

Minutes of September 6, 2000 meeting

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



PRESENT:

Julie Andrews, Bettie Bey, Betty Brown, Joni Camp, Mary Chrestman, Buster Clark, Cherry Douglas, Judy Fos, Earlene Foster, Shellie Harrison, Melissa Hudson, Buddy Kahler, Theresa Knight, Denise Knighton, Janea McDonald, Mark Miller, Lynn Mills, Traci Mitchell, Conny Parham, Donna Patton, Sherry Wall

EXCUSED:

Shirley Fisher, Anne Klingen, Jonnie Manning, Shannon Naron

UNEXCUSED:

Woodson Boyden, Sylvia Denton, Etta Miller, Jerry Moore, Tony Seaman, Michael Vanderlip, Sandra Williams

GUESTS:

Johnny Williams (Vice Chancellor for Administration and Finance), and Larry Sparks, Director of Internal Auditing and Project Discover

President Sherry Wall called the meeting to order after it was confirmed that a quorum was present. She then introduced our guest speakers.

Mr. Williams spoke to the Council about the following tangible examples of re-engineering processes from conception through implementation:

Example 1:

When Mr. Williams came to the University, there were several areas that he identified immediately as needing refining:

1. Facilities Planning (master planning for building and renovations);
2. Health and Safety (small group of people working hard but with no backup);
3. Physical Plant Director (responsibilities were too many and too cumbersome).

Using re-engineering team recommendations, a group gathered information and input after planning and discussion. The following outcomes resulted:

1. Physical Plant Director's duties were split. That position is no longer responsible for facilities planning and landscape services. PPD Director is currently responsible for all of the other aspects of the plant (carpentry, electrical, etc. as well as Health and Safety. New director, Terron Jones was hired;
2. Director of Facilities Planning position created (currently filled by Paul Hale) as a separate unit since there are some \$27M of Forest Lands funds which have now been placed into an endowment for improving and maintaining facilities on the campus;
3. Landscape Services area taken out from Physical Plant and a new director, Jeff McManus, hired;
4. Health and Safety area placed under Physical Plant Director. These changes will help facilitate more efficient use of resources and employees to accomplish goals of the units.

Example 2:

Accounts Payable, Receiving, Purchasing, and Property Control all work together in the Procurement Process. Therefore, these areas will become the Procurement to Payment Department and will be housed in the TRC Building

as soon as the National Food Service Management Institute moves into their new building. Larry Sparks has agreed to be in charge of this area for a temporary period of time. This unit will ultimately report to Bob Dowdy as Comptroller.

Example 3:

Payroll and Human Resources work hand-in-hand; therefore, several months ago, the Payroll Department moved out of the Accounting Office and joined the Human Resources staff in Johnson Commons.

Other areas are currently being looked at and determinations being made about how to better utilize personnel and facilities. Example: Institutional planning and budgeting. When the Lyceum renovations are complete and administrators move back there, Bob Dowdy will be housed in the Lyceum as part of the Office of the Vice Chancellor for Administration and Finance division. He will be more involved in higher-level planning.

Several people in Accounting who work with Student Accounting processes will be transferred from the Accounting Office to the Bursar's Office. That leaves two accounting processes: Contracts and Grants, and Centralized Accounting. These offices will remain in Martindale on the second floor. This will also free up more space in Martindale for Student Services areas since that building has been designated for student services.

Mr. Williams stressed that this is a learn-as-you-go process. Things will look different a year from now. The goals of the re-engineering process are to make the best use of resources while creating better paying, more challenging jobs for our employees. There were fears when the process started that employees might lose their jobs. He stated that he hopes everyone realizes that nothing like that has happened.

He ended his presentation by giving an example of how Project Discover creates a forum for the exchange of ideas about how to make things better. A group in the electrical department brought forth the need to have a back-up generator for the University. As a result of that idea, the administration will go before the Board to ask permission to build a backup electrical generator plant on campus. This will allow us to furnish our own power anytime we want. Why is this important? First, in case of an occurrence like the ice storm; second, TVA will lower our rate, providing savings in the neighborhood of \$1.3 million each year. Operational costs of the generating plant are approximately \$800,000 per year.

Question: *"What about the earlier discussions about a pool of employees who are displaced because of Project Discover? These employees would be given first chance at available jobs on campus."*

Mr. Williams: That pool has not materialized because job vacancies have occurred because of retirements, etc. and people have been moved into those positions. The concept of the employee "pool" is in place but has not been needed.

Larry Sparks discussed the changes required in the SAP environment and its effect on the Information Technology Department. A committee made up of IT employees, faculty, and staff were asked to look at our "mainframe" environment and our new computing environment and determine how we need to change in order to properly support this new environment. Skill sets and technologies will be different, and we need to be able to change with them. This committee submitted their report on August 15 to Buster Hale. There will be a slow transition (probably over a 2-3 year period) to this new technology support environment. Many new processes will probably be Web-based and SAP places much more of the computing power in the hands of the user. For example, our goal is to have at least one person in each department who can run reports and access information needed by that department without having to depend on IT personnel to generate the reports. IT's responsibilities will shift towards maintaining and continually upgrading the system and to coordinate the addition of new functionality to the system.

Mr. Sparks also talked about the next phase of the SAP implementation--the missing link--the Campus Management System (Student Information System). The University has agreed to be the North American pilot for the development of this system. Within 18 months, we will have something to begin showing with probable implementation in FY 2002 or 2003. This provides several opportunities for our university:

1. to be a leader in this area;

2. a chance to look at some of our academic support processes and decide if we want to take advantage of the opportunity to make some changes;
3. look at the student services areas to see if there are ways to make things better and easier.

One final process has not been addressed--travel. Mr. Sparks asked that staff provide him with input, suggestions, etc. about ways the processes could be made easier. Anonymous comments may be sent to 300 LaBauve. Otherwise, please e-mail Larry at discover@olemiss.edu or call him at 915-6700.

Minutes:

The minutes of the last meeting were approved after a motion from Traci Mitchell and a second from Conny Parham.

Committee Reports:

Traci Mitchell said that she will represent Student Life and Staff Council on the search committee for the Vice Chancellor for Student Life position which is opening.

Janea McDonald stated that she was appointed to the Traffic/Parking Committee to replace Floyd Klepzig, who retired from the University.

Concerns:

Buddy Kahler stated that someone had called to ask about the status of the request to change the waiver for children of faculty and staff from 50 to 100 percent. He checked with Human Resources. Jeff Buck said that this proposal is currently being discussed by the IHL Presidents Council, but no action has been taken at this time.

Executive Committee Meeting with Chancellor Khayat:

Sherry Wall reported that the Executive Committee met with Chancellor Khayat last week. He reported on issues discussed at the recent IHL Board Retreat. One of those items was the 100% tuition waiver. He stated that this proposal was looked at favorably and he feels good about it being taken to the next step. However, he said the reciprocal tuition waiver for in-state institutions did not generate much interest. The Chancellor also stated that as a result of a proposal by the Staff Council submitted in the Spring, he has appointed an Employee Appreciation Standing Committee. This committee consists of all the vice chancellors, Clay Jones, Larry Ridgeway, Traci Mitchell, Buster Clark, and Mark Tew. This committee is charged with planning for Employee Appreciation events; therefore, planning for Staff Appreciation Week will no longer be the responsibility of the Staff Council.

Insurance Update:

Sherry Wall reported that she had spoken with Clay Jones and that he confirmed that Radiology and Anesthesiology fall under the same category as Pathology as far as being out of network. Clay is still discussing this with James Hahn,

Administrator of Baptist Hospital-North Mississippi, and Theresa Hannah and Mickey Brown. He stressed that if employees must use these services and are charged the out-of-network percent, we have the option to appeal the non-payment to AHS, stating that we had no choice in the matter.

Information is going out now regarding the increase in the deductible from \$350 to \$450 per person, effective January 1, 2001. A family deductible of \$900 per family is being instituted, which may help employees with family coverage. There are other changes regarding payment of drugs, co-pay, etc.

Sherry will discuss with members of MASCO to see how the insurance changes are affecting employees at the other universities in the state. She also stated that Gray Tollison and Jay Eads will meet with the Staff Council, and this will provide another opportunity to voice our concerns to the legislators.

Staff Development Committee:

The Staff Development Committee was charged with the responsibility of looking into the Staff Development Fund created to help staff members taking classes who cannot afford to buy their books and supplies. There were some funds donated to this fund through the Oxford Campus Campaign. This committee consists of Janea McDonald, Mary Chrestman, Cherry Douglas, Shannon Lovejoy, and Shirley Fisher. They will make a recommendation to the Council on rules and regulations for application for funds, and design of an application form. They will also look at whether or not requests for funds to attend conferences or workshops should be a part of this fund or a separate fund. Chancellor Khayat has stated that he has a potential donor who might provide funds for this area but asked that the Council provide him with specifics about the program.

There being no further business, the meeting was adjourned.

/s/Sherry Wall, President

/s/Buddy Kahler, President-Elect

/s/Jonnie Manning, Secretary

NOTE: We want to thank Donna Patton for taking the minutes in the absence of Jonnie Manning.

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.