

Minutes of the September 4, 1996 meeting

2:30 p.m., 404 Union



• **Present:**

Julie Andrews, Leslie Banahan, Cynthia Baskett, Brenda Brannan, Onice Carter, Debbie Chinault, Mary Chrestman, Becky Christman, Buster Clark, Thelma Curry, Sondra Davis, Martha Deal, Marjorie Douglass, David Elmore, Valerie Harmon, Mary Harrington, Gene Hartley, Eldrid Hodge, Virginia Kesler, Jonnie Manning, David Pendergrass, Lucienne Savell, Steve Stricker, Doug Stuart.

• **Excused Absence:**

Ben Flemmons, Joyce Hobson, Donna Patton, Calvin Sellers.

• **Non-Excused Absence:**

Michael Harmon.

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, Chancellor Robert C. Khayat.
2. Chancellor Khayat addressed the council with answers to many issues that have been a concern for the staff. Chancellor Khayat began by having council members introduce themselves and state how long they have been at the University.
 - A. He then proceeded to give a report on the two very broad goals of the University.
 - i. The first goal is to increase enrollment. Funding of the University is enrollment driven. He was glad to say that enrollment has increased by 14% in the first year class, with a 15% increase in Mississippians attending the university. We have increased over 200 students since last year. When planning the FY 97 budget, it was projected that there would be a \$300,000 deficit, or 1% decline in enrollment.
 - ii. The second goal is to enhance the working and teaching environment. If your work area is clean and comfortable, then production is usually up.
 - B. Last year, we had a 29% loss of first-year students. When this happens, \$3,000,000 is lost. In order to keep students here on campus, we must provide a support system and give the students an opportunity to succeed. Remember that first impressions can influence a student's decision on whether to stay or leave within their first six weeks on campus.
 - C. Funding. When persons make the same amount this year as they did the previous year but yet they see all this construction going on, they tend to ask how can this be? The funding for the construction comes from bonds issued by the state. This money can only be used for construction or renovation. They cannot be used for salaries. The funds for salaries comes out of the E&G funds, or the General Fund.
 - D. Dr. Khayat stated that he will try to be completely honest with the staff while he is chancellor. He has met with several legislators, and it is predicted that there will be a 1% to 3% increase in salaries for education for the next year. To fund 1% it will take approximately \$22.3 million dollars. Additional money will be needed to operate all the new buildings and additions that are being added on campus.
 - E. Dr. Khayat stated that he would be meeting with the Legislative Budget Office later this month. The first thing he plans to discuss with them is staff salaries. Other items he plans to discuss are faculty salaries, funds to upgrade buildings, incentives for productivity, and funds to ABSORB "add-ons" (i.e., new buildings coming on-line, minimum wage increase, increase of utilities).
 - F. Employees can help the University with its need for funds by:
 1. Helping to increase enrollment and retention
 2. Remember to treat students as human beings

3. Help to efficiently operate our campus by learning to turn lights and air conditioners off, conserve electricity
 4. Help to keep our campus clean
 5. Use E-Mail instead of paper
- G. Privatization of the Bookstore issue. Auxiliaries are expected to support themselves and produce income for the University. So far, three companies have shown an interest in operating the Bookstore and The Rebel shop. They are Follett, Barnes & Noble, and the Missouri Book Co. The way privatization works is the company comes in and employees who are close to retirement (a number of years to be determined through the contract) will be subcontracted out through the University so that the person would not lose the years invested into our state retirement program. Any employee who is not close to retirement will have a contract with the new business for one year, after which the contract will be renegotiated between employee and bookstore. Income is generated for the University in two ways: (1) the company first buys the inventory and 2) the company guarantees a certain percentage of gross sales to the University each year. **The University will support a relocation program for those employees who wish to stay with the University and not transfer to the new company.** Dr. Khayat stated that if the companies who are looking at this business venture do not comply with the contract, then a contract will not be signed.
- H. The Forest Lands is another area that is being looked at as a privatization issue. The Forest Lands is located in South Mississippi, 23,000 acres. A long-term lease of the land is being looked into. If the Forest Lands are privatized, this lease money will become part of the base budget for the University.
- I. Dr. Khayat reminded everyone that a property audit is taking place on campus right now, and asked each of us to take this audit very seriously. As of today, 7%-9% of the property has not been located. All personnel are liable for the property located in their areas.
- J. Dr. Khayat stated he was pleased to announce that the University has had a substantial increase in private support donations in the last year -- from \$17 million to \$25 million (an increase of \$8 million). Endowment has increased to \$137 million.
- K. Dr. Khayat stated he has been in contact with a private company to see if they would be interested in building a day care center and handling the day-to-day operations of the center. The day care center has not been forgotten. It is in the planning stages.
- L. The center of the campus will be closed off to regular traffic beginning in January 1997. From 8:00 a.m.-5:00 p.m. Monday through Friday, only handicapped access and service vehicles will be allowed to drive from Ventress Hall through campus to the Magnolia tennis courts. The center of campus will be a walking campus. A committee has been appointed to look into the logistics of a shuttle and the parking situations. The campus will be closed from University Avenue, Frat Row, Grove Loop to Confederate Drive. This is to promote a safer inner campus. Dr. Khayat stated he has asked Dr. Walton to increase the minutes between classes to 15 minutes to ensure everyone has time to walk to their next class.
3. A motion was made and seconded for President Clark to compose a memo to Chancellor Khayat regarding a proposal for Tuition for Dependents of Faculty and Staff. This motion stated that the amount of tuition covered would be a graduated percentage based upon years of service to the institution. Motion was passed with no opposition.
4. A motion was made and seconded for President Clark to compose a memo to Chancellor Khayat regarding a proposal for the faculty/staff dependent scholarship to cross the IHL lines. There is a concern where a prospective student would want to attend another university within the state. This proposal would allow that student of a state university employee to attend the university and receive the tuition benefit. Motion was passed with no opposition.
5. President Clark stated that we now have office/storage space in room 5 Leavell-A, but it is not ADA compliant yet. Eldrid Hodge volunteered to donate shelving and a credenza for the room. It was gladly accepted.
6. Mary Chrestman stated that Staff Council files may be stored in the archives of the Library. This would mean that the files would be cataloged and stored in the Library and can be used there, or copies could be made, but they could not be checked out. President asked the council whether or not they would like to have some or all of the records stored in the Archives. After much discussion, a motion was made by Sondra Davis and seconded by

Brenda Brannan that the previous two years' records and the Staff Appreciation Week materials would be stored in the office. The rest of the records could be stored in the Archives. Motion was passed with no opposition. Jonnie Manning also stated that each committee should take minutes and document what their duties are. These should then become permanent records to be housed in the office.

7. A trophy case has been purchased to house the trophies of those winners during the Staff Appreciation Week Events. It is located on the main floor of the Union by the elevators. It has been recommended that a large permanent trophy be purchased to be placed in the case. Each year the names of the winner and his/her picture would be placed by the trophy. A smaller trophy would be purchased for the winner to take home to his/her trophy case.
8. President Clark asked Mary Harrington if she would like to give her report on the Membership Committee. She requested that this item be tabled until the next meeting since it would take quite a bit of time to discuss.
9. President Clark asked that Joe Maples' report from the Publicity Committee be tabled until the next scheduled meeting. He further stated that they would not need anything from this committee until next month.
10. Jonnie Manning reported that there was a concern from an employee who was inquiring why more night courses could not be offered. She stated that she forwarded this request to Dr. Walton's Office who forwarded the request to the Academic Deans and Department Chairs. A good response was received from all who received the message. The main concern in scheduling night classes is having to plan ahead for semesters. If you are interested in a night class, please let the deans know as soon as possible. After all, they can't schedule them if you don't let them know you want and need them. Thanks to Dr. Walton and all the deans for their response and receptiveness.
11. President Clark made a few brief announcements:
 - The second annual staff meeting is October 1, at 11:00 a.m. in the Tad Smith Coliseum. There will be a light lunch afterwards.
 - Dr. Faye Gilbert, Chair of the Faculty Senate, is very interested in the Staff and Faculty groups interacting with one another. A representative from the faculty group will begin attending our meetings and we will begin sending a representative to the Faculty Senate meetings.
 - An apology is extended to the staff of the university for the lateness of the previous month's minutes getting distributed. Due to unforeseen problems and registration, we were not able to produce them in time before this meeting. Please accept our apology.
 - **The guest speaker for the October 2 Staff Council meeting will be Dr. Gerald W. Walton, Provost.**
12. The meeting was adjourned at 3:55 p.m.

Respectfully submitted:

/s/Lucienne Savell, Secretary

/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. in the Union on the first Wednesday of the month.

If you should 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: OCTOBER 2, 1996

WHERE: UNION 404 A/B

TIME: 2:30 P.M.
GUEST SPEAKER: DR. GERALD W. WALTON, PROVOST