

The University of Mississippi Staff Council

Minutes of the Meetings: September 1, 2004 and September 8, 2004

Union 404 A & B

Present: James Akey; Hilarie Bain; Pam Barefield; Shannon Beeman; Debbie Bishop; Rachel Bost; Brenda Brannan; Joey Brent; Nina Cheshier; Kim Chrestman; Judy Fos; Corrie Free; Mary Harrington; Shellie Harrison; Carra Hewitt; Jeff Howell; Melissa Hudson; Buddy Kahler; Ron Kitchens; Shannon Lovejoy; Judy Mills; Ardesa Minor; Traci Mitchell; Jennifer Pardoe; Paula Park; Deidra Phillips; Randall Pinion; Bettie Puckett; Tony Seaman; Patti Welch

Excused: Paige Davis

Unexcused: Sue Hodge; Renee Moore; Kathy Sanders

September 1, 2004

Call to Order: The meeting was called to order by President Mary Harrington. President Harrington thanked all members for attending, and then introduced Terese Hanna, State Insurance Administrator for the Department of Finance, as the guest speaker. Ms. Hanna's PowerPoint presentation on "State and School Employees' Life and Health Plan" can be found on the Staff Council website. (http://www.olemiss.edu/orgs/staff_council/Presentation_Sept_04.ppt)

After Ms. Hanna's presentation, the Staff Council adjourned until 2:30 pm on September 8, 2004, when the meeting was continued.

September 8, 2004

Approval of Minutes: The August minutes were approved with two corrections: 1) James Akey's absence from the August Staff Council meeting was changed from unexcused to excused; and 2) applications for the MASH program are available now, but are due in December.

Treasurer's Report: Rachel Bost presented reports for July and August. Both reports were approved with no corrections.

Introduction of New Member: President Harrington introduced Debbie Bishop, who is replacing Barbara Leeton on the Council. Ms. Bishop has worked on campus for 15 years, and currently serves as the Clinical Records Coordinator for Communicative Disorders.

Vote on Theme for This Year's Activities: Ballots regarding the theme for this year's activities were distributed at the last meeting. The winner of the theme competition is Ron Kitchens, for his theme, "Staff Council: We're Here for You."

Committee Reports:

- Ron Kitchens, coordinator of the Meet and Greet Program, thanked all Staff Council members who participated in the program this year. Mr. Kitchens stated that suggestions for improving next year's program are welcome. Currently, Mr. Kitchens plans to coordinate with the Office of Student Orientation and to expand advertising of the program in order to inform more students about this service.
- Judy Fos, coordinator of New Employee Orientation, reported that her committee held a joint meeting with the Staff Council Awareness Committee in order to coordinate efforts to increase the visibility of Staff Council. Recommendations include: providing Staff Council t-shirts to new staff members; sending letters to new staff; and updating the current Staff Council brochure.

- Ardessa Minor, coordinator of the Staff Council Awareness Initiative, gave an update on 2004 Fall Staff Council Kick-off. This program, scheduled for Wednesday, October 13, from 11:00 am to 1:00 pm, will be held in the Grove to allow Ole Miss staff to meet their Staff Council representatives. Pizza and drinks will be provided by the Staff Council, and the Staff Open Doors Band is being invited to provide music. Plans are currently underway to begin publicizing the event.
- Jennifer Pardoe, coordinator of the Publicity Committee, asked that a volunteer sign-up sheet be passed around during the meeting. Staff Council members are needed to work on various initiatives sponsored by this committee.
- Mary Harrington reported that the Executive Committee recently met with Chancellor Khayat. During the meeting, the Chancellor stated that funding for the University will continue to be tight, and asked that Council members encourage all staff to look for ways to work more efficiently. The Chancellor also suggested that the Council consider holding meetings at different locations around campus. The Council voted to keep the Union as the regular meeting location, but will hold occasional meetings at other locations.

Old Business:

- A new digital camera was purchased from Circuit City. A Staff Council photojournal will be developed and posted to the website.

New Business:

- The Textbook Scholarship Committee has made several changes to its statement on textbook scholarship policies and procedures:
 - Scholarship eligibility will be limited to those employees earning a maximum of \$50,000 per year. Permanent, full-time employees who earn \$35,000 or less will still receive priority for scholarship disbursements.
 - The policies and procedures now explicitly state that employees must go through Staff Council if they need to order materials from a vendor other than the Bookstore.
 - Guidelines for appeals have been formalized.

Joey Brent will post the new application form and the revised policies and procedures to the Staff Council website.

- At last month's meeting, the Staff Council approved the proposed "Staff Council Member of the Month" Initiative, which is designed to recognize members for their contributions to Staff Council. President Harrington announced that September's Staff Council Member of the Month is Ron Kitchens.
- Rachel Bost announced that all Staff Council members will soon receive name tags, which can be worn at events such as the Fall Staff Council Kick-Off and Staff Appreciation Day.
- Mary Harrington reminded everyone that the annual staff meeting will be held on Thursday, September 9 at 9:00 am in Nutt Auditorium. Staff Council members are asked to sit at the front of the auditorium.
- Mary Harrington read aloud an email she received from Lowell Wilson of the Mississippi State University Staff Council. Mr. Wilson offered his sympathy and support to the Ole Miss community in the loss of our three students in the recent house fire.

Concerns

- Joey Brent reported that Al Fenger is working with Printing Services to begin using secure envelopes for the mailing of check stubs.
- An Ole Miss employee has expressed concern for custodial staff who work in buildings without heat and air conditioning. Chancellor Khayat has agreed that this is a legitimate concern, and that it had been investigated in the past. At that time, the costs of running heating and air conditioning during the early morning hours were too high to permit heating or cooling in the buildings. However, the Chancellor has agreed to revisit this issue.

Meeting adjourned, 3:30 pm.

/s/ Mary Harrington, President

/s/ Joey Brent, President-Elect

/s/ Shannon Beeman, Secretary

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