

Minutes of the October 2, 1996 meeting

2:30 p.m., 404 Union



• **Present:**

Julie Andrews, Leslie Banahan, Cynthia Baskett, Brenda Brannan, Onice Carter, Mary Chrestman, Buster Clark, Thelma Curry, Sondra Davis, Marjorie Douglass, David Elmore, Ben Flemmons, Michael Harmon, Mary Harrington, Gene Hartley, Floyd Klepzig, Jonnie Manning, Traci Mitchell, Lucienne Savell, Steve Stricker, Judy Trott

• **Excused Absences:**

Debbie Chinault, Martha Deal, Valerie Harmon, Eldrid Hodge, Joyce Hobson, Virginia Kesler, Joe Maples, David Pendergrass, Sally Perry

• **Unexcused Absences:**

Becky Christman, Calvin Sellers, Doug Stuart

1. The meeting was called to order by President Buster Clark at 2:35 p.m. President Clark began the meeting by introducing the guest speaker, Dr. Gerald W. Walton, Provost.
2. Dr. Walton began his address by stating that he feels it is a privilege to work with Chancellor Khayat. Dr. Walton feels there is a lot of support out in the community for Ole Miss, and many activities are taking place at the department levels. Dr. Walton gave a brief overview of what his office responsibilities are and then stated he would like to address questions and/or concerns from the members of the Staff Council.
 - A. The Provost Office has the responsibility of overseeing several major committees and councils. Dr. Carolyn Staton is chair of the Undergraduate Council. The Faculty Senate is working on programs parallel to the undergraduate program. The Administrative Council meets one time a month with the Chancellor. The Cabinet meets three times per month with the Chancellor. The University Planning Council is one of the most important groups in that they deal with the finances of the University.
 - B. There are major searches being conducted at this time. Searches are being conducted for a new Law School Dean, for an Assistant Provost for the Office of the Provost, and for a new Associate Provost for Informational Technology.
 - C. As far as salaries are concerned, Dr. Walton stated that he agreed with what was said by Chancellor Khayat at the 2nd Annual Staff meeting that was held October 1 in the Coliseum. He feels that salaries increases should be a major concern right now for both staff and faculty. Dr. Walton stated he felt that Chancellor Khayat's presentation to the Legislative Budget Office in Jackson last week was the best one presented. Chancellor Khayat is still working towards the staff salary funding.
 - D. Dr. Walton stated he was happy to see a chapter of Phi Beta Kappa being formed on the University campus. Phi Beta Kappa is symbolic in that it compares Ole Miss with other outstanding universities. Ole Miss has a good library and academic program in Liberal Arts and Sciences. The University will continue to study the core curriculum on an ongoing basis to keep it strong and current.
 - E. Dr. Walton stated he felt the University must find the money to continue growing in the technological field. Technology is an important area of the University's development.
 - F. Dr. Walton stated that many changes are being made in the area of student recruitment. There is a commitment to make bigger and better efforts to find good students such as National Merit Finalists.
 - G. Faculty Development is directed at making overall improvements to the undergraduate instruction.
 - H. Dr. Walton then opened the floor for questions:
 - i. **Q.** *Since you have been involved in the academic side of the University so long, how has the transition been for you to the administration side?*

A. The transition has been basically easy with the exception of learning more about other areas of the University. As Provost, I deal with more than just the academic area of the University. My position

is over areas such as the Computer Center, Student Life, Administration and Finance. These areas were not under the former position of Vice Chancellor for Academic Affairs and I have been learning about these departments.

- ii. **Q.** *With the announcement of the plans for the main part of campus to become a walking campus by January, a lot of people are concerned with the parking problems that will arise. Will you address that issue?*

A. A committee has been formed to address these issues. Any concerns should be addressed to Dr. Keith Womer who is chair of that committee.

- iii. **Q.** *If some auxiliaries are privatized, will the funds raised from the privatization be used for academic programs or for salary increases?*

A. While I cannot say for certain, probably what will happen is that funds will be moved around as needed. While some of the money may be used for academic programs, funds that were previously used for academic programs may be able to be moved into the general fund to be used for salary increases.

- iv. **Q.** *There is a pool of money set aside to address faculty promotions, especially for departments that may not have the funds in their departmental budget. Would it be possible to have the same type of pool set aside for staff promotions?*

A. I would certainly support such a fund.

- v. **Q.** *With the new personnel policy that states that an employee may use comp time for the first day of sick leave instead of using personal leave, many employees in the Physical Plant have expressed a concern because they are not allowed to accrue comp time. They are required to take overtime pay. Do you know why this policy is like this?*

A. I don't know any of the details about this matter, but I will definitely look into it.

- vi. **Q.** *Do you feel the Staff Development program is working and will the monetary commitment for staff development be maintained?*

A. Yes, the program is working and plans are being made to maintain the program.

- vii. **Q.** *Since there is a Faculty Technology Development program, why isn't there a Staff Technology Development or rather a University of Mississippi Technology Development where staff and faculty both can participate?*

A. The Faculty Technology Development was paid for with "one time money."

3. A committee was appointed by President Clark to meet and make a recommendation to come from the Staff Council regarding the Faculty/Staff Scholarship for the payment of tuition for dependents. The committee members are: Lucienne Savell, Leslie Banahan, Cindy Baskett, Onice Carter, and Gene Hartley.

4. Mary Harrington reported on the findings of the Membership Committee.

A. Absenteeism seems to be a major problem. The current bylaws indicate a member will be removed from Staff Council after three consecutive unexcused absences. Based on this, the committee is removing two members (one with five unexcused absences and one excused absence; the other with four unexcused absences).

B. The committee feels that a change to the bylaws concerning absenteeism needs to be made. The committee reported that under the current bylaws, a member might not attend a single meeting throughout the year and still be in compliance with the absenteeism policy. The Membership committee is therefore recommending that members be removed after:

- i. a total of three unexcused absences (not necessarily consecutive) or
- ii. a total of six absences (excused or unexcused) during a 12-month period.

A motion was made by Onice Carter and seconded by Jonnie Manning to change the bylaws to read, *"any council member who misses a total of three (3) regularly scheduled meetings without first notifying the president and giving good cause for the absence or who misses a total of six (6) regularly scheduled meetings during a year of the council shall be in violation of the council's absenteeism policy. Any council member who resigns during a term or is in violation of the absence policy will be replaced by the person who received the next highest number of votes (the alternate) in the most recent election."* The motion was carried with no opposition. The policy will be in effect beginning with today's (October 2, 1996) meeting.

C. The membership committee reviewed the present representation of the council. With the change in the

Staff EEO Categories shifting persons from EEO1 to EEO3 the percentages for representation should be changed as follows:

EEO Category	# of Staff	% of Total Staff	# Council Reps. Currently	# Council Reps. Based on % Staff
1 - Executive	66	4%	1	1
3 - Prof. Non-Faculty	582	31%	7	11
4 - Clerical	553	30%	10	10
Academics (Provost)	249	13.3%	4	4
Student Life	77	4.1%	1	1
Univ. Advancement	29	1.5%	2	1
Admin. & Finance	109	5.8%	1	2
Executive	89	4.8%	2	2
5 - Tech/Paraprofessional	116	6%	2	2
6 - Skilled Crafts	99	5%	2	2
7 - Service Maintenance	456	24%	2	7
At Large	--	--	2	2
TOTAL	1872	100%	26	35

Ms. Harrington reported that since there has been a change in the EEO categories with persons being shifted from EEO1 to EEO3, the present representation is not as it should be. The council agreed with Ms. Harrington and permission was given to fill the vacant seats as prescribed by the bylaws.

5. Onice Carter passed around a list for members to sign up to be on committees for the annual Staff Appreciation Week. If you would like to be a volunteer and help with Staff Appreciation Week, please call Onice at 7447. You do not need to be a member of Staff Council to be a member of a committee.
6. Mary Chrestman reported that the Compensation Committee will be meeting next week.
7. Jonnie Manning reported that there were no additional concerns to be brought forward. They were all addressed during Dr. Walton's talk.
8. President Clark made the following announcements:
 - A. The University will be participating in NET DAY 96. Volunteers are needed to help in the wiring of Lafayette High School this Saturday, October 5, from 8:00 a.m. to 6:00 p.m. Plans are to eventually wire all the schools in this district, Oxford, OUS, etc.
 - B. The State-Wide MASCO meeting will take place on Thursday, October 10 in Columbus, MS. Anyone who is interested in attending, please call either Buster or Onice.
 - C. On behalf of the Staff Development Committee, Lucienne Savell asked whether the Performance Evaluation Committee should continue to change the present performance evaluation process. The council agreed that Staff Development should continue working with this committee.
 - D. The guest speaker for the November 6 Staff Council meeting will be Mr. Robert Dowdy.
Guest speakers for upcoming meetings are:
December -- Gray Tollison, Mississippi Senator
January -- Dr. Richard Mullendore, Vice Chancellor for Student Life
February -- Marshall Bennett, Representative from PERS
9. With no further business to discuss, the meeting was adjourned at 3:55 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. The meetings are held at 2:30 p.m. of the Union on the first Wednesday of the month. If you have a concern that you would like addressed, please call Jonnie Manning at x-5021 or you may send her e-mail at dpjism@olemiss.edu.

You are invited to attend the next Staff Council Meeting.

WHEN: NOVEMBER 6, 1996

WHERE: UNION 404 A/B

TIME: 2:30 P.M.

GUEST SPEAKER: MR. ROBERT W. DOWDY

ACTING VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE