staff Member category should remain as is; 109 believe that it should be done away with; 39 had no response and 6 put a question mark. The Outstanding Staff Member committee will consider whether to make a recommendation for that change at the proper time.

- B. Many commented on the need for more food at the picnic. Of course, money is the factor in this problem.
- C. Several employees from one specific department stated that they were not allowed to participate in the Staff Appreciation Week activities. Jonnie Manning will discuss this with Chancellor Khayat.
- D. 117 people agreed to help with Staff Appreciation Week. They will be contacted when the committees are formed for the 1998 week.

9. Announcements:

- A. The University-wide Staff meeting will be held on OCTOBER 7, 9:30 - 11:00 in the Coliseum. All staff members are encouraged to attend.
- B. *Firing Line* telecast will be October 14. Volunteers and ushers are still needed. Call Jonnie Manning at x5021 to volunteer.
- C. **Mr. Rex DeLoach, Interim Vice Chancellor for Administration and Finance, will address the Council at the September 3 meeting to discuss the re-engineering of business practices for the University. Any and all staff members who are interested are invited to attend this meeting on September 3, 2:30 p.m., Union 405 A/B.**

There being no further business, the meeting was adjourned.

Respectfully submitted by:

/s/Donna Patton, Secretary

/s/Jonnie Manning, President

/s/Onice Carter, President-Elect

The TV program, *Firing Line*, is again coming to Ole Miss.

When: October 14, 1997

Where: Tad Smith Coliseum

Ushers are needed for this event.

Contact Jonnie Manning at ext. 5021 (or email her at dpjms@olemiss.edu) to volunteer.