

# Minutes of February 3, 1999 meeting

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



## Attending:

Julie Andrews, Woodson Boyden, Joni Camp, Onice Carter, Buster Clark, Thelma Curry, Sondra Davis, Cherry Douglas, Judy Fos, Laura Gillom, Willie Hilliard, Floyd Klepzig, Traci Mitchell, Jerry Moore, Conny Parham, Donna Patton, Lucienne Savell, Doug Stuart, Sherry Wall, Martha Woolfolk

## Excused:

Cyndi Baskett, Amy Burrow, Mary Chrestman, Mary Harrington, Clay Jones, Theresa Knight, Jonnie Manning, Calvin Sellers, John Stone, Steve Stricker

## Unexcused:

Dennis Bullard, David Elmore

The meeting was called to order by President Onice Carter.

## Minutes

Copies of the January minutes were made available since they have not been distributed yet.

## Committee Reports

### • Project Discover.

S.A.P. has contracted with Holland Software Solutions from Jackson, MS to assist with the implementation of the software. There will be many University personnel involved. The kick-off meeting for the start of the implementation of the software is February 12. Teams, when formed, will be asked to spend from 10% to 100% of their time on this phase of the project. The tasks will be broken into projects with teams and then some teams into sub-teams. Teams will be located in Powers Hall and LaBauve. The main office for Project Discover is still LaBauve 3rd floor.

The proposed schedule for the finance module is 10 months from February 12. The proposed schedule for the Human Resources module is 13 months. Mary Harrington will be supervising the implementation team and Buster Clark will be supervising the re-engineering team. Questions should be directed to Larry Sparks, Mary Harrington, or Buster Clark.

*Question:* Will equipment be provided to staff (i.e., upgraded computers and/or software to adapt to the new systems)?

*Buster:* Please call Larry Sparks about this.

*Question:* Will training be provided?

*Buster:* Yes. There will be additional information on this subject at a later date.

### • Proposals for Funding.

#### A. Higher Education Expense Assistance:

Conny Parham reported that their committee has an appointment with Dr. Gloria Kellum Friday to finalize the proposal.

**B. Staff Development:**

Vic Sullivan reported that he met with Dr. Kellum, who asked that he meet with Clay Jones. The committee will do so next week.

**C. Staff Technology Grant:**

Cherry Douglas reported that they are still researching and need to talk with Larry Sparks regarding how this proposal ties in with Project Discover.

- **Brochure.** Woodson Boyden stated that the brochure is in progress.
- **Membership.** Traci Mitchell reported that the committee has met and put together the ballots which were taken to Printing today. They will be distributed early next week.
- **Concerns.** Traci reported one concern:  
*Why didn't a siren sound during the tornado warning issued in January? Is there an emergency plan in place for this type of situation?*  
Answer: Paul Hale, Director of the Physical Plant, said that the siren was broken. A new siren has been ordered and will be in place by the end of February. The siren will be tested on a weekly basis. The crisis management team met last week to discuss an emergency plan for tornado warnings.
- **Legislative Issues.** Conny Parham reported on several bills which may interest staff.
  - House Bill 204, which would eliminate the first day of sick time being counted as personal leave, was approved by the committee on January 28 and goes to the floor.
  - House Bill 548 regarding the donation of leave time for catastrophic illness extend repealer passed in the House and was sent to the Senate.
  - House Bill 833 to repeal the provision requiring payment twice a month for state employees died in committee.
  - Senate Bill 2713 requiring approval by appointing authority for state employee donated leave passed out of committee.
  - House Bill 472 regarding the revision of calculation of PERS additional retirement benefits passed the House; was sent to the Senate; Passed out of committee.
  - House Bill 726 regarding combining the state and school employees insurance plans in one plan passed the House.  
(Conny stated that she did not know if this includes IHL).
- **Crisis Management Team.** Onice met with this committee and the committee will continue to meet on a regular basis.
- **Leadership Team.** The members of the Administrative Council (includes Staff Council and Faculty Senate Presidents) met on Friday, January 29 for an afternoon retreat. They were divided into four groups and each group was given four of the Critical Success Factors (which were presented at the November 1998 meeting by Chancellor Khayat). The teams worked on what the next steps should be to accomplish these success factors. Onice stated that Project Discover came up several times during the afternoon.
- **Provost Search Committee.** Onice represents the staff on this committee. Four candidates have been chosen to bring to campus for interviews beginning February 15. The committee meets today to work on detailed schedules.
- **MASCO.** Onice and Traci attended the meeting at Jackson State. MASCO will now meet every other month. The next meeting will be in March with the location to be announced.
- **Executive Committee Meeting with Chancellor Khayat.** The committee asked that the meeting be postponed until after the Staff Council meeting today so that we could discuss with the Chancellor the decisions made regarding Staff Appreciation Week.

## Staff Appreciation Week

A large portion of the meeting was dedicated to a discussion of Staff Appreciation Week (May 10-14, 1999). Onice read comments which had been sent to her by staff and asked for discussion by members. Suggestions made included:

- *If we have to give up another holiday in order to have offices close in observance of staff appreciation day, I am not in favor of giving up another holiday.*
- *It seems that the staff are "appreciating ourselves." We do all the planning and all the work. I would like to see us work with the faculty and students on projects throughout the year such as asking the Concert Singers to provide a free concert; work with the Athletic Department on some sort of free day of lessons i.e., golf lessons; or the Music Department for free lessons, etc.*
- *Have workshops throughout the year (perhaps once a month) instead of cramming it all into one week.*
- *There are some who are not able to participate in many of the activities during the week. Maybe bosses will be more lenient if we shorten the activities to a fewer number of days.*

After much discussion, the decision was made that Staff Appreciation Week will consist of two days of events: the Awards Ceremony will be held on Wednesday and the picnic and games will be held on Friday.

Votes were as follows: For two-days: 13; for 3 days: 1; for 5 days: 2.

Votes for having awards day separate from the Friday activities: Have Awards Day on a Separate Day: 15; Have Awards Day on Friday: 3.

There will be no tournaments. Games on Friday will be as in past years. Votes were as follows: Do Away with Tournaments: 10; Have Some Tournaments: 4.

The Blood Drive will be held as in past years. Votes were as follows: Continuing Blood Drive: 16; Do Not Continue Blood Drive: 0.

Committees were formed as follows:

- **Food Committee:** Sherry Wall, Conny Parham, Willie Hilliard, Donna Patton
- **Prizes:** Judy Fos
- **Games/Activities for Friday:** Lucienne Savell, Woodson Boyden, Joni Camp
- **Awards Day and Outstanding Staff Member Awards:** Jonnie Manning, Lucienne Savell, Jerry Moore, Julie Andrews

## Announcements

Onice announced that nominations are being accepted for the Frist Award. This award is given yearly to one staff member and one faculty member who have made outstanding contributions to students. Forms are available in the Chancellor's Office, Dean of Students Office, etc.. Nominations must be submitted by April 6.

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.