

## Minutes of September 2, 1998 meeting

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



### Attending:

Julie Andrews, Charlene Baker, Cyndi Baskett, Amy Burrow, Joni Camp, Onice Carter, Mary Chrestman, Buster Clark, Thelma Curry, Sondra Davis, Cherry Douglas, David Elmore, Judy Fos, Mary Harrington, Sue Hodge, Clay Jones, Floyd Klepzig, Theresa Knight, Traci Mitchell, Jerry Moore, Conny Parham, Donna Patton, Calvin Sellers, J Stern, Steve Stricker, Doug Stuart, Sherry Wall

### Excused:

Michael Booke, Woodson Boyden, Dennis Bullard, Jonnie Manning, Lucienne Savell, John C. Stone

### Unexcused:

Willie Hilliard

### Guests:

Jennifer Janus, Reporting for *The Daily Mississippian*

Clay Jones, Director of Human Resources, reported to the Council on the Variable Compensation Plan and the Morris Study. He first announced that the Insurance and Retirement Committee would be meeting later that afternoon and that some issues are being addressed that will, hopefully, bring about positive changes, especially regarding insurance matters. The Cafeteria Plan sign up will begin on October 12. More information will follow regarding the sign up.

Mr. Jones stated that he was aware of the concerns regarding the Variable Compensation Plan (VCP) and the salary scale. He gave the following timeline regarding actions taken since 1995 to bring staff salaries toward the target salaries:

- We were approximately \$1 million short of having the amount needed to bring staff to their target salaries when the study was completed in January, 1996. Approximately \$100,000 was set aside for the V.C.P.
- Another \$100,000 plus the normal increases (3%) was allotted during the budget process in July 1996, (the same amount allotted for faculty promotions) which brought us closer to the target salaries.
- Another \$100,000 was allotted during the budget process in July 1997. This brought us to within \$268,000 of having everyone at their target salary.
- The V.C.P. was not directly addressed in July 1998, although, for the most part, a larger amount of money was on the table for salaries. Through normal raises, minimum wage increases, and attrition, we are now within \$90,000 of bringing everyone to their target salary.

The fact that the University has come from \$1 million ( in 1995) to \$90,000 (in 1998) short of the target salaries demonstrates the University's determination to fulfill the mission of the Morris Study. Mr. Jones has discussed the importance of the University's allotting the \$90,000 during the 1999-2000 budget year, and he feels that there is reason to hope that the money will be made available.

Mr. Jones also explained that during the Morris Study, every position was assigned a target range. At the beginning, lack of funding meant that 250 job classes were short of their target range. Each year, these position ranges have been adjusted according to the lowest-paid person in that job class. This year, an aggressive approach was taken whereby not only the lowest-paid person in that class was looked at but also look at the group cluster. At the beginning of this year only 100 job classes were below the target range; now only 25 job classes are below. We are 90% of the way there and can get there easily next year.

**Question:** Are any economic adjustments being made for those not having met their target salaries?

**Answer:** *No adjustments are being made. First, we have to get people to their target salaries that the Morris Study set.*

**Question:** Will a market survey be done and what is the market?

**Answer:** *The market is different for different types of positions. The market for non-exempt positions would be the local market while the market for exempt positions would other Southeastern universities, and standard surveys such as CUPA, etc.*

**Question:** What percentage of staff fall into the Professional/Exempt category?

**Answer:** *This is a guess but there are approximately 1,200 staff; 65 are EEO 1 (department heads and administrators) and approximately 450 other.*

**Question:** Why is it when someone leaves a position, the salary is automatically dropped back to the lowest step in the range? This prevents us from getting the most qualified applicants.

**Answer:** *A classification system sets starting salaries and ranges to promote fairness and equity across campus. This must be done in order to maintain fairness between departments who have money and those who do not and also to ensure we meet federal requirements such as the equal pay act. For example, it would be unfair for the Department of Management to hire a secretary at \$19,000 and the Department of English to hire a secretary at \$12,000 just because the Department of Management had the money in their budget. It would also create problems with our externally funded areas of campus because they can usually pay much higher salaries so we would have people working next to each other doing the same thing making different salaries.*

**Question:** We read about the private funds being raised for faculty salary endowments. Is there a reason why an endowment to raise staff salaries could not be sought?

**Answer:** *There is no legal reason. That would be determined by the administration.*

**Question:** What can we do to encourage the administration to make the increasing staff salaries a priority?

**Answer:** *Make a recommendation that the V.C.P. funds be allotted next year. Ask that this be a top priority.*

Onice Carter thanked Mr. Jones for bringing us up-to-date on these important issues.

After this report was completed by Clay and given to Mr. Johnny Williams, Onice had an opportunity to talk with Mr. Williams, and he is in full support of trying to find the funds for the next budget year to fulfill the mission of the Morris Study.

The Executive Committee also has spoken with the Chancellor about the \$90,000, and we believe that the Chancellor is committed to making this a priority during the next budget year.

Onice welcomed two new members of the Council: Cherry Douglas and J Stern.

**Approval/Corrections to Minutes:** There were none.

**Report on Costs and Difference on Printing Options for the Council Minutes:** Michael Boone was unable to attend. Therefore, there was no report available.

**Report on Student Service Project:** Onice expressed a big thank you to all that helped. The objective was to help students locate buildings on campus during the first two days of class. The staff who volunteered were posted at certain locations on campus with maps and wearing a t-shirt that said "Welcome to Ole Miss" on the front and on the back, "UM Staff Council, Ask me for help". We thank Chancellor Khayat for the idea of the T-shirts and Dr. Gloria Kellum for finding the funds to buy the shirts. Volunteers for the project were: Cyndi Baskett, Bobby Black, Ralph Braseth, Kay Card, Onice Carter, Mary Chrestman, Linda Christian, Randy Corban, Thelma Curry, David Elmore, Mary Harrington, Ray Hawkins, Floyd Klepzig, Jonnie Manning, Traci Mitchell, Paula Park, Lucienne Savell, Calvin Sellers, Barbara Smith, Lewis Stockett, Jacque Trimm, Frank Tuttle, Melanie Wadkins, Ryn Wilson, and John Worley. We

couldn't have done it without you.

## Committee Reports

- **Elections/Membership Committee.** Traci Mitchell reported that we do have Cherry and J as new members but still need representatives from EEO 7. If staff in that category are interested in serving, please contact Traci.
- **Staff Development.** Traci reported that the committee met on August 27. We will have regular monthly meetings and Jenea McDonald of Human Resources will meet with us. Dr. Gloria Kellum met with us to bring a proposal for a specific program to be developed this fall. More information will be available later.
- **Concerns:**
  1. Traci reported that someone had reported a concern regarding the late fee for parking decals. This policy was established by the Traffic Policy Committee to encourage staff to purchase their decals on time. Decals have been on sale since July 1 and the late fee did not go into effect until after September 1. This is ample time for staff to purchase their decals.
  2. Another concern was expressed regarding employees having to register in the Turner Center. If staff use priority registration, it will not be necessary for them to go to the Turner Center.
- **Project Discover.** Buster Clark distributed an update sheet (the information is available on the Web):
  - Recent Accomplishments:
    1. PeopleSoft and SAP were selected as finalists to provide an enterprise-wide software solution for the University
    2. The first issue of the Project DISCOVER newsletter was distributed to all faculty and staff last week. Tony Seaman and Printing Services should be applauded for their effort in producing the newsletter.
  - Current Activities:
    1. Developing scenarios for the software demonstrations
    2. Identifying and discussing major opportunities for improvement
    3. Completing information gathering to understand the way processes are currently done.
  - Next Steps:
    1. Software demonstrations will be held in late September and early October
    2. Focus groups will be held with users and customers of the major processes being reengineered to identify and discuss opportunities for improvement
    3. A change enablement survey will be distributed to all staff. The survey will help the project team understand the University environment and readiness for change. It will be used to determine what steps are necessary to be successful in moving from how we do things today to how we want to do things in the future. The survey responses will be completely anonymous. Individual responses will not be reported.

Buster stated again that any staff member with concerns or questions should contact him at 7747.

- **Publicity.** Onice reported for Woodson Boyden that announcements would be made over the radio about meetings and that Ed Meek has agreed to help with a plan to improve communications about Staff Council.
- **Legislative.** Charlene Baker reported that their committee will be in contact with Andy Mullins, the University's legislative liaison, and will watch for bills that concern staff when the legislature is in session.
- **Annual Report.** Mary Chrestman reported that the committee would meet tomorrow and that the 1997-98 annual report will be prepared first and perhaps a composite report of the years preceding that will be done.

Julie Andrews announced that the Artist Series Committee would meet on Friday to talk about events for this year. Any interested staff member is welcome to attend the meeting.

Onice reported on the September Administrative Council Meeting. Some items discussed included:

1. the University's endowment has increased substantially
2. Enrollment is up. We are within 6 of having the largest Freshman class ever at the University
3. the Sesquicentennial calendar of events was distributed
4. Fall Alumni functions were discussed
5. the Year 2000 plans were discussed

6. the Special Events calendar was distributed.

Onice reported on the Executive Committee's meeting with Chancellor Khayat this week. Clay Jones attended because several of our questions pertained to Human Resources.

- We reported to the Chancellor about the Student Service Project and thanked him for his help with that project.
- We discussed the campus-wide Staff Meeting on October 13 at 9:00 a.m. in Fulton Chapel and some of the initiatives which we felt should be covered at the meeting.
- The Chancellor provided the Executive Committee with the search committee names for the Provost/Vice Chancellor for Academic Affairs. They are: Dr. Scotty Hargrove, Mr. Tim Angle, Dr. Ron Borne, Dr. Ann Canty, Ms. Onice Carter, Dr. Jim Chambless, Dr. Don Cole, Mr. Brad Davis, Ms. Charlotte Fant, Dr. Ben Fisher, Dr. Charles Gates, Dr. Glenn Hopkins, Dr. Charles Hussey, Dr. Ronald Rychlak, Dr. Morris Stocks, Dr. Jim Vaughan, Mr. Thomas Wallace, Mr. Johnny Williams, and Dr. John Williamson.
- The Chancellor and Clay followed up on our earlier request that an exit interview be held when staff members leave the University to find out the reasons for turnover. Clay will work with us on that initiative.
- We asked about the current policy that staff cannot receive "extra pay for extra work", for example, if a staff member is asked to teach a night class for which they are qualified, they are not allowed to be paid for this as the policy stands now. Chancellor Khayat asked Clay to work on a policy which would allow this to be done within appropriate guidelines (not during the normal work day) and to ensure it would not be abused and the Chancellor agreed to work with us to get this policy in place.
- The Chancellor informed us that a memo was mailed from his office to departments heads of members of the Staff Council expressing his support for the Council's activities and urging the department heads to support their staff who participate in these activities.
- Buster Clark will join the Executive Committee when we meet with the Chancellor to ask or answer any questions about Project Discover.

It was requested that the Executive Committee follow up on the earlier discussion about the Consulting Policy. It was explained that this was placed on hold by a request from the Personnel Committee, because of some new members on the Committee who should be given time to develop a better understanding of the University before changing its policies. The Executive Committee agreed that they would follow up.

Onice announced that the MASCO meeting will be held on campus on October 8 from 9:00-3:00. Invitations have been sent to the Vice Chancellors to attend the luncheon and all have agreed to attend. Onice needs to know how many Council members plan to attend the meeting and the lunch. Onice agreed to distribute to the Council members the MASCO meeting agenda when she has it.

Amy Burrow expressed concern for the safety of students who walk on the access road between Old Chemistry and Lewis Hall and between the Lyceum and the Library. Doug Stuart stated that it was his understanding that when construction begins on the Lyceum, the access road will be closed to parking and that should eliminate some of the danger.

A motion was made and seconded that the Staff Council submit a proposal to the Administration that an endowment be established for future salary increases for staff. A lengthy discussion followed that focused on the need for the Staff Council Executive Committee to first do some homework by discussing this initiative and how best to go about it with those in charge of fund raising before submitting the actual proposal. The motion as presented was defeated.

**The Council will meet again on Wednesday, October 7, at 2:30 p.m. in Union 404 A&B.**

There being no further business, the meeting was adjourned.

/s/Donna Patton, Secretary

/s/Traci Mitchell, Vice-President

/s/Onice Carter, President