

Minutes of July 1, 1998 meeting

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



Present:

Julie Andrews, Charlene Baker, Cyndi Baskett, Michael Boone, Woodson Boyden, Dennis Bullard, Amy Burrow, Onice Carter, Mary Chrestman, Thelma Curry, Sondra Davis, David Elmore, Mary Harrington, Willie Hilliard, Floyd Klepzig, Theresa Knight, Jonnie Manning, Traci Mitchell, Jerry D. Moore, Conny Parham, Donna Patton, Lucienne Savell, Doug Stuart

Excused:

Judy Fos, Sherry Wall

Unexcused:

David Blackmarr, Connie Braseth, Byron Buford, Gloria Carothers, Alice Frison, Sue Hodge, Barbara Leeton, Calvin Sellers, John Stone, Steve Stricker

President Onice Carter called the meeting to order and welcomed everyone.

ANNOUNCEMENTS:

- Clay Jones, Director of Human Resources, will attend the meetings as a non-voting member because many of our concerns and questions deal with personnel policies, etc.
- T-shirts will be sold during July. They are \$5 each and may be obtained by contacting Onice Carter at the Computer Center.
- The Staff Council budget was increased by \$5,000 for the 1998-99 budget year.
- The MASCO meeting will be held on July 9th at Mississippi State. Onice Carter, Traci Mitchell, and Conny Parham plan to attend.
- Lucienne Savell reminded everyone that parking decals are on sale beginning July 1 and the deadline for purchasing the decal is August 31. She suggested that everyone should pick up a new map from UPD because of changes in parking zones.
- Traci Mitchell thanked everyone who worked to make Staff Appreciation Week '98 successful.

CURRENT ISSUES:

- Woodson Boyden reported that the Newsletter Committee met to discuss the feasibility of publishing a newsletter either in place of or in addition to the Staff Council minutes. Woodson works in Public Relations and talked with Ed Meek, who said that some new initiatives were being discussed regarding long-term communications with staff. The committee recommended that no further action be taken until more details are available from Dr. Meek regarding Public Relations plans. The committee reported that the Public Relations staff feels that the minutes are the most important visual communication for the staff and that the minutes are read by most staff members. Michael Boone agreed to check on costs and different printing options for the minutes and

compare them to photocopying them and mailing them ourselves. It was suggested that he call Minta Craig at the QuickCopy Center. Michael will report at the next meeting.

- Onice followed up on the suggestion that we publish a Staff Council Annual Report highlighting past accomplishments of the Council by appointing an ad hoc committee to work on the report. Conny Parham, Mary Chrestman, Onice Carter, and Traci Mitchell will serve on the committee. David Elmore suggested that the committee contact all the past presidents to get information for the report.
- Onice reminded Council members that each one of us is responsible to help with improving communications with staff. Tell others about the positive things that have been accomplished by Staff Council. The Council needs to do more, but we do make a positive effort to affect change at the University. Michael Boone requested that the Executive Committee report each month on issues brought to the Chancellor or Provost at the regular meeting.
- The Faculty Senate Executive Committee learned that the Staff Council Executive Committee had not been allowed to review the Re-engineering Report. They stated their objection to this refusal to Chancellor Khayat. As a result of this, Jonnie Manning and Onice Carter met with the Chancellor and Rex Deloach, and the Executive Committee was given permission to read the report. Jonnie and Onice have read most of the report and Onice stated that there were no real surprises in the report. The Council members expressed their approval that we were allowed to read the document. We thank the Faculty Senate Executive Committee for their input.
- A discussion was held regarding a Staff Council representative on the Re-engineering Operations Committee. The Executive Committee made the request but the request was denied because the administration feels that there are enough staff members on the committee to represent the staff (examples: Buster Hale, Larry Sparks, etc.) The Executive Committee pointed out that none of these members were on the Staff Council. A recommendation was made that the President write a memo to the Chancellor suggesting again that the Staff Council have representation on the Operations Committee or that a member of the Operations Committee meet with the Council each month to provide an update. The memo should emphasize that the unknown breeds fear, which breeds rumors, etc.
- On June 18, Jonnie Manning, Dr. Bob Cook (a building mayor), and Onice met with Paul Hale, Buddy Kahler, M.L. Vaughan, and Terry Blackburn regarding the new hours for custodial staff. The purpose of the meeting was to understand the following:
 - the rationale for changing the hours for the custodial staff
 - to see if other options, such as evening hours, were considered
 - safety of entering buildings
 - to ask the number of complaints that have been received about buildings not being ready at 8:00 a.m.

They learned that the rationale for the change consisted of two main things:

1. to provide the custodial staff with enough time to get their jobs completed without having to work around others (faculty, staff, and students who arrive 7:30 - 8:00 a.m.);
2. to provide the best custodial service possible at the lowest cost to the University.

Over the past 18 months, the Physical Plant Department has been doing a self-study of how they could improve services, lower costs, and return savings to their employees as pay increases. They found out that a number of custodial staff were having trouble getting their jobs accomplished before faculty, staff and/or students arrived. To resolve this problem, the PPD management asked for input from custodial staff about how to get the job done with the least disruption to the work force. Discussions included a total night shift (11:00 p.m. to 7:00 a.m.); work hour changes, multiple shift changes, and others. After careful consideration, it was determined that 3 shifts were needed to provide the necessary coverage and expected services for the campus. This concept seemed to be the least disruptive to all concerned and still accomplish the mission with maximum benefits to the employees. The three shifts are: 3:00 a.m. - 11:30 a.m.; 11:00 a.m. - 7:30 p.m.; and 3:30 p.m. - 12:00 a.m.

The mid-day shift (11:00 a.m. - 7:30 p.m.) will cover the high traffic areas (entrances, hallways, restrooms) across the entire campus. This crew will also take care of emergencies, set-ups for special events, and other

needs as required. Departments may need to call and ask for assistance in unusual circumstances. The night shift remains unchanged (3:30 p.m. - 12:00 a.m.) and will continue to rotate through the campus to clean floors, clean carpet, and lock up buildings.

As a result of this study, efficiencies were gained through training, equipment enhancements, and reallocation of duties. Also, the efficiencies allowed a force reduction through retirements, and staff who quit work. Savings from these initiatives will provide the custodial staff with approximately 20% pay increases starting July 1.

PPD has a custodial council, elected by the custodial staff, to help make suggestions, voice concerns, and resolve problems that arise within the department. To assist the council, suggestion boxes have been placed in the custodial office by the time clock and in the lobby of the PPD office for easy access. The president of the custodial council is Johnny Logan; Earleene Foster is Secretary. There are four member slots, three of which are currently vacant. Yvette Logan is an active member. Elections are scheduled as usual during July to elect next year's custodial council.

It was requested that the PPD administration prepare and distribute a memo to all building mayors explaining the rationale of the new hours, stating the new hours with an explanation of the mid-day shift, explaining that the custodial staff will receive an increase in pay, and informing the mayors of the custodial council.

The Staff Council requests that custodial staff who have problems with the new hours to discuss these issues with the Custodial Council and 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.

- The Council's request to Dr. Walton that the Personnel Committee review the Consulting Policy with regard to staff has been put on hold by the Personnel Committee because two members, Bettie Puckett, Director of Equal Opportunity, and Johnny Williams, Vice Chancellor for Administration and Finance, are new to the University and need some time to become familiar with these policies and procedures.

CONCERNS:

- A bill was passed by the State Legislature to become effective January 1, 1999, that state employees would be paid twice a month instead of once a month. This concerns some staff members because they have direct payments set up for bills which are deducted the first part of the month. The Institutions of Higher Learning (IHL) requested that this effective date be postponed until January 1, 2000, so that a study can be done on the costs associated with the change. Staff members with concerns should contact their elected officials.
- A Council member stated that secretaries in her department were upset when they received their raises because the Morris Study target salaries are not being addressed. It was pointed out that documents regarding the Morris Study have always stated that the salaries were contingent on the availability of funds. Traci Mitchell agreed to follow up on this and report back at the next meeting.

COMMITTEE APPOINTMENTS:

- **Publicity.** This committee will be responsible for ensuring that the Staff Council is more visible (example: *Good Things Are Happening*, or writing an article for the papers). Woodson Boyden, Connie Braseth, Michael Booke, Sondra Davis, and Julie Andrews will serve.
- **Elections/Membership.** This committee is responsible for the elections of membership and officers. Floyd

Klepzig, Lucienne Savell, Thelma Curry, and Conny Parham (consultant) will serve.

- **Legislative Committee.** This committee will review legislative bills that are of interest to the staff and report on their findings. Charlene Baker and Conny Parham will serve.
- **Staff Development Committee.** This committee will find out what other universities are doing for staff development, costs involved, and make recommendations for programs to be considered at Ole Miss. Traci Mitchell, Donna Patton, David Elmore, Cyndi Baskett, Doug Stuart, and Theresa Knight will serve.
- **Bylaws.** No committee appointed. We will appoint an ad hoc committee as needed.
- **Staff Concerns.** Traci Mitchell, President Elect, will be in charge and will call on members as needed.
- **Standing University Committees.** Representatives will be asked at a later time to serve on these committees.

There being no further business, the meeting was adjourned. **The next meeting is scheduled for August 5, 1998, at 2:30 p.m. in Union 405 A&B.**

/s/Donna Patton, Secretary

/s/Traci Mitchell, President-Elect

/s/Onice Carter, President