

## Minutes of March 3, 1999 meeting

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



### Attending:

Becky Brown, Joni Camp, Onice Carter, Mary Chrestman, Buster Clark, Thelma Curry, Cherry Douglas, Shirley Fisher, Judy Fos, Mary Harrington, Willie Hilliard, Clay Jones, Floyd Klepzig, Theresa Knight, Denise Knighton, Traci Mitchell, Conny Parham, Donna Patton, Lamar Pickens, Casandra Pinson, Kirk Purdom, Lucienne Savell, Beth Thweatt

### Excused:

Robert Bishop, Woodson Boyden, Betty Brown, Dennis Bullard, Amy Burrow, Laura Gillom, Jonnie Manning, Jerry Moore, Johnny Price, John Stone, Martha Woolfolk

### Unexcused:

Buddy Kahler, Calvin Sellers, Sherry Wall

The meeting was called to order by President Onice Carter. She asked that everyone introduce themselves since new members were present. Onice advised the new members to pick up a copy of the Council's By-Laws which were available at the meeting and she discussed the absentee policy as stated in the By-Laws: Any member who has three consecutive "unexcused" absences or who has a total of six absences within a year will be dismissed from the Council. Members should contact a member of the Executive Committee prior to the meeting to let them know if they cannot attend.

### Guest Speaker

Scott Wilkins, President of the Associated Graduate Student Body, spoke to the Council regarding a service project, which has been endorsed by the AGSB, to make improvements to the Village, to include possibly power washing the buildings, building a playground for the children, and working on a picnic area in back of the Village. Scott is communicating with the ASB, Staff, etc. so that the entire University family can have the opportunity to participate in this project. Chancellor Khayat has also endorsed the project and stated that the work could be done on one or two weekends, and then a social event could be held--possibly a picnic or concert, etc. The AGSB requests our help physically, not financially. Those costs will be taken care of by the AGSB. They would like to begin work on the Village around the second week in April. It was the consensus of the Council that we would like to participate and asked that Scott keep us updated as final plans are made.

### Minutes

Copies of the February minutes were made available since they have not yet been distributed in campus mail. Donna Patton stated that in the printed minutes, Theresa Knight was incorrectly listed as being unexcused at the last meeting. The error has been corrected on the original minutes.

### Committee Reports

- *Project Discover*. Buster Clark provided the following information:  
There are 68 individual projects containing the several hundred process recommendations that were proposed in the initial phase of Project Discover with research projects currently being assigned.

The teams for process reengineering have been assembled and have begun developing a recommendation on each of the projects that will be presented to the steering committee. The recommendations that have software implications are due today.

The software teams are assembled and some are presently working in Powers Hall.

There are 165 INDIVIDUAL STAFF MEMBERS working on the teams. This does not include teams for the research projects. Many of these were not on the first phase of Project Discover.

Just because projects are approved by the steering committee does not mean they will be implemented as recommended. As the teams begin detail designs, the processes may be modified or new ones added.

- First round of training for team leaders has been scheduled.
- IQ campus development (student system) is scheduled to begin within 30-60 days.
- SAP implementation is in its second week of blueprint, having completed the planning phase. Blueprint will last a total of six to eight weeks and consist of identifying the business processes of the organization and the blueprinting process for configuration. This portion will be integrated, coordinated, and on the SAME PAGE with any re-engineering that is taking place.

If you have questions or comments about the process reengineering or software implementation, please call Buster Clark or Mary Harrington at 6712 or Larry Sparks at 6709, or e-mail: [tebuster@olemiss.edu](mailto:tebuster@olemiss.edu); [lsparks@olemiss.edu](mailto:lsparks@olemiss.edu); [ccmary@olemiss.edu](mailto:ccmmary@olemiss.edu); or [discover@olemiss.edu](mailto:discover@olemiss.edu).

- *Crisis Management Team.* Buster Clark reported that the siren has been purchased and should arrive soon. It will possibly be placed on top of the Library. It can be activated by the University or the City. Our activation point is the Power Plant. The committee has met 3 or 4 times and will meet again tomorrow. Fire Inspectors will probably be asked to work with the Building Mayors to familiarize the Mayors with emergency procedures. Bobby Camp, Physical Plant, is the liaison with the city and county regarding the warning system that will be developed for all three. The committee is also looking into the possibility of working with MEMA (Mississippi Emergency Management Assistance) on a project to develop a warning system for all eight universities. This has not been confirmed.
- *Proposals for Funding.*
  - A. Higher Education Expense Assistance:  
Conny Parham reported that their committee met with Dr. Gloria Kellum, who asked that they meet with Clay Jones to get figures on the different salary levels of employees. The committee will have more information to report at the next meeting.
  - B. Staff Development:  
Vic Sullivan said their committee met with Clay Jones and they are looking at how this proposal will impact the current Staff Development plans.
  - C. Staff Technology Grant:  
Cherry Douglas stated that she has been sent from one person to another and has yet to get any substantial information. She has been asked to talk with Buster Hale about how this fits with Project Discover and hasn't been able to get in touch with Mr. Hale. She will report again at the next meeting.
- *Brochure.* Woodson Boyden was absent from the meeting; therefore, there was no report.
- *Membership.* Traci Mitchell reported that the elections were complete and welcomed all the new members to the Council. New members include: Robert Bishop, Becky Brown, Betty Brown, Shirley Fisher, Clay Jones, Buddy Kahler, Denise Knighton, Jonnie Manning, Lamar Pickens, Cassandra Pinson, Johnny Price, Kirk Purdom, and Beth Thweatt.. Elections results are available from Traci if anyone would like to see the tally. There was a good voter turnout; in fact, next year, we will try to utilize the RSVP system so that ballots don't have to be hand counted.

- *Concerns.* Traci reported two concerns:
  - "*Why are custodians required to wear hats?*" One custodian complained that she's allergic to some of the material in the caps the department provides for them. She was told she had to wear it anyway.  
*Answer:* Traci contacted M.L. Vaughan, supervisor of Custodial Services who said that custodians are not required to wear hats/caps. If they choose to wear a cap, they must wear the ones provided by the Physical Plant with the University's name on them. New caps were ordered and should be in soon.
  - "*Why aren't CLEP courses included in the University benefits like other classes?*"  
*Answer:* Clay Jones, Director of Human Resources, said CLEP tests aren't included in the benefits because of the outside fees that are required. When an employee takes classes with a University fee waiver, no outside party fees are involved.
- *Provost Search Committee.* Onice reported that four candidates interviewed on campus. The search committee met yesterday to compose a list of strengths and weaknesses for each candidate They will meet with Chancellor Khayat tonight to discuss this list with him. They were not asked to rank the candidates but to provide strengths and weaknesses. Onice did not know what the time line is for hiring a Provost.
- *Executive Director of Public Relations and Marketing Search Committee.* The final position announcement and advertisement copy is being approved and should be ready to go out soon.
- *Executive Committee Meeting with Chancellor Khayat.* The meeting was positive and productive. Chancellor Khayat asked for the committee's thoughts regarding whether the salary increases this year should be based entirely on merit. The Chancellor feels that it should be based on merit. The Executive Committee stated that we would like to see a portion of the money distributed across the board as a cost of living increase and then the rest be based on merit. Traci stated that we should always be aware of the fact that when a percentage increase is given that does not necessarily mean that each and every employee will get that percentage. That means that the University is given funds equaling that percentage of the University base salary amount.
- *Staff Appreciation Week.*
  - *Food Committee.*

Conny Parham reported that she and Donna Patton had agreed to co-chair the committee. Willie Hilliard and Sherry Wall will also serve. Others are invited to join us also. Onice and Conny met to discuss the budget and amount designated for food this year will be \$4,000, an \$1,100 decrease from last year. (Some non-university funds were donated last year on a one-time basis and will not be available again.) Conny has asked Aramark to give us some options within our budget (serving 1,200 staff). She has also talked with Buddy Bullock regarding contacts with Coke for drinks. Onice reminded everyone that for the past four years, the Sesquicentennial Office provided cake and drinks after the awards ceremony. These funds are no longer available since the Sesquicentennial has ended.
  - *Prizes.*

Judy Fos is chairing the committee. Last year, letters were mailed to businesses asking for their participation with a self-addressed return card for them to return if they are willing to participate. This system seemed to work well and will be utilized again.
  - *Games/Activities.*

Lucienne Savell will chair this committee. The Awards Ceremony will be held on Wednesday and all other activities (except for the Blood Drive) will be held on Friday. Some games to be held include: the plant swap; Bingo (This year, we will try a "White Elephant" sale which means that anyone who wants to participate in Bingo should bring some "treasure" from home that they would donate to be used as prizes; Bean Bag Toss; Baseball Throw; Football Throw; Volleyball; and the Talent Show.
  - *The Blood Drive will be held on Tuesday and Wednesday (May 11 and 12) in the Union Lobby. Marti Ryan, coordinator of Mississippi Blood Services, will speak at the April Staff Council meeting regarding the upcoming Drive.*

**ADDITIONAL STAFF ARE NEEDED TO SERVE ON THESE STAFF APPRECIATION WEEK COMMITTEES. PLEASE CONTACT ANY OF THE COMMITTEE CHAIRS OR MEMBERS OF THE**

**EXECUTIVE COMMITTEE IF YOU ARE WILLING TO SERVE. YOU DO NOT HAVE TO BE A MEMBER OF THE STAFF COUNCIL TO ASSIST WITH THESE ACTIVITIES.**

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.