

## Minutes of June 2, 1999 meeting

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



### Attending:

Julie Andrews, Woodson Boyden, Dennis Bullard, Amy Burrow, Joni Camp, Onice Carter, Mary Chrestman, Buster Clark, Thelma Curry, Shirley Fisher, Judy Fos, Mary Harrington, Willie Hilliard, Clay Jones, Buddy Kahler, Floyd Klepzig, Jonnie Manning, Traci Mitchell, Jerry Moore, Conny Parham, Donna Patton, Lamar Pickens, Johnny Price, Kirk Purdom, Lucienne Savell, Sherry Wall, Martha Woolfolk

### Excused:

Betty Brown, Cherry Douglas, Laura Gillom, Theresa Knight, Denise Knighton, Barbara Smith

### Unexcused:

Robert Bishop, Becky Brown, Cassandra Pinson, Calvin Sellers

### Guests:

Dr. Carolyn Ellis Staton, Carl Rebman, Bill Rigby

The meeting was called to order by President Onice Carter. Onice then welcomed our guest speaker, Dr. Carolyn Ellis Staton, Provost and Vice Chancellor for Academic Affairs.

Dr. Staton stated that she has been with the University for more than 20 years. She has been a faculty member and administrator in the Law School before joining Chancellor Khayat's administrative team. She talked about the single mission of the students, which is to learn; the primary mission of the faculty, which is to teach; but the missions of the staff are diverse and multiple. It is the staff who "run the town."

Dr. Staton said that she feels that her position has two focuses: the academic side and the administrative side. Staff are vitally important to the administrative side. Her goals are:

1. that each person would realize their potential that our experience at the University would be more than just a job. It is a very important part of our life;
2. that we would all be responsive to the needs of those around us;
3. that the atmosphere in our offices and around the campus would be inviting to our families; and
4. that staff development would become more prevalent across campus (career pathing, physical fitness opportunities, etc.).

Some of the visions which are being shaped right now include:

1. the Freshman Seminar which will be mandatory for all freshman and will be much more in-depth than US 101 which is offered now;
2. the Lott Leadership Institute which will be both an academic and non-academic institute to provide leadership growth opportunities for staff as well as students.

Dr. Staton is always available via e-mail ([ces@olemiss.edu](mailto:ces@olemiss.edu)) and her telephone number is 5974. She encouraged staff to contact her with ideas, suggestions, or concerns. She asked for comments regarding Commencement since it is now held in the Grove. She said it is a work in progress and she welcomes suggestions and comments about the program and its logistics.

In response to a question about how she sees Project Discover, Dr. Staton said that at first she, too, was uncertain what it would mean to staff, but after following the process to this point, she is excited about the improvement in processes

and the opportunities it will provide staff for more challenging and meaningful positions.

Dr. Staton asked the Council to think about their feelings regarding changing the post office address from University, MS to Oxford, MS in order to identify us with the town of Oxford. Comments can be sent to Dr. Staton via e-mail.

## Minutes

The minutes were approved with no corrections.

## Committee Reports

- A. Project Discover. Buster Clark reported that the blueprint phase of the SAP implementation was completed the first week of May. The configuration of the software is in progress. The configuration team is grouped by module and consists of a UM staff member from functional areas, IT staff, and Holland personnel. A training team has been established with Jeff Buck as lead. The team will address training issues from a software and technical perspective. The team consists of Jeff, Mary Harrington, Onice Carter, Jonnie Manning, Kathy Gates, Teresa McCarver, Dewey Knight, and a faculty representative to be selected.

The reengineering teams continue to develop detail designs of projects to be presented to the Steering Committee. Once the detail designs have been approved, the implementation stage will begin. We hope to have some reengineering projects implemented by July 1999.

"Go live" for financials, plant maintenance, and materials management is scheduled for November 1, 1999 and Human Resources is scheduled for February 1, 2000. ("Go live" means that the system will be operational at that time.)

Mary Chrestman asked that Buster try to obtain a video which has been shown to a few people and explains the process in detail so that the Staff Council can view the video.

Buster asked that anyone with questions, please contact him, Mary Harrington, Onice Carter.

- B. Telephone Prefix Change. Buster announced that the University's telephone prefix (232) will be changing because we are running out of available numbers. The new prefix has not been determined yet but when it does change (in the next two to three months, probably) the 232 number will continue to be operational for one year after that point.
- C. Village Project. Carl Rebman and Bill Rigby attended the Council meeting and Carl discussed the upcoming Village Project. On June 11 and 12, the Associated Graduate Student Body and the Staff Council, along with the help of the Physical Plant, will work on renovating some areas of the Village. There will be eight teams who will do painting, cleanup, provide food for workers, etc. Chancellor Khayat has approved any staff member who would like to help with the project on Friday, June 11 from 1:00-5:00 to be released from their work during those hours. He will be sending a memo to Department Heads to that effect. The project will continue on Saturday, June 12 from 8:00 a.m. till Noon. Food, supplies, and tools will be provided. Any staff member who would like to help can notify Onice Carter, Traci Mitchell, or Carl Rebman, or just show up. The meeting place with the UPD substation at the Village.
- D. Publicity. Woodson Boyden had nothing new to report regarding the brochure.
- E. Membership. Traci Mitchell reminded everyone of the attendance policy for the Staff Council. A member who has three consecutive unexcused absences or six absences, excused or unexcused, during the Council year will be dismissed from the Council.

- F. Concerns. Traci reported one concern regarding the steps taken by UPD to notify the campus community, in particular the staff that work late/early hours, about the sexual assault which occurred in an academic building several weeks ago. Capt. Linda Christian with UPD told Traci that UPD placed notices in several buildings on campus and the incident was posted in the Campus Crime Report. Additional steps will be looked at in an effort to make sure the night staff are notified.

*Concern:* What is the status of the Recycling Program on campus? There have been some complaints about bins not being picked up. Reid Russell, Physical Plant, said that the company that had the contract to pick up the recyclables was not honoring the contract. Negotiations are underway with the City of Oxford to allow the University to pick up and deliver all recycled materials to the Oxford Recycling Center. This is scheduled to begin during the month of June.

G. Staff Appreciation Week.

- Food Committee. Conny Parham reported that serving for the picnic began early, about 10:45 and there were no long lines this year. Coke donated the drinks, Continuing Studies provided coolers and cups for ice water, and Buddy Bullock provided coolers for ice for the drinks. Aramark was extremely helpful and we have not received any complaints about the food. Conny thanked the members of her committee and all those who helped.
- Prizes. Judy Fos reported that 200 letters were sent out to business asking for prizes; we received about 80 responses; some businesses donated more than one prize. Thank you letters to businesses are ready to be sent and ads will be placed in the *Daily Mississippian* and the *Oxford Eagle*. Judy stated her appreciation to her committee and all who contributed.
- Games/Activities. Lucienne Savell reported that bingo, the plant swap, and fast pitch were successful; the talent show had 9 participants.
- Blood Drive. Lucienne said that 157 people signed up to donate and 132 pints were drawn. She thanked everyone who participated.
- Awards Day. Traci Mitchell stated that the ceremony was successful. The attendance of the staff receiving years of service certificates and pins was poor. Onice Carter stated that certificates to those who did not attend have been mailed. Years of service pins for staff who did not attend can be picked up in Powers Hall, Room 311.

A few members said that they had heard complaints that most of the events were schedule on one day. Discussion was held regarding the need for more people to volunteer to help with the events.

H. Proposals

- 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 reported that Dr. Gloria Kellum has the proposal for review. We are waiting on a reply from Dr. Kellum
- 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 was not present to report.

## Announcements

- Budget. The University budget will be submitted to the IHL Board on June 17. The Board dictated that this year's salary increases be based solely on merit.

- The Executive Committee did not meet with Chancellor Khayat this month.

Onice stated that this was her last meeting as President and she thanked everyone for their participation. She turned the meeting over to Traci Mitchell.

Traci stated that she looks forward to working with everyone. She had sent a questionnaire to Staff Council members asking for the comments regarding the work of the Council. She reminded everyone to please return them to her by June 15. She reminded everyone that MASCO meets on July 8 at Mississippi Valley State University. Any staff council member wishing to go, should let her know as soon as possible.

Traci presented Onice with a plaque which states the appreciation of the Council to Onice for her outstanding service as president.

There being no further business, the meeting was adjourned and refreshments were enjoyed as a celebration of Onice's year as President.

/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.