

Minutes of July 7, 1999 meeting

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



Attending:

Julie Andrews, Robert Bishop, Betty Brown, Dennis Bullard, Amy Burrow, Joni Camp, Mary Chrestman, Buster Clark, Judy Fos, Laura Gillom, Willie Hilliard, Clay Jones, Buddy Kahler, Floyd Klepzig, Jonnie Manning, Traci Mitchell, Donna Patton, Lamar Pickens, Cassandra Pinson, Lucienne Savell, Barbara Smith

Excused:

Woodson Boyden, Onice Carter, Thelma Curry, Cherry Douglas, Shirley Fisher, Theresa Knight, Conny Parham, Johnny Price, Kirk Purdom, Sherry Wall

Unexcused:

Becky Brown, Mary Harrington, Denise Knighton, Etta Miller, Jerry Moore, Martha Woolfolk

Guests:

Melissa Hoskins, Larry Sparks, Vic Sullivan

The meeting was called to order by President Traci Mitchell. Traci welcomed Etta Miller as a new member of the Council representing EEO 7.

Minutes

The minutes were approved with no corrections.

Committee Reports

- A. Project Discover. Buster Clark reported that the configuration of the SAP software for financials, plant maintenance, and human resources continues. A functional area (financial, Physical Plant, Human Resources) staff member plus a Holland person are configuring the software for testing and implementation. The configuration is based on the blueprint that was completed in May.

Several detail design projects have been presented to the Steering Committee and have been approved for implementation. The Communications Team is meeting to prepare the information to provide to the campus regarding the approved projects.

Training for users is being addressed. The team has completed a preliminary training plan and the process will begin very soon. This training will address training issues related to computers and SAP software. The Training Team is also preparing a plan for when we begin using the software plus on-going support for users.

The video (approximately 45 minutes in length) regarding Project Discover is available by contacting Buster Clark at tebuster@olemiss.edu or by calling him at 4712 or 6700.

- B. Telephone Prefix Change. Buster announced that the University's telephone prefix (232) will be changing to 915 because we are running out of available numbers. The 915 prefix will be operational August 1, 1999 but 232 will connect for approximately one year. Buster has ordered stickers with the new prefix. If you are interested in getting some, contact Buster.
- C. Village Project. Traci stated that the Village Project had a good turn out from all areas of campus. Many

improvements were made but there are many more to be made. Another day will probably be set during the Fall Semester. Thanks to all staff members who participated in the Village Project.

D. Publicity. Traci reported that the Staff Council brochure is at Publications. We should have them by August 13.

E. Concerns. Clay Jones presented two concerns:

1. *"If Staff Council meetings are open to ALL staff, why are the meeting announcements not put on the Staff listserv?"*

We will be publicizing the meetings in the Daily Mississippian and on the listserv each month.

2. *A new staff member (hired Feb., 1999) asked, "If the University Compensation Plan is only effective for meeting target salaries for employees hired before 1996, why is the information given at 'Catch the Ole Miss Spirit Orientation' indicating that target salaries for new employees will be met with the upcoming salary increases"?*

The Human Resources staff have mentioned the meeting of targets during orientation in attempts to fully explain the compensation system. It is difficult to get the entire grasp of the system without hearing the complete story. However, if employees only "hear" certain parts of the message, it can be extremely confusing.

There are two parts of the system which were still unmet before this budget year: **1)** Individuals employed prior to January 1, 1996, who were assigned a target salary. These individuals were given funds during the budget period to meet their targets. This goal is now "officially" met; **2)** We have a list of jobs which have not yet met the target range assigned for the particular position. This list is now down to approximately 20. Plans are to move everyone to the new minimum associated with the target of their job class. This will be done soon.

In another month, the term "target" will not exist anymore. This should eliminate a lot of confusion.

F. Proposals

- a. Higher Education Expense Assistance (to assist dependents of staff or staff with higher education expenses beyond the faculty/staff scholarship; to assist with the purchase of instructional materials. Conny Parham was out of town and was not able to report.
- b. Staff Development. (To assist with staff development funds. Funds would be available for staff to apply for educational conferences/workshops related to their position.) Vic Sullivan reported that they had met with Clay Jones and the proposal is ready to carry before the University Planning Council. The proposal should be ready within a week.
- c. Annual Report. Onice is working on the annual report and will present the report at the August Council meeting.

G. Traffic Update. Lucienne Savell distributed updated parking maps, which detail more clearly the parking zones. One map per staff member is available by contacting Lucienne at 5939. Old maps should be disposed of immediately.

Contractors will be paving July 12 - August 3. All American Drive and Fraternity Row from the Chancellor's Home to the Physical Plant Department. The road will be ground up and overlaid. Other areas being overlaid are: Entrance to Bishop service drive, Pool Drive, Law School service drive, Farley/Law parking lot.

Parking decals for Faculty and Staff went on sale beginning July 1. Staff are encouraged to purchase their new decals before August 15. A \$10 late fee will be assessed for those who do not purchase the decals before that date. Prices this year are: \$35.00 for the hangtag and the first decal for all faculty and staff making \$15,000 or above and \$25.00 for the hangtag and the first decal for all faculty and staff making below \$15,000. Each

additional decal will cost \$6.00.

A listserv for UPD has been established. The purpose of the listserv is to allow persons to receive UPD's e-communications (Campus Weekly Crime Report, Traffic Weekly Updates, etc.). To subscribe to UPD's mailing send an e-mail message to Majordomo@listserv.olemiss.edu with the line: *subscribe upd* in the body of the message. Leave the subject field blank. Once you are subscribed, you will receive copies of all messages that are posted to the mailing list.

The Parking Traffic Services Home Page can be accessed at www.olemiss.edu/depts/u_police/traffic-rules.html.

Announcements

- Johnny Williams will speak to the Council at our August meeting. Be thinking of questions you would like him to address. We would like to compile a list of questions for Mr. Williams. If you have questions you would like him to address, you may send them to Traci for inclusion on the list. There will also be an open question/answer session at the meeting.
- Chancellor Khayat will speak at the September meeting.
- The annual Staff Meeting will be held on October 6 at 9:00 a.m. in the Coliseum. (Classes are being held in Fulton Chapel during the Fall Semester, making it unavailable for our staff meeting.)
- Traci and Clay Jones have been working with the Department of Finance and Administration Office of Insurance to send a representative to address the Council during October since sign up for the Cafeteria Plan will be held in October. The only available date is October 7. A motion was made by Mary Chrestman and seconded by Lamar Pickens that the October Staff Council meeting be moved to October 7 at 9:30 a.m. in the Ballroom so that we can hear from the Insurance representative. The motion passed unanimously.
- Construction Update:
 - Grove Stage should be completed by August 15.
 - The Chapel construction on the West side of the Library should begin this month.
 - Bondurant Hall renovation should begin this month.
 - Groundbreaking for the Performing Arts Center will be held sometime this summer.
- The Executive Committee meets as a group once a month (next meeting: July 27) and with Chancellor Khayat or his representative once a month (next meeting: August 3). Please let Traci know by July 26, if there are items which the Executive Committee should discuss at these meetings.

The balance of the meeting was spent reviewing the results of the questionnaire which had been sent to all Staff Council members. Traci distributed a list of possible goals for the Council for this year and asked each member to choose four or five goals and return them to her.

Traci also discussed her personal goals for her year as President. They are:

1. represent the staff to the best of her ability;
2. help meet the goals established by the Council;
3. involve more staff with Council activities;
4. inform and include all staff from all areas;
5. improve communications with Council members;
6. continue to improve communication with administration;

7. staff development;
8. open dialogue with students;
9. publicize the Council.

There being no further business, the meeting was adjourned

/s/Traci Mitchell, President

/s/Clay Jones, President-Elect

/s/Conny Parham, Secretary

Staff Council e-mail address: staffcouncil@olemiss.edu

Staff Council Homepage: 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 with the words "*subscribe staff*" in the body of the e-mail message.