

Minutes of January 15, 1997 meeting

2:30 p.m., Union Multi-Purpose Room



- **Present:**

Cynthia Baskett, Brenda Brannan, Onice Carter, Mary Chrestman, Becky Christman, Buster Clark, Thelma Curry, Sondra Davis, David Elmore, Mary Harrington, Gene Hartley, Willie Hilliard, Joyce Hobson, Virginia Kesler, Floyd Klepzig, Jonnie Manning, Joe Maples, Traci Mitchell, Conny Parham, Donna Patton, David Pendergrass, Lucienne Savell, Whitman Smith, Norman Sneed, Steve Stricker, Doug Stuart

- **Excused Absences:**

Julie Andrews, Leslie Banahan, Robert Bishop, Debbie Chinault, Martha Deal, Ben Flemmons, Leslie Werner

- **Unexcused Absences:** Betty Adams, Marjorie Douglass, Sally Perry

1. The meeting was called to order by President Buster Clark at 2:35 p.m. President Clark began by announcing that this meeting would be a working meeting. There are many items to be discussed and acted upon. Onice Carter passed around a list for Staff Appreciation Week to be held this May asking for members to volunteer to help serve.
2. **Staff Council Web Page:** Mary Harrington and Jonnie Manning gave a quick tour of the Ole Miss Staff Council Web Page. The web page can be accessed in this order: (1) go to Ole Miss Home Page (www.olemiss.edu), (2) click on **Administration**. (3) click on **Staff**, (4) click on **Staff Council**. The main Staff Council web page states the purpose of the council and gives you access to other items such as minutes of meetings, the bylaws, the membership, etc. You may also send e-mail to the employee concerns committee or any of the officers from this page. It is recommended that in the area marked cc: you put your e-mail address so you can receive a copy for your personal files of what you are submitting to the concerns committee. After presenting the home page to the council, Mary and Jonnie opened the floor for other ideas of what should be included.
3. **Outstanding Staff Member Elections:** Onice Carter reported that nominations materials will be mailed to the staff within the next three weeks.
4. **Staff Council Office Clean-Up Day:** Due to the unexpected snow day on December 19, 1996, the clean-up day has been rescheduled for January 24, 1997 at 9:30 a.m. Any and all persons who are interested in helping to clean up the office located in #5 Leavell Hall, please come by and do so. It really should not take too long to do. Future Staff Council Meetings could be held in this room if it is made ADA compliant.
5. **Staff Appreciation Week -- Faculty Involvement:** Onice Carter reported on the findings of the survey that was conducted as to whether or not to invite faculty to join the staff during Appreciation Week. Please note that a **VERY** limited number of responses were received with some 'yes', some 'no', and some 'maybe if....' (if the faculty would help in the preparation and the work, and the Faculty Senate would financially help with the picnic). Sondra Davis stated that when the Appreciation Week began, the faculty elected not to participate. Others stated that it was felt that the faculty body as a whole was not represented in the decision of the Faculty Senate at that time to not participate. After much discussion, David Elmore made a motion to invite the faculty to participate. The motion was seconded by Whitman Smith. Further discussion included that if the faculty agreed to participate, then they would be asked to serve on committees and help financially with the picnic. President Clark called for the vote. The results were 20 for inviting the faculty, 0 opposed to inviting the faculty, and 4 abstaining.

6. **Faculty Staff Dependent Scholarship:** President Clark reported that the Chancellor's Office is still working on the details.

7. **Staff Concerns:** Jonnie Manning reported that several concerns were received by the committee which were forwarded to appropriate persons for answers.

A. **Will employees still be able to charge personal items at the bookstore after Barnes and Noble take over operation?**

Response from Buddy Bullock -- *Personal charges at the Bookstore to an employee's bursar account will not be allowed when Barnes and Noble begins operation. The University cannot be responsible for third party charges or collections. Staff and Faculty will be able to charge textbooks at the new Bookstore. The only difference is that the account will be direct with Barnes and Noble and not with the Bursar.*

B. **Could you please report to us the status of the Morris & Associates salary adjustments and when we might expect another adjustment, plus when they plan to finalize the total adjustment?**

Response from Gene Hartley -- *Since the Legislature has just convened I only know what has been printed in the newspapers. It has been said that they are considering 3% per year for 3 years. Also, for the past 2 years an amount equal to that for faculty promotions has been made available for the V.C.P. (variable compensation plan). However, since the Legislature has not acted, and since the Board has not made an allocation, and since the University Planning Council has not issued budget instructions, I regret that I don't have any concrete information to share.*

C. **What is the status of allowing Physical Plant employees to accrue comp time?**

Response from Dr. Gerald Walton -- *I talked with Bob Dowdy, and we hope things can be worked out on an individual basis. Many of the places of employment in the Physical Plant simply can't be without people at certain times. Please report that Mr. Dowdy and I are willing to hear individual requests, and we will do the best we can to work out things in specific cases.*

D. **How is the search proceeding for a new Vice Chancellor for Administration and Finance?**

Response from Dr. Carolyn Staton -- *The Chancellor has indicated that he wishes to re-start the vice chancellor search shortly. I don't have an exact date, but I would expect that the committee will start up again in a few weeks. I'll keep you informed as things develop.*

E. **Where does the search for a new Director of Office of Equal Opportunity and Regulatory Compliance stand? Concerns have also been expressed that it appears that proper hiring procedures are not always taking place when new personnel is hired (specifically, that it seems that sometimes a person has already been hired for a position before anyone else is even aware that a position is open or has been advertised).**

Response from Dr. Robert Khayat -- *We have not begun a search for a Director of OEEO&C but will do so very soon. In the interim, any concerns regarding employment should be discussed with Dr. Gloria Kellum.*

Response from Dr. Gloria Kellum -- *The Chancellor asked me to follow up with you on questions regarding the Director of the Office of Equal Opportunity and Regulatory Compliance. The position has not been advertised so there are no applicants being considered. The plan is to open the position for advertisement some time this Spring or Fall. The Office of Equal Opportunity and Regulatory Compliance continues to be committed to fair hiring practices. Please provide me with more specific information regarding concerns about proper hiring procedures. With additional information, perhaps we can better respond to the expressed concerns.*

8. President Clark announced that several committees have not reported since their appointment. If these committees are not going to meet or do anything, please advise President Clark so they can be terminated.

9. **Pedestrian Campus Committee:** Bonnie Brown gave a report on the findings of the ad hoc committee on the closing down of the center of campus to become a pedestrian campus. The committee met weekly during the fall semester. Members of the committee consisted of faculty, staff and students. Chancellor Khayat met with the committee on the first day to present to them their charge. Highlights of the findings of the committee are:

- a. To acquire the railroad property adjacent to the University.
- b. A survey as to who is driving where was conducted.

- c. Construction necessitates the blocking of roads.
- d. Make Grove Loop one-way from University Ave. to Sorority Row.
- e. Reduce the number of medical parking permits issued.
- f. Install speed bumps in certain locations
- g. Have a welcome center where visitors can get visitor passes and maps of the University, etc.
- h. Establish loading zones.
- i. Increase parking fines.
- j. Campus shuttle This would take some long range planning in order to implement something like this.
- k. Establish a motor pool where all University vehicles could be centrally located.
- l. Parking garages were discussed and researched. The committee determined that it would not be feasible nor affordable for this campus to create.

The committee recommended that the changes be phased in slowly. *Please remember that these are recommendations that have been submitted to Chancellor Khayat for review. These recommendations are not enforced at the present moment.*

- 10. President Clark reported that at the Administrative Council meeting, Chancellor Khayat made the statement that he wanted to know how can the faculty be involved in or trained in retaining the students. President Clark quickly responded, "and how can the staff be involved in the retaining of students?" Chancellor Khayat asked Buster Clark, Thomas Wallace, and Herb Dewees to report to the council on some recommendations.
- 11. President Clark announced that there are several bills being acted upon in the Legislature this session. Please remember these bills are still either in the House (HB) or the Senate (SB). They have not been passed by both houses yet. Some of the more interesting ones include:

HB26	To authorize universities and colleges to teach all lawful subjects.
HB75	Requires that a Jackson State School of Law be established by 2001.
HB302	Creates a fund for repair and renovation of state owned buildings.
HB442	To authorize the State Institutions of Higher Learning, Public Community/Junior Colleges and Adult Training Centers to offer limited gaming-related courses.
HB465	To clarify the prohibition against scalping tickets.
HB668	To prohibit convicted felons from receiving any form of state-funded scholarship, financial aid or other form of educational assistance for higher education.
HB740	To allow deductions in computing taxable income for income taxes to individuals completing high school or college, or both, in this state.
HB747	To require that all Division 1-A Universities in the state play against each other in all sports each year.
HB750	To require all Institutions of Higher Learning to play in the Veterans Memorial Stadium in Jackson when they play each other in football.
HB871	To require that all instructors, professors and teachers at the State's Institutions of Higher Learning and community and junior colleges with the same number of years of experience and equivalent postsecondary degrees and other such credentials be paid the same salary amounts; to require that all instructors, professors and teachers must teach a minimum number of hours in the classroom.
HB911	To authorize the Board of Trustees of State Institutions of Higher Learning to provide gaming management courses at the State Institutions of Higher Learning.
HB918	To authorize state employees to donate a portion of their earned personal leave or major medical leave to another employee who is suffering from a catastrophic injury or illness.
SB2003	Eliminates requirement of a personal day of leave on the first day of illness.
SB2128	To prescribe a method of calculating nonresident fees for universities.
SB2454	To create a special fund to be designated as the Repair and Renovation Fund for State Institutions of Higher Learning.
SB2518	To authorize the state fiscal officer to approve or disapprove the withdrawal of funds from the State Treasury by the State Institutions of Higher Learning; to provide that the central board offices of the

Board of Trustees of State Institutions of Higher Learning are not eligible to make lump-sum withdrawals from the State Treasury.

12. **Correction to last month's minutes:** Item 7 of the December 1996 minutes was amended to read as follows:
Data on Staff Compensation Committee: Mary Chrestman reported that the committee requested information through the Department of Human Resources for the Computer Center to provide them data reports on 4 different staff issues:
- a. job class comparison
 - b. employees who have received degrees since coming to work at the University
 - c. employees whose current job step is below the Morris start step
 - d. job classes with few employees.
- This information has been received and is being reviewed by the committee. They will make reports to the Staff Council as information becomes available.

With no further business to discuss, the meeting was adjourned at 4:50 p.m.

Respectfully submitted:
/s/Lucienne Savell, Secretary

Approved by:
/s/Buster Clark, President
/s/Jonnie Manning, President-Elect

The Staff Council Meetings are open for anyone who would like to attend. The meetings are held at 2:30 p.m. of the Union on the first Wednesday of the month. If you should have a concern that you would like addressed, please call Jonnie Manning at x-5021 or you may send her e-mail at *dpjasm@olemiss.edu*.

You are invited to attend the next Staff Council Meeting.

WHEN: FEBRUARY 5, 1997

WHERE: UNION 404 A/B

TIME: 2:30 P.M.

GUEST SPEAKER: Marshall Bennett, State Treasurer