

Minutes of August 5, 1998 meeting

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



Present:

Julie Andrews, Cyndi Baskett, Woodson Boyden, Connie Braseth, Amy Burrow, Joni Camp, Onice Carter, Mary Chrestman, Buster Clark, Thelma Curry, Sondra Davis, Willie Hilliard, Sue Hodge, Clay Jones, Floyd Klepzig, Theresa Knight, Jonnie Manning, Traci Mitchell, Jerry Moore, Conny Parham, Donna Patton, Lucienne Savell, Calvin Sellers, John C. Stone, Steve Stricker, Doug Stuart, Sherry Wall

Excused:

Charlene Baker, Dennis Bullard, David Elmore, Judy Fos, Mary Harrington

Unexcused:

Michael Booke, Alice Frison, Barbara Leeton

Guests:

Johnny Williams (Vice Chancellor for Administration and Finance), Elaine Pugh (Public Relations)

1. President Onice Carter called the meeting to order and introduced Mr. Johnny Williams, Vice Chancellor for Administration and Finance.
 - A. **Background.** Mr. Williams provided personal information about his background and talked about the reasons for his interest in coming to The University of Mississippi. These reasons included:
 1. his interest in this area of the country
 2. he agrees with the University's vision statement and mission
 3. he appreciated the traditions and heritage of Ole Miss and wanted to become part of them
 4. he appreciated the racial diversity on our campus
 5. he saw that Ole Miss is on the move. He respects and admires Chancellor Khayat and believes him to be a man of vision. He gave examples of the more than \$122 million in construction and renovation either just completed, in the process, or to begin shortly; and the growth of the University's endowment from \$8 million in 1984 to \$200 million now. Mr. Williams wanted to become part of that team
 6. Oxford is a great place to live; it is close to his family; and he was particularly impressed with the friendliness of the faculty and staff when he and his family visited here.
 - B. **Relationship with the Staff Council.** Mr. Williams said that he has read the Staff Council's purpose and he agrees with the purpose. He believes the Council is an important force in keeping communication open and he plans to use it. He understands that there are areas of staff concern such as salaries, the classification system, etc. These concerns are the same as at other campuses. He said he considers himself a member of the staff--one of us-- and that staff should not place themselves in competition with faculty. We need to remember why we are here--for the students. He used the analogy of two people on a log--a student and a teacher. In its simplest form, this is all that is necessary for learning to occur. The rest of us support the learning process.
 - C. **Project Discover.** This is the new name for the re-engineering project. Why the name change?
 1. People equated the name "re-engineering" with downsizing--which has a negative connotation and does not reflect the purpose of the project
 2. Only a small portion of the project is the re-engineering of processes at the University--getting ready to change out the computer hardware and softwareThe Operating Committee has become the Steering Committee. Buster Clark is now the Staff Council

representative on this committee.

D. **Expectations for the project.** Every institution has to change its legacy computer systems in order to move toward the next generation of technology. We must not modify the software and hardware to fit the processes which are currently in place at the University; we need to modify the processes to fit the available software and hardware. Benefits expected include:

1. extraordinary services for faculty, students, and staff
2. improved efficiency and lower costs
3. instill the drive to continually improve
4. more challenging and higher paying jobs
5. additional funds to support the University's academic mission
6. improve the University's knowledge base

E. A question and answer period followed:

- **Question:** Is it true that the University has been guaranteed to save \$3-5million?
Mr. Williams: We do not know how much money can be saved. Arthur Andersen was not brought in promising that a certain dollar amount would be saved.
- **Question:** Who is working on the project? Who is making the decisions?
Mr. Williams: See the organizational chart on the Web (www.olemiss.edu/projects/discover). Buster Clark is the Staff Council representative on the Steering Committee.
- **Question:** What is Rex Deloach's role at the University now?
Mr. Williams: Mr. Deloach was very instrumental in getting the project off the ground. He knew how to make the plan, but he is not involved in Project Discover now. He is finishing two major projects at the University: (1) the sale of the Forest Land Property; and (2) the sale of the land surrounding the University Golf Course.
- **Question:** Is it true that *PeopleSoft* (software package) has already been selected for use at UM?
Mr. Williams: No. It is true that *PeopleSoft* is a leader in this area but nothing has been selected yet. There is no pre-determined vendor. The Request for Proposals has been released and bids are due on August 10. After a thorough analysis of the bids, a vendor will be selected.
- **Question:** What are the process teams doing now?
Mr. Williams: They are looking at the "as is" (current) processes, breaking them down into small components. The technical team is developing software/hardware specifications, coming up with possible vendors, etc. Then the two areas have to be put together to match processes with vendors.
- **Question:** How will the Staff be kept informed of the progress of Project Discover?
Mr. Williams: The Communication Team (Buster Clark and Sherry Wall are Staff Council members on this team) are charged with that responsibility. Information is updated continually on the Web site (www.olemiss.edu/projects/discover); a newsletter will be designed and distributed; and any other publications which need to be included. I will be happy to address the Council at any time. If the Staff Council or staff have concerns, they should e-mail discover@olemiss.edu or send campus mail to LaBauve, Room 300A.
- **Question:** Will Rex Deloach be consulting on Project Discover?
Mr. Williams: No.
- **Question:** Will the recommendations that come out of Project Discover be made available to the Staff Council?
Mr. Williams: Asked that Buster Clark respond. Buster stated that as possible, the information will be made available. He asked that if anyone hears a rumor about any aspect of the project, that they let Buster (7747) or Sherry Wall (7051) know and they will investigate and get back to the person.
- **Question:** Regarding the "challenging and better-paying positions" referred to earlier, where will the funds for these positions come from?
Mr. Williams: better efficiency--it is impossible to say exactly how it will happen.
- **Question:** Regarding the support of the "academic mission" what exactly do you mean?
Mr. Williams: faculty and staff salaries, libraries, academic support.
- **Question:** What about the people who will be placed in the "re-engineering pool" (which Rex Deloach spoke of earlier) and trained for new positions? When does that begin?
Mr. Williams: I am not familiar with that phrase. There is no pool presently since the project has not gotten to that phase yet.

2. Onice thanked Mr. Williams for speaking to the Council.
3. **Correction to July minutes.** The following sentences were omitted from the printed July minutes and should be added:
The Staff Council requests that custodial staff who have problems with the new hours to discuss these issues with the Custodial Council. If a majority of custodial staff prefer the 11:00 p.m. - 7:00 a.m. shift, the Custodial Council should gather this data and present this to the Staff Council for further investigation.
4. Michael Booke was not present to give a report on the costs of printing the minutes each month. This agenda item was tabled until next month.
5. **Committee Reports**
 - **Publicity.** Woodson Boyden was elected chair of the committee. They will have the Staff Council meeting announced in the *Daily Mississippian* calendar of events and the *Good Things are Happening at Ole Miss* newsletter. Ed Meek said that he would work with their committee regarding ideas for promoting the Council. Elaine Pugh is attending the meeting to gather information to put into the *Good Things*.
 - **Election/Membership.** Floyd Klepzig is chair of the committee but has been ill and the committee has been unable to meet. There are two vacant Council positions in EEO 7. Onice will contact M.L. Vaughan and Thelma Curry for recommendations for possible members from that category.
 - **Legislative.** Conny Parham and Charlene Baker serve on this committee. They have not met at this time.
 - **Staff Development.** Tracy Mitchell is chair of the committee. They will meet immediately after the Council meeting today.
 - **Staff Concerns.** Traci reported no concerns submitted this month.
 - **Annual Report.** Mary Chrestman reported that the committee went to the Library and looked at other similar reports to get a general idea of the content, format, etc. A report will be forthcoming.
6. Recommendations for Staff representatives on Standing University Committees have been submitted to the Chancellor. A detailed listing of these committees will be reported at a later date.
7. Onice reported that the Executive Committee met on August 4 with Chancellor Khayat and had a very productive and informative meeting.
 - We stressed to him the importance of communications with the Staff through the Staff Council on all matters which concern staff. We agreed that we prefer to meet with him every month rather than a representative if possible and agreed to change a meeting date whenever necessary to accommodate his schedule. He agreed to this.
 - We told him our greatest challenges this year were to improve the Staff Council image, to improve communications from administration to the staff and from the Staff Council to the staff; and to pursue Staff Development.
 - We talked about two student service projects for the Council this year:
 1. staff giving directions to new students during the first days of classes. Chancellor Khayat thought this was a wonderful idea and suggested that t-shirts should be printed with a "Can I help" message of some sort. He asked that we speak with Dr. Gloria Kellum about the t-shirts.
 2. Another project that we did last year was to serve midnight breakfast for students during exams. This was a big hit. The Chancellor again asked that we discuss this with Dr. Gloria Kellum.
 - We asked for a status report on the day care project. Chancellor Khayat stated that a Jim Johnson in Washington is looking for a company to outsource the day care center. He will keep us updated on this project.
 - The Chancellor agreed to talk with Johnny Williams about the Morris Study/Variable Compensation Plan.
 - The Chancellor gave us an update on building renovations as follows:
 - Old Gym (Martindale Center) will be ready September 15. Lyceum occupants will be moving from September 15 - October 1. Work on the Lyceum will start around December 1.
 - Conner Hall is completed. Occupants are moving in.
 - Y Building renovation will begin this Fall.

- National Food Service Management Institute - beginning now.
 - Bondurant - will probably begin in January
 - Chapel - Start sometime this year.
 - Performing Arts Center - Drawings will be finished in February 1999. Bids will then be let. Site preparation will begin in early 1999 - moving existing buildings; construction will probably begin in July or December 1999.
8. The MASCO meeting will be held on our campus on October 8. Chancellor Khayat agreed to host the luncheon at his home and to provide the funds for the meal. A committee was formed to plan the event: Mary Chrestman, Sondra Davis, and Charlene Baker.
9. There being no further business, the meeting was adjourned. The next Staff Council meeting will be **September 2, 1998 at 2:30 p.m. in room 404A of the Union.**

/s/Donna Patton, Secretary

/s/Traci Mitchell, Vice-President

/s/Onice Carter, President