

# Vice Chancellor Administration and Finance



Annual Report  
FY 2015 - 2016

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**VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE**  
**Larry D. Sparks, Vice Chancellor**  
**2015-2016**

**SUMMARY OF ORGANIZATIONAL CHANGES**

Barbara Russo was hired as the University's first Emergency Management Coordinator. This new position will serve as the primary emergency management resource for the University's faculty, staff and students.

**FUNCTION AND MISSION:**

The Office of the Vice Chancellor for Administration and Finance is committed to providing quality service and support. This office works as an administrative partner with faculty, staff, students, trustees and governmental officials.

The Vice Chancellor for Administration and Finance serves to coordinate the activities of the departments and auxiliary enterprises within the division, which include: Accounting, Airport Operations, Budget, Bursar, Campus Mail, Contractual Services (Bookstore, Food Services, ID Center, Laundry, Licensing, and Vending), Controller and Financial Operations, Emergency Management Services, Facilities Management, Facilities Planning, Golf Course, Human Resources, Laboratory Services, Landscape Services, Parking and Transportation, Procurement Services and Sustainability.

Additional responsibilities of the Office of the Vice Chancellor for Administration and Finance include, but are not limited, to the following:

1. Serve as chief administrative and financial officer of the institution

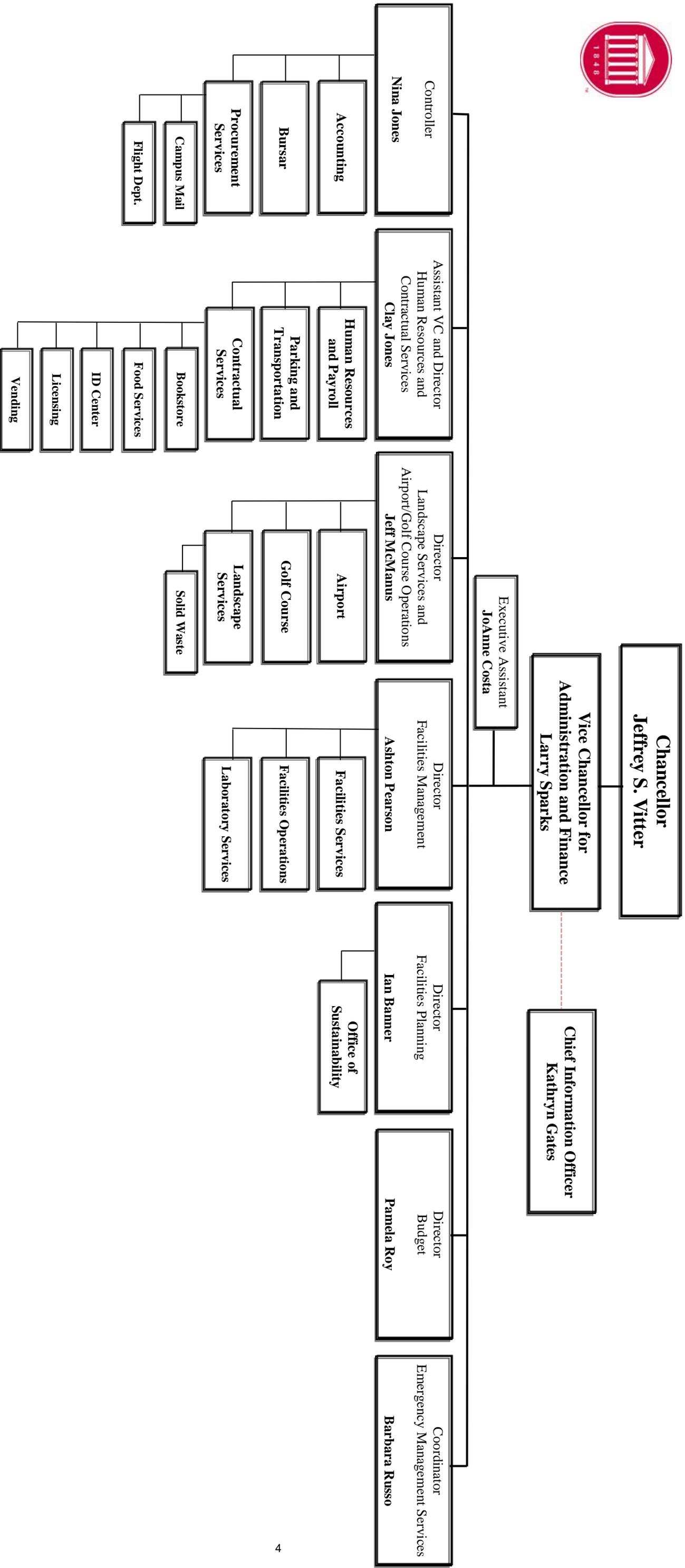
2. Assist in the formulation of broad, general institutional policies
3. Engage primarily in formulating business policies, developing operating procedures and coordinating business operations at the institutional level
4. Account for and safeguard the assets of the University
5. Lead in the preparation and monitoring of the University budget
6. Work in concert with the Provost on information technology efforts for the University
7. Improve and maintain University facilities
8. Lead in the management of new construction and facility expansion
9. Cooperate with and assist the governing board and other state officials
10. Manage and invest operating cash
11. Manage investment of university endowment funds and cash
12. Serve in the following capacities:
  - Member of the Audit Committee of the University of Mississippi Foundation
  - Member of the Joint Committee on Investments
  - Member of the Ole Miss Athletic Foundation
  - President of the University of Mississippi Educational Building Corporation
13. Prepare financial reports as needed by the administration and the Board of Trustees
14. Advise the administration in business and financial matters

15. Participate in the activities of various professional organizations;  
particularly those devoted primarily to business issues.

**MAJOR VCAF ONGOING GOALS (EACH UNIT HAS SPECIFIC GOALS)**

The Office of the Vice Chancellor for Administration and Finance seeks to provide an atmosphere that encourages consistent quality service by:

- Building a collaborative organization and developing effective teamwork at all levels
- Maintaining a service oriented environment
- Seeking continuous improvements within processes and at all levels of the organization
- Developing and maintaining a diverse group of strong leaders and team members
- Providing a safe and secure environment.



**DIVISION OF ADMINISTRATION AND FINANCE  
ETHNIC & GENDER OF PROFESSIONAL EMPLOYEES SORTED BY DEPARTMENTS**

DEPARTMENT	Hispanic/Latino	Non-Hispanic/Latino								TOTAL	
		White		Black		Asian		2 or More			
	Female	Male	Female	Male	Female	Male	Female	Male	Female		
ACCOUNTING			8							8	
AIRCRAFT POOL		2								2	
BURSAR		3	1		1					5	
CONTRACTUAL SERVICES MGMT		3								3	
CONTROLLER			2							2	
FACILITIES MANAGEMENT OFFICE*		8	2	1	1					12	
FACILITIES PLANNING		3	4					1		8	
FIRE PROTECTION		1								1	
GOLF COURSE			1							1	
HUMAN RESOURCES	2	1	5	1	2					11	
ID CENTER			1							1	
INSTRUMENTATION		1								1	
LABORATORY SERVICES**		3		1						4	
LANDSCAPE SERVICES		2	2							4	
MAINTENANCE OF AIRPORT		1								1	
MAINTENANCE OF UTILITIES		3								3	
OFFICE OF SUSTAINABILITY			2							2	
PARKING & TRANSPORTATION SERVICES		4	1							5	
PROCUREMENT SERVICES			2							2	
UNIVERSITY SERVICE STATION		1								1	
VC ADMINISTRATION & FINANCE		2	1							3	
<b>TOTALS</b>		<b>2</b>	<b>39</b>	<b>31</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>80</b>

\* Formerly Physical Plant  
\*\*Formerly Health & Safety

**DIVISION OF ADMINISTRATION AND FINANCE  
ETHNIC & GENDER OF PROFESSIONAL EMPLOYEES WITH SIMILAR POSITIONS**

POSITION	Hispanic/Latino	Non-Hispanic/Latino								TOTAL	
		White		Black		Asian		2 or More			
	Female	Male	Female	Male	Female	Male	Female	Male	Female		
ACCOUNTANT I		1			1					2	
ACCOUNTANT II		1	1							2	
ASSOC/ASST DIRECTORS & ASST BURSAR	1	9	4	1						15	
COORDINATOR		5	3					1		9	
DIRECTORS AND BURSAR		5	4							9	
GENERALISTS			1	1						2	
MANAGERS		2	3							5	
PILOTS		2								2	
SENIOR ACCOUNTANTS			7		1					8	
SPECIALISTS		1	2	2						5	
VICE CHANCELLOR AND ASSISTANT VC		2								2	
<b>TOTALS</b>		<b>1</b>	<b>28</b>	<b>25</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>61</b>

## **University of Mississippi Mission, Vision & Core Values**

### **Vision**

As a great American public university, the University of Mississippi will lead and excel by engaging minds, transforming lives and serving others.

### **Mission**

The University of Mississippi's mission is to create, evaluate, share and apply knowledge in a free, open and inclusive environment of intellectual inquiry. Building upon a distinguished foundation in the liberal arts, the state's oldest university serves the people of Mississippi and the world through a breadth of academic, research and professional programs.

The University of Mississippi provides an academic experience that emphasizes critical thinking; encourages intellectual depth and creativity; challenges and inspires a diverse community of undergraduate, graduate, and professional students; provides enriching opportunities outside the classroom; supports lifelong learning; and develops a sense of global responsibility.

### **Statement of Institutional Core Values**

In pursuing its mission, the University of Mississippi:

- Reaffirms its identity and purpose as fundamentally academic.
- Nurtures excellence in teaching, learning, creativity and research.
- Provides the best and most accessible undergraduate education in the state of Mississippi.

- Offers high quality graduate and professional programs.
- Protects academic freedom and cultivates individual integrity and academic honesty.
- Promotes inclusiveness in its student body, faculty and staff.
- Requires respect for all individuals and groups.
- Fosters a civil community of shared governance and collaborative endeavors.
- Practices good stewardship of its resources.
- Devotes its knowledge and abilities to serve the state and the world.
- Honors the dignity of all employees and compensates them fairly.

**OFFICE OF ACCOUNTING**  
**Joy Shideler, Director**  
**2015-2016**

**MISSION**

The mission of the Office of Accounting is to maintain a financial system that facilitates accurate and timely financial reporting and ensures compliance with various state and federal regulatory authorities. The office's ultimate goal relative to compliance is the issuance of unqualified audit opinions by the State Department of Audit and any granting agencies.

**FUNCTIONS**

In order to accommodate these missions and goals, the office assumes responsibility for the following functions:

- Preparation of annual financial statements
- Development of internal reports and training of departmental personnel in using those reports
- Preparation of miscellaneous surveys and reports as required by the IHL board and other authorities
- Preparation and negotiation of rate proposals to establish indirect cost charges on sponsored projects
- Monitoring and reconciling various general ledger accounts, including all bank accounts
- Establishing fiscal policies which promote compliance with state laws and numerous granting agencies

- Submission of invoices on sponsored projects and oversight of cash flow on those projects
- Assisting faculty and staff in the financial administration of sponsored projects

## **PERFORMANCE MEASURES**

The following measures are applicable to the Office of Accounting:

- Receipt of an unqualified opinion on the financial statements from external auditors
- Collection of sponsored projects accounts receivable in a timely fashion
- Timely submission of financial reports on sponsored projects to the appropriate agency

## **ACCOMPLISHMENTS AND SIGNIFICANT EVENTS**

During FY 2016, the Office of Accounting continued to successfully utilize the Grants Management (GM) module of SAP in the financial administration of sponsored programs including improved monitoring, reporting to sponsors, invoicing and timely collection of funds from third parties. Additionally, as of June 30, 2016, the Office of Accounting is nearing completion of the second complete cycle of automated electronic effort certifications with the summer 2016 certification period.

This system replaced the paper-based quarterly certification process and has resulted in 100% completion by personnel with improved timeliness of certifications. The Office of Accounting monitors subsequent payroll cost

distribution changes via system generated exception reports which identify those changes which require effort certification or impact previously certified effort ensuring agreement of certified effort and the University's payroll system.

Office of Accounting personnel held monthly SAP Grants Management and Reports II training classes and provided individualized trainings as needed throughout the fiscal year.

In February 2016, the Director of Accounting and a senior accountant attended the Southern Association of College & University Business Officers (SACUBO) "Translating Tax Updates in Higher Education" workshop in Pearl, MS. In March 2016, several accountants attended the National Council of University Research Administrators (NCURA) Financial Research Administrators annual meeting in New Orleans, LA. Several accountants also attended the annual continuing professional education training offered during the University of Mississippi Accountancy Weekend in April 2016.

## **PERSONNEL CHANGES**

Jill Layne was promoted from Accountant II to Senior Accountant as of January 19, 2016. The Manager of Sponsored Programs Accounting position was filled on April 4, 2016 by Renita Gray.

## **FUTURE NEEDS AND GOALS**

The Office of Accounting continues to educate the campus community to ensure compliance with requirements of sponsoring agencies. In FY 2017, training for account signatory officers will be offered in addition to the routine

SAP GM and Reports II trainings. Other trainings will be provided as needs are identified and/or as requested.

During the upcoming fiscal year, Office of Accounting personnel will continue to participate in training opportunities relevant to their respective responsibilities. The Office of Accounting strives continuously to review processes and take advantage of professional continuing education to improve efficiency, offer outstanding customer service and provide accurate and timely financial data.

**BUDGET OFFICE**  
**Pamela K. Roy, Director**  
**2015-2016**

**MISSION**

The mission of the Budget Office is to provide accurate, efficient and effective budgetary management to the University.

**PRIMARY FUNCTIONS**

The functions of the Budget Office are threefold:

- To coordinate Operating Budget preparation from departmental level to total University level
- To coordinate Legislative Budget Request preparation and submission
- To perform day-to-day review and restructuring of budgets as necessary to provide funding required from departmental level to total University level. This includes certification of funds for individual positions within each department.

As a part of each of these functions, preparation and submission of documents for both internal and external users are required.

**ACHIEVEMENT OF GOALS**

- Coordinated and assisted in the preparation and submission of the FY2017 Legislative Budget Request in August 2015, which was \$783,510,520.

- Coordinated and assisted in the preparation and submission of the FY2017 Operating Budget to the IHL Board for approval in June 2016. This budget was \$510,040,952.
- Processed and certified approximately 5,174 electronic personnel forms, which included 545 new hire forms; 1,627 change of status forms; 1,264 student stipend forms; 30 summer research forms; 1,177 budget revision forms; and 531 additional pay forms. Duplicates do exist in these numbers, due to the fact that forms may be routed through our office more than once.
- Processed and posted 1,177 budget revisions (transfers, returns and escalations) for \$44,875,739.
- Continued assessment of activities that are performed to enhance the service provided to the University. With the implementation of the ERP system and availability of more up-to-date information, utilization of resources within the department is continually being review.

## **ACCOMPLISHMENTS OF STAFF**

During FY2016, professional development was limited.

## **PERSONNEL CHANGES**

- No changes

## **PERFORMANCE MEASURES**

- Number of days from receipt to processing of electronic personnel forms

- Number of days from receipt to processing of departmental budget revisions.

### **FUTURE NEEDS, GOALS, AND PROSPECTS**

- Continual review of electronic personnel form processing will be performed to determine the value added by the Budget Office processing
- Additional functionality and refinement for the SAP budget preparation system will be investigated
- Development of a system to provide up-to-date, detailed budget data for departments in a timely manner will be pursued
- Continual review of all services provided by the department will determine what changes are required to best meet the needs of the University
- Development of a procedure manual for the Budget Office, detailing the projects and tasks that are performed and the processes for completion

**OFFICE OF THE BURSAR  
Cavett Ratliff, Bursar  
2015-2016**

**DEPARTMENT MISSION**

The Office of the Bursar is responsible for the following functions:

(1) receipting and depositing University funds; (2) posting, billing and collecting receivables due to the University; (3) preparing, mailing and safekeeping of student loan promissory notes; (4) producing and disbursing student financial aid refund direct deposits and checks; (5) collecting campus-based student loans; (6) maintaining the general petty cash fund for check cashing; (7) assessing tuition to students; (8) wiring funds to various bank accounts for payroll, studies abroad and investment purposes; (9) processing tuition refunds to students; (10) processing and billing prepaid tuition programs and (11) coordinating the work of the Refund Committee.

**STRATEGIC GOALS**

The Office of the Bursar has two goals: (1) to provide prompt and courteous service to students, faculty and staff, and (2) to insure that amounts due to the University from accounts receivable and campus-based loans are collected on a timely basis.

**ACCOMPLISHMENTS**

The Office of the Bursar had another successful year. The Office completed its first full year without BillerDirect as it was replaced during February 2015. BillerDirect was an SAP product that allowed students to make credit card

and ACH (checking account) payments on their Bursar account over the web. Students accessed BillerDirect through the University's online services.

Beginning February 2, 2015, all credit card and ACH payments began being processed through Bill+Payment Client, a payment portal available through TouchNet that handles all the credit/debit card and ACH needs of the Bursar's office.

Starting June 8, 2015, the office implemented TouchNet PayPath, a feature within Bill+Payment, for credit/debit card transactions. PayPath charges the payer a convenience fee of 2.75% on each credit/debit card transaction that is made on a bursar account. With the rollout of PayPath, the office no longer accepts credit card payments in person nor do we take credit card payments over the phone. All credit card payments are now only accepted and processed online through the student's myOleMiss account. The ACH option is still available online and there is still not a fee for this service. Because the merchant now accepting credit card payments belongs to TouchNet, the University no longer pays banking discount fees for the Bursar Office and the University realized savings of over \$1 million last fiscal year.

From July 1, 2015, through June 30, 2016, credit/debit card transactions totaling \$21.4 million were processed compared to \$46.0 million for the previous year. From July 1, 2015, through June 30, 2016, ACH transactions totaling \$64.6 million were processed compared to \$33.3 million for the previous year.

The Office of the Bursar also completed another year with on-line direct deposit. The office had worked with IT to develop the on-line service that allows

students to sign up for, change and cancel their direct deposit through their secure myOleMiss account. This enhancement, which went into effect June 1, 2009, has reduced the workload on office staff, eliminated the need to maintain paper files for new transactions and makes the process more secure for students and the University.

The office also worked closely with IT to develop the process of being able to allow parent and guest logons to student accounts. Students have the ability to grant or withdraw parental access to three types of information: academics, financial aid and view/pay bills. This access allows the authorized user to view and pay the student's bursar account without having to have the student's Web ID and reduces the workload on office staff as the user can access more information online for themselves. This new feature went into effect in October 2011, and the office has seen an increase in parent/guest web ID's each year.

The office has continued processing financial aid refunds by check once a week; however, refunds issued by direct deposit are still processed every day. This practice, which went into effect in October 2012, has increased efficiency in the office as the Assistant Bursar is no longer spending time each day preparing checks, and it encourages students and parents to enroll in direct deposit. As more students enroll, this decreases postage costs, the number of refund checks that are returned and have to be reissued and the time it takes for students to receive their money.

The Office of the Bursar completed its seventh full year of operations with the Greenwood Hall Financial Services call center located in Bryan, Texas. Calls

received through the center for the period from July 1, 2015, to June 30, 2016, were approximately 35,000 for the Office of the Bursar.

The Office of the Bursar also participated in twelve orientation sessions by providing a presentation to incoming students and parents concerning fee payment, billing and other pertinent financial information.

Beginning July 1, 2016, the office will longer send monthly paper statements to currently enrolled students. Monthly statements will be sent electronically as eBills to student's campus-issued email addresses as well as to parents who have been given access to their student's financial records. This practice will allow the office to send bills more cost efficiently and also help students and parents receive them sooner than they had been receiving paper statements. The office will continue to mail statements to former students who still owe a balance, but whose myOleMiss access has been deactivated. Automatic dunning letters continue to be sent through mail and emails. The outstanding balance on student accounts receivable on June 30, 2016, was \$20,783,493. Cash receipts for both student and non-student transactions processed through the teller's office for the year totaled approximately \$75 million.

The University of Mississippi Bursar's office partnered with Flywire (formerly peerTransfer) in August 2015 in order to streamline the process of international payments. Flywire allows international students to pay securely from any country and any bank, generally in their home currency. For the 12

months ending June 30, 2016, we received 339 payments totaling over \$1,040,000 through Flywire.

Our cohort default rate for the Federal Perkins Loan program on June 30, 2016, was 20.66% with an overall default rate of 3.21%. The default rate on the McKinstry loan program on June 30, 2016, was 18.96% and on the Health Professions loan program the rate was .94%. The receivables balance of Perkins and other institutional loan programs totaled approximately \$27.8 million as of June 30, 2016.

The Office of the Bursar bills and receipts payments from prepaid tuition plans. The University has approximately 917 students currently participating in MPACT and 265 students participating through other state's prepaid tuition plans. The Office of the Bursar is also responsible for the work of the Refund Committee, which accepts appeals from students seeking exceptions to the University's tuition refund policy. From July 1, 2015, to June 30, 2016, the Committee ruled on 310 appeals for an average of 26 cases per meeting.

The Office of the Bursar also prepares 1098-T and 1042-S tax forms. The 1098-T reports tuition and qualified expenses along with scholarships and grants received by students during the calendar year. The Office of the Bursar mailed 25,495 1098-T's to students last year. The 1042-S form is used to report taxable information on non-resident aliens. Last year the Office of the Bursar mailed 184 1042-S tax forms.

## **PERSONNEL CHANGES**

Debbie Maddigan accepted our offer to become the Collection Assistant in the Accounts Receivable area in July 2015. Sarah Hampton, Collection Officer, retired at the end of June 2016 after more than 26 years with the University. Hunter Richardson accepted our offer to become the Collection Officer effective July 1, 2016.

## **TRAVEL**

In February 2016 Cavett Ratliff attended a SACUBO Drive-In Workshop in Pearl.

## **FUTURE NEEDS, GOALS, AND PROSPECTS**

The staff in the Office of the Bursar is experienced and professional. They are composed of dedicated people who take pride in the job they perform for the University of Mississippi and consistently strive to provide exemplary customer service. The Office of the Bursar is constantly researching and evaluating new processes and functionality within SAP and other avenues to improve existing services or implement new services that will better serve our students and other customers.

**CONTRACTUAL SERVICES**  
**Kathy Tidwell, Director**  
**2015-2016**

This report details Contractual Services Management, which is comprised of the ID Center, Vending, Ole Miss Dining, Barnes & Noble Bookstore, Licensing and Laundry Services.

**PRIMARY FUNCTIONS OF THE DEPARTMENT**

The primary responsibility of Contractual Services Management is to provide the highest quality of service to the University while maintaining a profitable operation. This is to be achieved while ensuring that the department:

- (1) Satisfies the needs of students, faculty, staff, visitors and administrators;
- (2) Promotes mutual respect and understanding with its customers;
- (3) Provides a retail environment that satisfies customers;
- (4) Provides prompt, courteous and efficient service; and
- (5) Assists in meeting the ever-changing needs of students.

**SUCCESS IN ACHIEVING GOALS**

**ID CENTER**

This year, the ID Center completed its thirteenth year on CS Gold, which is the ID Center's one-card and access security management system. During this fiscal year, we completed a major system upgrade from Version 6.0.29 to Version 7.0.26 which resulted in increased functionality. We also upgraded Admin Web (CS Gold web interface) from version 5.0 to version 6.0.4.

We continued to replace vending readers on drink and snack food vending machines, from DAC readers to IP readers, and have added several machines in more buildings.

For the access control portion of CS Gold, we brought on many buildings and continued to add additional card readers on doors to buildings that had existing card access: Student Health (1 Door, 5 Duress buttons), Conner Hall (1 Door), Coulter Hall (23 Doors), Honors College (4 Doors), the Counseling Center in Lester Hall (2 Doors), the Auditing Department in Kinard Hall (1 Door, 1 Duress button), parking gates on Union Drive (2), Starbucks in Coulter Hall (1), and Ole Miss Dining food locations at the Pavilion (4).

This is our eighth year with Nicevision Network Video Recording, and we continue to add cameras, as more departments learn about the system, and recognize the benefits. With the increased demand for cameras, we doubled our storage capacity again this year, and upgraded from version 2.7 UP1 to 3.0. We upgraded 14 existing cameras at the Waller Field Station, and installed cameras in the following buildings: Facilities Management – General Maintenance Shop (1), Baxter Hall (10), Honors College (11), Auditing Department in Kinard Hall (1), Online Learning in Kinard Hall (2).

We completed several projects for the University Police Department (UPD), Ole Miss Dining, Athletic Department and Department of Parking and Transportation (DPT).

For UPD, cameras were added to the following areas: the Confederate Statue (1), the Flag Pole in the Grove Circle (1) and Stockard/Martin Residence Hall's rear parking lot (21).

Ole Miss Dining brought 4 new locations online this fiscal year. Cameras were added to the locations at the Pavilion, to monitor the back of house, point of sale and customer lines, totaling 11 cameras added to Raising Cane's and 11 to Steak 'n Shake. 3 cameras were added to Coulter Hall's Starbucks and 1 camera was added to the Turner Recreation Center POD.

Contractual Services designed and implemented a security camera system for Vaught-Hemingway Stadium, tying into the Command Center Project in the South End Zone, which allowed emergency personnel to monitor and respond during game days. With time constraints a factor, we developed a phased approach to the project. Phase 1 was completed before the first home game in 2015, covering the interior seating bowl and all of the south end zone, gates 23 – 31, for a total of 30 cameras added. Phase II covered the remaining gates and elevators, with 25 cameras, minus the north end zone which is currently being renovated.

DPT has continued to add multiple PTZ (pan tilt zoom) cameras to monitor parking lots for available parking spaces, for data to update their Parker App, which lets commuters know where available parking is located. Locations included were: Taylor Lot (1), Bishop Hall (2), Weir Hall (1), Anderson Hall (2), Kennon Bus Stop (4) and Whirlpool Lot (15).

We created specialty ID cards, for the first year of three year contracts with Ole Miss, for American Legion Boys State and Mississippi Water Security Institute. Among the 4,000+ camp/conference cards made, which provided meals for groups, servicing 4300+ participants, were the following first time groups: Admissions High School Junior Event, Athletics Staff Professional Development, Boys & Girls Club, Bridge STEM, Crime Scene Investigation Camp (CSI), Gideon's Promise, M-Power, Mississippi Excellence in Teaching Program (METP), O.B. McClinton Foundation, STEM for Girls, Tec De Monterrey, Art & Creative Writing, and Creative Writing Workshop.

### **OLE MISS DINING**

Each facility created this year was for the purpose of offering a dining experience designed to meet increasing demands of service and to increase the fan experience at The Pavilion. Ole Miss Dining expanded dining services by opening Starbucks at Coulter Hall and P.O.D in Turner Recreation Center. Additionally, Raising Cane's and Steak 'n Shake opened in The Pavilion.

Ole Miss Dining, along with students and the Department of Sustainability, continued to support our campus partners, such as "Red, Blue and Green," to make the University of Mississippi a greener campus. This partnership enabled the success of the Rebel Market and Ole Miss Catering in securing a Level 1 Certification with the nationally recognized organization, Certified Green Restaurants. These locations are the first and second restaurants to receive this honor in the State of Mississippi.

Ole Miss Dining also partnered with the Department of Nutrition and Hospitality Management to offer internship opportunities for students seeking a B.S. degree in Dietetics and Nutrition. This past year, four candidates successfully completed rotations through this internship program, which focuses on the nutritional and specialized dietary needs of those dining on campus.

The student led Food Recovery Network joined alliances with Ole Miss Dining to provide fresh produce, as well as, prepared meals to the greater Ole Miss community. This collaboration provides meals to various local shelters and outreach groups twice weekly. This partnership enables all levels of the Ole Miss Dining staff to engage in ensuring that pre consumer meals are safely prepared, stored, and transported to the appropriate groups.

Several positions were filled in Ole Miss Dining this year, including the following:

- Eric Lehman, Steak 'n Shake Location Manager
- Wesley Hill, Raising Cane's Location Manager
- Myron Ward, Rebel Market Chef Manager
- Christy Scheuer, Rebel Market Assistant Foodservice Manager
- Brad Clark, Catering and Premium Services Manager, The Inn at Ole Miss

Promotions for the current year include the following:

- Advance to Leadership participant, Derek Tarbert, was promoted to Business Dining Manager, relocating Jan Jose, California
- Angela Gragson was promoted to Catering Manager
- Erin Stepp was promoted to Subway Location Manager

- Amy Greenwood was promoted to Marketing Manager
- Valerie Schultz was promoted to Food Service Director, Rebel Market
- Genny Komar was promoted to Rebel Market Foodservice Manager

## **OLE MISS BOOKSTORE**

The Ole Miss Bookstore, committed to providing student and faculty insight, innovation, advanced technologies, and superior products and services, is a multilevel entity on the University campus, which provides faculty, staff, students, alumni, and future prospects textbook needs and school spirit apparel from the top brands in the industry such as Nike, Under Armour, Columbia, Champion, and much more, both online, and on the Ole Miss campus. The bookstore serves as a centralized social and academic hub, combining a bustling café, school spirit and an intellectually stimulating atmosphere.

Our textbook department continually partners with the faculty and staff to provide students the course materials they need for their classes at affordable prices in the market through our buy or rent program (80% of titles available for rent) and Yuzu, digital book program. The rental buyout option provides the students with unprecedented savings and leveraging our relationships with more than 7,000 publishers to actively engage and support to open source and digital course materials. Course material and access remains our highest priority. Services are extended throughout the semester for book rushes, buyback events (including off-site) and graduation fair. We also service our faculty/staff and students on our regional campuses (Desoto, Tupelo, Grenada, and Boonville).

Ole Miss Bookstore hosts several events throughout the year such as book signings with authors from all over the country, from local Mississippi authors to our own University of Mississippi instructors/authors, V.I.P night and many more school pride events.

Barnes and Noble Café serves as a one stop shop for faculty, staff, and students, serving Starbucks, and providing many amenities, such as convenience and accessibility, right here on campus. We offer a wide variety of sandwiches, soups, snacks and grab-and-go products. Our café offers various discount programs to Ole Miss faculty, staff and students. Students are able to utilize their Ole Miss Express and Flex dollars in the café and Marketplace (convenience), adjacent to the café.

### **LICENSING**

The University of Mississippi generated \$1,785,831.10 in royalties for this fiscal year, up \$302,116.06 from last year.

### **VENDING (SNACK AND BEVERAGE VENDING)**

Vending commissions totaled \$46,291.31 from snack vending and \$273,984.24 from beverage vending.

### **LAUNDRY**

Commission income from self-service laundry machines was \$85,654.00. This was our fifth year with the Rebel Laundry Service, where students can send their laundry and dry cleaning out from their residence halls. The commission from this contract was \$19,273.24 for this year. Laundry machines in the

following buildings have been replaced during this year: Stockard/Martin, Deaton, Hefley, Brown, Crosby, and Stewart. Pittman Hall had Value Plus readers installed, and Northgate residence hall was brought online during this reporting period with the Value Plus readers installed on 10 washers and 10 dryers. Card reader systems were upgraded from DAC controllers to value plus readers in the following buildings: Stockard/Martin, Crosby, and Kincannon Halls.

**NOTEWORTHY ACCOMPLISHMENTS OF UNIT AND/OR STAFF:**

**ID CENTER**

Kathy Tidwell and Haden Gragson attended the Annual CBORD Users Conference, in October 2015, in Dallas, TX, and the annual conference for National Association of College Auxiliary Services, in November 2015, in San Antonio, TX. Haden attended the Licensing CLC Annual Conference in Atlanta, GA, in May 2016.

**PERSONNEL CHANGES:**

Joseph Misita was hired as System Analyst I in January, 2016, replacing Frankie Gullede, who left the department in July, 2015. Haden Gragson was promoted to Assistant Director of Contractual Services and University Licensing in February, 2016.

## **FUTURE NEEDS, GOALS, AND PROSPECTS:**

### **ID CENTER**

1. Increase the number of ID cards made in advance of students' arrival on campus. This will reduce lines at busy times and allow students to complete registration without coming to campus.
2. Further expand the off-campus merchant program in order to better serve students.

### **OLE MISS DINING**

1. Deliver experiences that enrich and nourish lives.
2. Focus on growth for our consumers and clients with a combination of innovation, through new technology, and service to accelerate growth.
3. Increase the number of student, faculty and staff with meal plans.
4. Continue to improve services at all food service locations, including opening new locations.
5. Increase awareness of sustainability commitment and nutritional focus of health and wellness.
6. Continue to improve and expand catering and Ole Miss Tailgating brand.

### **BARNES & NOBLE BOOKSTORE**

1. Continue to drive adoptions with faculty/staff to provide students with the required course materials at an affordable rate through our rental program (affordable rates, not stuck with unusable course materials).

2. Optimizing opportunities in the general merchandise department by providing the ideal products, online services and more visibility during athletic events.
3. Partnership with campus communities to provide superior experience to our faculty/staff and students.
4. Building and developing talent to grow our business.

### **VENDING**

1. Have well-maintained equipment that is serviced in a timely manner.
2. Realize and meet the ever-changing vending needs of students, faculty and staff by providing healthy product choices.

### **LAUNDRY**

1. Work with Student Housing in order to accommodate changing residence hall laundries as renovations and updates to buildings continue.
2. Maintain equipment and make necessary updates to the décor of the laundry rooms so that students will feel comfortable using laundry equipment.
3. Continue to expand and improve offerings to students as their needs change.

**EMERGENCY MANAGEMENT SERVICES DEPARTMENT**  
**Barbara R. Russo, Ph.D.**  
**2015-2016**

**DEPARTMENT MISSION**

The Emergency Management Services Department's mission is to help the University prepare for, respond to, recover from and reduce the effects of disasters. Our mission is accomplished through preparedness, response, recovery and mitigation efforts aimed towards building a disaster resilient University. These efforts include education, prevention and readiness of our entire University community.

**DEPARTMENT GOALS**

The primary goal of the Department is to provide support to faculty, staff, and students - as the primary emergency management resource for the University. The second goal is beginning the accreditation self-assessment process in order to seek accreditation through EMAP – the Emergency Management Accreditation Program. Only three universities in the U.S. currently hold accredited status through EMAP. The third goal is to ensure all divisions are developing and maintaining plans for business continuity in the event of a disaster.

**NOTEWORTHY ACCOMPLISHMENTS**

The Department received a \$500 donation from the parent of an incoming freshman after exchanging some brief communications with Dr. Russo about the

University's emergency management efforts and commitment to student safety. The funds will be used as part of the accreditation application process.

## **TRAINING AND DEVELOPMENT**

Dr. Russo attended FEMA's annual Higher Education Symposium at the Emergency Management Institute in Emmitsburg, MD, in June and represented Ole Miss at the Southeastern Conference's Annual Police Chiefs and Emergency Managers Event Management Conference at Texas A&M also in June.

## **PERSONNEL**

The Department was established in mid-March of 2016 with the hiring of its first full-time director, Dr. Barbara R. Russo, who serves as the University's Emergency Management Coordinator.

## **PERFORMANCE MEASURES**

A revision to the base plan was made to bring the University's Emergency Operations Plan into FEMA and U.S. Department of Education standard and compliance for 2016-2017, the first University Continuity of Operations Plan was drafted at the request of and submitted to MEMA (May 2016), and a new plan (annex) for The Pavilion was written. Additional annexes have been written and work has begun on the departmental plans which should be completed during the 2016-17 academic year.

## **FUTURE NEEDS, GOALS, AND PROSPECTS**

- Complete the EMAP self-assessment process leading to department accreditation
- Continue to expand the EOP's annexes to include additional athletic facilities and high occupancy facilities (e.g. Ford Center, Swayze Field, airport, child care center, etc.)
- Foster relationships with external stakeholders
- Partner with internal organizations on emergency management related events (e.g. CampusReady Preparedness fair fall)
- Expand educational opportunities for students, faculty, staff and the community
- Increase web presence and emergency management related material so that stakeholders can make informed decisions related to personal safety.

**FACILITIES MANAGEMENT DEPARTMENT**  
**Ashton C. Pearson, Director**  
**2015-2016**

**MISSION STATEMENT**

The mission of the Facilities Management Department is to develop, manage, maintain, repair and remodel the infrastructure, facilities and environment; to manage, monitor and plan energy usage on campus; and to provide whatever assistance the University needs to complete its mission.

**EXECUTIVE SUMMARY – ADMINISTRATION**

The Facilities Management Department consists of three divisions: Facilities Operations, Facilities Services, and Laboratory Services. Facilities Operations includes maintenance services, electrical services, construction and renovation, engineering services, mechanical services and systems technologies. Facilities Services includes building services, human resources, service station, central storeroom, production control, safety and training and special services. Laboratory Services provides safety information, training materials, spill response, environmental issues and hazardous-materials disposal to the campus community. Facilities Management strives to meet customer expectations, to keep the lines of communication with the campus community flowing and to deliver the highest quality service available.

The Employee Advocacy Committee continued to provide all employees a voice on matters concerning the department. Numerous Facilities Management

employees are currently serving the University in various capacities such as membership on standing committees, staff council and search committees.

Planning and development of the campus infrastructure and services for new facilities has been a focus for Facilities Management as campus growth has continued to require an expansion of the utility infrastructure. Facilities Management met the challenges presented by the increased enrollment last fiscal year and expects to meet these challenges as enrollment increases during FY17 and beyond. Construction began in FY16 to upgrade the Wastewater Treatment Plant to keep pace with demand due to increased enrollment. The Facilities Management Department will continue to support the overall needs of the University as well as initiatives from the Institutions of Higher Learning including energy efficiency, fire protection and space utilization.

Energy management continued to be a main focus of Facilities Management. Improvements were made to several heating and cooling systems in FY16 to provide maximum heating and cooling to buildings while conserving energy. Throughout the year, numerous infrastructure and maintenance projects were undertaken and completed, while at the same time the department addressed the day-to-day activities for the University to carry out its mission of teaching. This report provides a summary of the types, as well as magnitude, of the projects and activities performed by the staff of the Facilities Management Department.

## **FACILITIES MANAGEMENT OPERATIONS – MAINTENANCE AND CONSTRUCTION**

The project focus for FY2016 was directed toward energy savings, infrastructure related to campus growth, maintenance repair and replacement of equipment and campus renovations also related to campus growth. Many projects have been completed during FY2016 to provide energy reductions, mechanical improvements, streets and drives repair/improvement and deferred maintenance repairs. A few of the projects initiated or conducted can be noted here.

Construction began in May to upgrade the Wastewater Treatment Plant from a 0.75 million gallon capacity to a 2 million gallon per day plant. Four new manholes and interconnecting 8” sewer mains were installed along Rebel Drive to accommodate the development of the two new Sorority houses, ADPi and Alpha Phi. An energy recovery system was completed at Natural Products that captures waste heat and cooling from the building to provide energy returns. New 14” supply and return connections from the Law Building Mechanical Plant to the north chill water loop were completed to provide additional cooling to the northwest corner of campus as well as support the renovation cooling needs of Garland, Hedleston and Mayes Halls.

A new enlarged storm water relief pipe was installed to handle the hard surface additions of the new parking garage and the Pavilion and in conjunction with a South Campus Drainage Study developed in 2014. Another larger drainage pipe has been installed to alleviate accumulations of rainwater overtaking the drains along Fraternity Row. Eventual installations will be made

over future years to complete the recommendations of the study. Additional storm drain repairs were completed at the South Lot, Hathorn Road and FM Service Station. Chucky Mullins repaving project was completed. Sidewalks were widened at Howry, Falkner, Barr and Kennon Observatory. Northgate Square and Chucky Mullins Drive were milled and repaved. Five new ADA parking spaces were installed at NCPA. Turner Recreation Center received a new pool pump and controls for the Natatorium and a standby pump was purchased for additional redundancy. The University Wetlands Research Facility was converted from well water to a domestic water supply from the Hopewell Community Water System.

Campus lighting improvements were made with the installation of new LED street and parking lot lighting for the North Mega Lot, South Mega Lot, Music and Food Service parking areas. A lighting control system has been installed in Martindale, Music and Johnson Commons to control lighting schedules as well as lighting levels inside the buildings. Fluorescent light fixtures have been replaced by LED fixtures in Fulton Chapel, Facilities Management Administration office and Bishop Hall. Work began in May and will be completed in August to replace the aging high voltage transformer and switches in the Grove. Included with this project is work to improve the connections near Lamar and Overby as well as establish a new link to the Student Union Facility Addition, currently under construction.

This work will reduce the number of electrical failures and improve the restoration time associated with power failures. Also the transformers and

switchgear will be moved into a less unsightly location. A new plate and frame heat exchanger was installed at Meek Hall to support Meek Hall and the Student Health Center chilled and heating water needs. This system allows polyethylene glycol to be added to the system for freeze protection. Work continues to provide utility connects for gas, electric power, water, sanitary sewer and storm water relief to new structures and to perform classroom and laboratory renovations on campus.

## **FACILITIES MANAGEMENT SERVICES – HUMAN RESOURCES**

The Facilities Management Department is committed to diversity and continues to seek well-qualified minorities in all areas through increased recruitment efforts. However, there continues to be a lack of women and minorities to apply for skilled craft positions. Facilities Management began FY16 with 266 employees and ended with 274 employees.

This year saw the continuation of the Employee Advocacy Committee (EAC), which was formed to allow employees to bring complaints or suggestions to the FM Administration to ensure all FM employees have a voice. This group meets bi-monthly to discuss issues that are brought forth and meets as needed with the FM Administration. Supervisors and FM Administrative staff are excluded from membership on this committee.

*Recruitment, Promotions, and Demotions* – One key position was vacated and filled: Assistant Director – Construction and Renovation.

Many support staff (23) were recruited throughout the year. Five personnel received promotions within their EEO category, five males – four Caucasian and

one African American. One male, African American, received a promotion from EEO7 to EEO6.

*Retirements* – The Facilities Management Department had five personnel retire during the fiscal year.

*Terminations* – For FY16, Facilities Management had three terminations. This number increased by one from FY15.

### **FACILITIES MANAGEMENT SERVICES – SAFETY/TRAINING**

Safety meetings were held monthly with individual shops and were mandatory for all employees. These trainings covered a variety of safety concerns such as machine guarding, proper lifting, personal protection equipment and slips/falls in an effort to decrease the number of Worker's Compensation claims within Facilities Management. In addition, the following trainings were conducted on a rotating basis across all the shops: forklift/small equipment, fleet policy, bulb crusher, bucket truck safety and utility cart safety.

The Safety and Training Specialist recently partnered with two new offices in an effort to stay current in keeping our staff up to date and aware of current trends in the areas of professional development and wellness: the University's Ombudsperson has provided Workplace Bullying training for the majority of our staff; and the Onsite Wellness Coach, representing Active Health has provided our staff with wellness training, ranging from heart health to healthy eating.

## **FACILITIES MANAGEMENT SERVICES – PRODUCTION CONTROL**

The Production Control Center creates and routes all work order requests for Facilities Management. In FY2016, Production Control processed 17,363 work orders for maintenance, repairs and construction projects. In addition, Production Control works closely with the Office of University and Public Events to coordinate major events on campus. Major events supported in FY2016 include: fourteen orientation sessions, Freshman Convocation, seven home football games, donor reception, signing day, Meet the Rebels, Ole Miss Women's Council and Spring Commencement.

## **FACILITIES MANAGEMENT SERVICES – BUILDING SERVICES**

The primary objectives of the Building Services team are to provide cleanliness for health and safety to ensure a positive learning and work environment for students, faculty and staff and the support of campus departmental moves and events. In addition to providing custodial, moving and set-up services in academic buildings during the University's normal business day, Building Services provides these services at athletic events, Ford Center performances, and other special events including Spring Commencement and smaller events held across campus. Building Services collected approximately 287,562 pounds of recyclable material consisting of mixed paper, cardboard, aluminum and plastic which was transferred to the Oxford/Lafayette Recycling Center. The number of toner/ink cartridges collected and donated to Funding Factory was 127.

## **FACILITIES MANAGEMENT SERVICES – CENTRAL STOREROOM**

With an average on-hand inventory of \$600,000, the Central Storeroom provides materials in a timely and cost effective manner to both the Facilities Management shops and other University departments. The storeroom sources materials from state contract vendors and others to ensure best available pricing, resulting in a significant cost savings in materials utilized for the maintenance and operation projects of Facilities Management.

## **FACILITIES MANAGEMENT SERVICES – ACCOUNTING SERVICES**

The primary role of Facilities Management accounting is to provide a high level of fiduciary and fiscal responsibility in order to best utilize the budget and achieve the maintenance and operations mission of Facilities Management. Services include budget accountability and reporting, tax reporting, procurement, accounts payable, accounts receivable and billing. The coordination of the Campus Building Mayors' program and its two meetings each year are the responsibility of accounting services, as well as the collection of customer service survey information to monitor satisfaction level of Facilities Management customers.

## **FACILITIES MANAGEMENT – LABORATORY SERVICES**

Laboratory Services oversees the use, storage and disposal of hazardous materials on the campus. The support services that are provided include personnel training, the development and distribution of safety publications,

reviews of procedures, program and protocols and emergency spill response operations.

Laboratory services works in conjunction with Facilities Management to provide and to maintain our buildings and laboratories as clean and healthful places of employment that operate in compliance with safety regulations and laws.

### **LABORATORY SERVICES ANNUAL STATISTICS**

Laboratory Services trained, tested, and certified the following number of personnel in the areas indicated:

- Chemical Safety – 309
- Biosafety & Pathogen Safety – 215
- Radiation Safety for Generating Devices – 22
- Radiation Safety for Radioactive Materials – 9
- Radiation Safety Refresher Courses – 152

Laboratory Services personnel:

- Inspected and certified 13 Autoclaves,
- Inspected 356 Chemical Fume Hoods (main campus & the field station),
- Analyzed 1,819 samples for radioactivity (including individual bioassays, surveys and declassification samples),
- Monitored the daily Radiation exposure of 102 Faculty, Staff and Students,
- Responded to 15 chemical spills and odor complaints.

Laboratory Services shipped:

- 864 drums of hazardous wastes for disposal, including:

- 230 lbs. of Mixed Radioactive Waste,
- 19,956 Lbs. of Medical or Biologically Hazardous Waste, and,
- 206,856 lbs. of Hazardous & Chemical Waste, and,
- 3,382 pounds of Batteries (Lead Acid, Lithium, Cadmium, Ni-MH) for recycling.

**FACILITIES PLANNING DEPARTMENT**  
**Ian Banner, AIA; Director**  
**2015-2016**

**DEPARTMENT MISSION**

The Department of Facilities Planning was established in FY2001. Its mission is to provide professional leadership in coordinating Planning, Design and Construction of University facilities that reinforce, celebrate and strengthen the goals of the University in the areas of teaching, research and service.

**DEPARTMENT GOALS**

Since 2004 our goals have been to provide planning and resources to those involved in the growth and care of the campus and its built environment in order to support and enhance the delivery of the educational process. We work with architects and designers to ensure that each project exceeds the needs of the users and we oversee the construction process so that designs realize their full potential as they are translated into reality. The well-being and stewardship of the campus is at the forefront of each project undertaken through the department.

These goals still underpin what we do on a day-to-day basis. However, with the tremendous growth of the last few years it is important to add that this department remains central in planning the campus in a way that protects the experience that *is* the University of Mississippi. By understanding the spirit of this place, we direct and plan growth with sensitivity so that the experience of *the place* is not compromised.

## NOTEWORTHY ACCOMPLISHMENTS

As the student population continues to increase, Facilities Planning has been challenged with renovating and building new buildings to accommodate changing needs. As a department responsible for planning, designing, and construction we find ourselves constantly two or three years behind needs for additional space. We know this is a good problem in terms of the 'big picture'. As I write, the last available existing spaces are being considered for assignment. We anticipate all available space will be assigned by October, 2016.

Lack of swing space is a real problem and, at least for now, we have lost the *open square in the puzzle* that is the key to maneuverability. While this is a big problem that demands attention there have been many significant achievements in the last twelve months. Some are conceptual designs and are not immediately apparent; others are evident on campus and manifest themselves as built objects. They are all important to the success of the university and only a few can be discussed here. A comprehensive list of all projects can be found in the body of this report.

Design successes occur quietly behind the scenes. We spent a good part of the last year working on the second iteration of the UM Campus Master Plan after its initial publication in December of 2009. Master Plans are fluid documents and ours is no exception. So, a five-year overhaul is generally required and is typical for an institution of our size. The first document has proved to be extremely valuable and it has informed over \$400m dollars in construction projects since its release. Studies and working groups contributed

to a very successful second edition which will be released in late summer, 2016. Of particular interest is the charge that was issued by the UM leadership to produce a plan that responds to university growth from 20,000 students to 25,000, and on to 30,000. This meant planning for an additional two million gross square feet of academic space. We think we have achieved the target and eagerly await its release.

The last year saw us complete the programming phase and move into actual design of the New Science Building, or STEM (Science, Technology, Engineering and Mathematics) Building as it is more generally known. The building promises to be a significant addition to campus. It is a complex functional response to the faculty's academic needs with dramatic, collaborative interior spaces and highly efficient mechanical systems. Construction is expected to begin in 2017 with occupation approximately two years later.

Five projects are converging in the heart of campus organized on the spine that is the Walk of Champions between Faser and Shoemaker Halls. The STEM Building, Faulkner Commemorative Garden, a new bell tower, the Natural Products building, and the north end-zone of the Vaught-Hemingway stadium will demonstrate the value of weaving together academic disciplines and beloved university literary and athletics traditions. This demonstrates vision in finding ways for architectural resolutions to bring seemingly unrelated aspects of university life together in a major public space, honoring the past while designing for the future. The space is expected to be complete by the end of 2018.

After sitting empty since 2006, Garland Hedleston and Mayes Halls are being renovated. The buildings will house the School of Applied Sciences. Construction is anticipated to begin in August, 2016 and will take approximately eighteen months.

Projects that reach the construction phase are visible to everyone. They are noisy, dusty and, more often than not, are accompanied by heavy trucks, cranes and construction fences. Too many construction projects can impede daily activities at a busy university. This is especially true when several occur close to each other. Projects that have been completed or have been under construction this year are significant. There have been over twenty construction sites on campus during the last year. Some of the more significant projects are noted below.

- Basketball Pavilion. Completed in January 2016. \$96.0m
- Parking Structure. Completed in August 2015. \$22.0m
- Vaught-Hemingway Stadium. 7 projects completed in stages prior to the 2015 season. \$20.6m.
- Vaught-Hemingway Stadium and Practice Fields. 3 more projects completed in stages prior to the 2016 season. \$35.5m.
- Parking Structure (north housing quadrant). In construction since May, 2016. \$33.7m.
- Transportation Hub and Recreation Center. \$32.0m.

- Student Housing Phase II – We are wrapping up the completion of two (2) new residence halls. This project will add 624 beds to the University’s inventory. \$40.0m
- Student Union addition and renovation. \$58.9m

A comprehensive list of construction projects can be found later in this report.

**FACILITIES PLANNING 2015 – 2016  
DESIGN AND CONSTRUCTION PROJECTS:**

**Capital Projects  
In Planning**

1	Athletics Administration Building Additions & Renovations	\$10,000,000.00
2	Bridge Over Highway 6	\$6,000,000.00
3	Coulter Hall Elevator & Door Replacement	\$500,000.00
4	Fed Ex Starnes Renovation	\$4,600,000.00
5	Greek Village	TBD
6	J.D. Williams Library - PA & Fire Alarm System Upgrades	\$600,000.00
7	Kincannon Hall Renovation	TBD
8	Mary Buie Museum Lobby Renovation	TBD
9	Master Plan Update 2015	\$250,000.00
10	New Office Building	TBD
11	School of Accountancy - Expansion	\$9,480,000.00
12	School of Journalism Expansion	\$9,840,000.00
13	Shoemaker - Biology Fly Lab	\$500,000.00
14	South Campus Storm Water Drainage Phase II	TBD
15	University Counseling Center Relocation	\$168,000.00
16	Vardaman Hall Renovation	\$3,300,000.00
		\$45,238,000.00

2014-2015 number for comparison

\$96,702,000.00

**In Design**

1	Chucky Mullins Drive Roundabout	\$702,500.00
3	Gertrude Ford Retaining Wall - North of University	\$650,000.00
4	Jackson Avenue Center - Safe Room	1,200,000.00
5	**Johnson Commons East – 1 <sup>st</sup> Floor Renovation	\$7,600,000.00
6	Lyceum Exterior Restoration	\$780,000.00
7	New Science Building (STEM)	\$138,000,000.00
8	North Lane - Parking/Drive Modifications	\$1,800,000.00

9	O-U Stadium (Swayze Field) - Phase II	12,423,704.60
10	South Campus Recreation Facility & Transportation	\$32,000,000.00
11	Tennis Complex - Indoor and Outdoor	7,800,000.00
12	Triplett Alumni Center Addition	\$9,500,000.00
13	Vaught-Hemingway Stadium A/V and Lighting Upgrades	\$8,450,000.00
		<u>\$220,906,204.60</u>

2014-2015 number for comparison

\$182,917,500.00

\*\*Partially funded by the State and administered by the Bureau of Buildings, Grounds, & Real Property Management

### Under Construction

1	Campus Walk Bldg. J - Flooring	\$165,509.00
2	Carrier & Anderson Hall Modifications	\$500,000.00
3	Coy Waller - Grow Room	\$130,000.00
4	Croft Institute Phase I Building Envelope, Drainage	\$832,500.00
5	Crosby Hall - Elevator Lobby Flooring	\$50,000.00
6	**Garland Hedleston Mays Renovation	\$23,500,000.00
7	Gillom Sports Center Addition & Renovation	\$5,000,000.00
8	Greek Garden at Northgate	\$275,000.00
9	Greek Village Preliminary Grading Parking Lot	\$1,935,000.00
10	Hefley Hall Boiler Replacement	\$320,000.00
11	Honors College Renovation & Addition	\$6,600,000.00
12	Jackson Avenue Center – Phase II Renovation	\$8,835,000.00
13	Jackson Avenue Center - South Parking Lot	\$550,000.00
14	John W. White Facilities Management Building West Wing Addition	\$1,680,000.00
15	Manning Center - Football Practice Fields Enlargement REBID	\$1,750,000.00
16	Meek Hall Roof Repair	\$211,000.00
17	North Parking Structure	\$33,750,000.00
18	North Parking Structure - Access Roads	\$800,000.00
19	Northgate Apartments - Bldg. C Flooring & Bathroom Upgrades	\$400,000.00
20	Stockard Hall Elevator Refurbishment	\$1,100,000.00
21	Student Housing Phase II	\$40,000,000.00
22	**Student Union Addition/Renovation	\$58,900,000.00
23	Track Facility Restoration	\$7,300,000.00
24	Turner Center - Replace Fitness Room Flooring	\$125,000.00
25	University - Oxford Airport (UOX) East Ramp Addition	\$8,700,000.00
26	University Avenue Bridge	\$650,000.00
27	Vaught-Hemingway Stadium North End Zone	\$30,594,000.00
28	Wastewater Treatment Facility Expansion	\$9,900,000.00
29	Parking Lot along Hill Drive	\$400,000.00
		<u>\$244,953,009.00</u>

2014-2015 number for comparison

\$324,046,020.00

\*\*Partially funded by the State and administered by the Bureau of Buildings, Grounds, & Real Property Management

## Completed Capital Projects

1	All American Drive - Electrical Relocation	\$1,500,000.00
2	All American Drive Drainage Corrections	\$1,600,000.00
3	Brown Hall - First Floor Restroom Renovation	\$201,000.00
4	Coulter Hall Renovation & Addition	\$18,000,000.00
5	Crosby Hall - Fire Alarm Upgrade	\$563,000.00
6	Faser Hall – Interior Heating Modifications	\$513,808.00
7	Faser Hall Second Floor Skills Lab Renovation	\$1,500,000.00
8	Fulton Chapel Wood Shop Ventilation	\$277,696.00
9	Inn at Ole Miss Exterior Repairs	\$305,000.00
10	Kennon Observatory - Bus Station & Plaza	\$1,500,000.00
11	Kinard Hall - New Roof	\$835,280.65
12	Lewis Hall - Laser Lab 22 Renovation	\$190,000.00
13	Meek Hall Auditorium Electrical Upgrades	\$615,000.00
14	*Meek Hall Ventilation Renovation	\$1,350,000.00
15	*Music Hall West Wing Addition	\$34,000,000.00
16	Natural Products Center – Phase II	\$40,000,000.00
17	Natural Products Plaza Restoration	\$150,000.00
18	NCPA - Primary Building New Roof	\$1,150,000.00
19	Northgate Apartments - HVAC Upgrades	\$145,000.00
20	Northgate New Student Housing	\$20,500,000.00
21	Pavilion	\$96,000,000.00
22	Pavilion Parking Garage	\$22,000,000.00
23	Rebel Drive / Fraternity Drive Connection & Parking	\$1,807,000.00
24	Refurbish/Paint Tad Smith Coliseum Water Tank	\$250,000.00
25	South Campus New Storm Water Drainage Phase I	\$1,800,000.00
26	Turner Center - Natatorium	\$158,000.00
27	Turner Center New Roof	\$1,600,000.00
28	Turner Center Railing Modification Phase I	\$80,000.00
29	Vaught-Hemingway Stadium South End Zone	\$14,923,000.00
30	Vaught-Hemingway Stadium South End Zone - Electrical Relocation	\$1,036,000.00
31	Vaught-Hemingway Stadium West Skybox Renovation	\$4,800,000.00
32	Whirlpool Parking Lot Site Improvements	\$500,000.00
33	NPC – Interior Heating Modifications	\$2,500,000.00
34	Shoemaker – Interior Heating Modifications	\$470,016.00
35	Shoemaker Hall Lab 201, 203 and 401 Modifications	\$500,000.00
36	Walton Young House & Rowan Oak Exterior Repairs	\$387,000.00
37	Coulter Hall - Research Labs 201-203-204	\$200,000.00

\$273,906,800.65

2014-2015 number for comparison

\$18,509,000.00

\*Fully funded by the State and administered by the Bureau of Buildings, Grounds, & Real Property Management

**Facilities Planning: *Internal Projects*** (in addition to those noted above)

- 112 Total Requested Internal Projects for fiscal year 2016
- 68 Total Completed Internal Projects for fiscal year 2016

**TRAINING AND DEVELOPMENT**

Ian Banner, Chad Hunter and Virginia Pence all completed their annual continuing education requirements to remain current as architects registered in the State of Mississippi and members of the American Institute of Architects. Chad and Virginia attended seminars on life-safety, materials, fire codes, and the ADA. Ian spent another year on the national Sustainability Committee and the Case Study Review Committee for the Association of University Architects (AUA). As well as attending this year's AUA conference at the University of Washington in Seattle he is on the planning committee for next year's conference at the University of Iowa in Iowa City.

**PERSONNEL**

There were no changes in personnel in the 2015-16 year. Dave LaBanc's duties have changed in that he will be concentrating more of his time on Space issues in collaboration with the Office of the Provost. However, he will still be based in the department.

**OFFICE OF SUSTAINABILITY**

The Office of Sustainability continues to develop under Anne McCauley's direction. This year the OOS will be issuing its own Annual Report.

## **PERFORMANCE MEASURES**

There is currently approximately \$785m worth of design and construction being run through the department. This work is being coordinated by six project coordinators and does not take into account long-range planning projects such as the UM Master Plan or smaller internal projects that do not involve design professionals. A key performance measure is that construction contracts and design projects continue to run accurately and within allotted budgets. This is a significant achievement and is a point of pride for our staff. It would not happen without the willingness of working consistently long hours. Even so, this year there will be several internal projects performed by FP without the assistance of outside consultants that will not be ready for faculty at the beginning of the fall semester.

Another key performance measure is the condition of the campus under the stress of growth. There has been much construction in the last year and much change. Yet the campus continues to look good and maintains its character. One area did decline due to construction and we must pay attention to it so we prevent future problems. A portion of Hill Drive from the track facility to the Turner Center lost a good deal of tree canopy due to construction in that area. The character of this place changed dramatically and became too open with little shade to protect pedestrians in the hot weather. We immediately designed a tree-planting scheme that will restore the area. It will be implemented this fall.

The parking structure in the residential quadrant of campus that was placed on hold is now under construction. This is another sign of how the master plan has helped us develop in a disciplined way. 1,200 vehicles will now be

accommodated adjacent to student residence halls taking them out of the heart of campus. Parking policy continues to evolve and increased public transit has helped as this fundamental shift takes place. We still believe this is the best approach to sustainable campus planning and continues to be the case in the most successful institutions in the country.

## **FUTURE NEEDS, GOALS, AND PROSPECTS**

Last year I focused on buildings, renovations, and transport, and people. Of course, all of those components are important and should be at the forefront of our future plans. However, none of these can move forward without infrastructure. This is where we should concentrate in the short-term. As the Master Plan is released a “Utilities Master Plan” should follow. (In fact, the two should be conceived together). Without well-planned underground utility strategies, we will not grow effectively and on-going maintenance will be problematic to everyday university operations. So, consideration of infrastructure planning is a major challenge for the next twelve months.

### **The Department of Facilities Planning**

It has been a tough year for the Facilities Planning team. I have said in years past that this is a special group of dedicated professionals. Even for them the stress is now showing. Our department is continually under tremendous pressure coupled with unrealistic expectations. While managing this and the work load, we have maintained morale (for now) and even re-built troubled relationships within the department. The next twelve months will test us again

and I worry about holding the team together. In closing, I wish to thank every member of the Department of Facilities Planning and the Office of Sustainability for their dedication and commitment. This university would not be where it is without them.

**Department of Facilities Planning:**

Ian Banner, AIA	Director and University Architect
Chad Hunter, AIA	Associate University Architect
Virginia Pence, AIA	Assistant University Architect
Lorre Barrett	Interior Designer
Dave LaBanc	Architectural Project Coordinator/Space Management
Tommy Turner	Architectural Project Coordinator
Kelly Roeder, AIA	Architectural Project Coordinator
Ashley Olson	Operations Manager
Gazel Giles	Departmental Receptionist
Bradley Potts	Architectural Draftsman
Justin Crane	Architectural Draftsman
Rita Hawley	File Clerk

**The Office of Sustainability:**

Anne McCauley	Assistant Director
Lindsey Abernathy	Project Coordinator
Kendal McDonald	Post-Baccalaureate Fellow (from July 1, 2015)

**DEPARTMENT OF HUMAN RESOURCES**  
**Clayton H. Jones, Assistant Vice Chancellor and Director of**  
**Human Resources and Contractual Services**  
**2015-2016**

**FUNCTIONS AND MISSION**

Our mission is to be a service-oriented office, committed to the highest standards of excellence, efficiency and continuous improvement for our diverse university population. We strive to provide an equitable, comprehensive, and service-oriented agenda in the areas of benefits, classification, compensation, employment, payroll, professional development and records management thereby fostering a motivated University workforce. We interface with all members of the University community to include employees, students and applicants by assessing and fulfilling needs, resolving issues and encouraging continual professional and personal growth. The Department of Human Resources maintains the highest level of confidentiality while processing and distributing information in a timely and accurate manner.

**GOALS ACHIEVEMENT**

Each year, Human Resources implements changes to enhance our department's ability to provide quality customer service, work more efficiently and effectively, as well as to remain compliant with state and federal regulations.

- For the eighth consecutive year, the Department of Human Resources successfully led the application process for participation in The Chronicle of Higher Education's "Great Colleges to Work For" work-place recognition competition, the second largest competition of its kind next to Fortune magazine's "100 Best Companies to Work For." This year the University was

recognized in the following areas: Collaborative Governance; Confidence in Senior Leadership; Diversity; Facilities, Workspace & Security; Job Satisfaction; Professional/Career Development Programs; Respect and Appreciation; Supervisor/Department Chair Relationship. The University also obtained the additional distinction of "Honor Role."

- A market survey was conducted and salary data collected from the following sources: CUPA-SUG, CUPA-SEC, individual SEC schools, and non-SEC schools. Job descriptions were reviewed for each EEO-5 classification to ensure duties/responsibilities, minimum education and job related experience requirements were comparable to UM classifications.
- Pay range realignments were recommended based upon market comparisons, internal career paths, incumbent data, etc. The project included assessing a total cost by individual and/or department. Proposed pay range realignments will be reviewed with a plan to implement alignments in the summer of 2016.
- Upon establishing a contract with MZQ Consulting regarding 1094-C and 1095-C reporting, numerous test files were submitted and audits conducted to ensure proper formatting of the data file and the accuracy of data used in preparation of the 1095-C. These tests ensured the completed 1095-C included correct employer contact information, as well as, demographic information for each employee; accurate codes related to the employment status of each employee and their offering of coverage; and proper monthly reporting of health plan enrollment. Monthly reports were generated from SAP and the data from each report was compared to the cumulative report from previous months to determine

which employees remained in ACA qualifying status; which employees had a status change affecting their ACA qualifying status, terminations, rehires, and leave of absence. A health plan participant report was generated and audited to accuracy. The required 1095-C forms were mailed to participants and the 1094-C was remitted to the IRS by the assigned deadlines.

- HIPAA training and department audits were conducted by the University of Mississippi Medical Center's HIPAA Compliance Office and the results were presented to University of Mississippi's HIPAA compliance department.
- The professional development series, L.E.A.D (Leadership, Empowerment, Appreciation, and Development) was fully implemented. The series offers learning & development modules available to all-levels of employees. The supervisors' program, *Lead Your Team*, continues to be the most sought after, with overwhelming interest and encouraging feedback survey results; 100% strongly agreed or agreed that topics covered and the overall program met their expectations and 100% strongly agreed or agreed that they would recommend the program to others. *Lead Yourself* is offered to front-line employees (non-supervisors) with similar success and the final program, *Lead Responsibly* for managers and directors was held and requested to be offered each year going forward.
- The Department of Human Resources was asked by the Provost's Office to take the lead role in submitting the Universities and Colleges Wellness Model grant offered by Blue Cross/Blue Shield of Mississippi Foundation. The grant was awarded \$326,000. With guidance from Dr. Brandi Hephner LaBanc, a cross-

campus committee, RebelWell, was expanded to serve the students, the local community, and both school districts. RebelWell focuses on promoting awareness and education, motivation for positive behavior changes, and influencing campus practices and policy to support a healthy environment. RebelWell is a collaborative partnership of campus resources with the goal of helping our community along the path to a vibrant, healthy and balanced lifestyle. Many new initiatives were executed including a Men's Health series, L.O.U. on the Move Saturday work outs available to community members, and both Fresh Fruit Friday and Walking Wednesdays at the local school districts.

- The University was recognized by the Mississippi Business Journal and Mississippi Department of Health as a “Mississippi Healthiest Workplace” and received special recognition as a top three finalist.
- Other figures of interest for the year include the following statistics:
  - 26,087 E-forms processed during fiscal year 2016 (+4.34%)
  - 8,206 W-2s issued for CY2015 (+1.51%)
  - 2,083 W-2s issued electronically for CY2015 (+137.79%)
  - 136,497 payroll direct deposits for FY2016 (+3.70%)
  - 3,700 payroll checks printed for FY2016 (-15.60%)
  - \$218,107,573.57 total gross payroll for FY2016 (+5.36%)
  - 5,195 average number of people paid during FY2016 (+2%)
  - Personnel Requisitions and Applications for FY2016
    - 519 staff personnel requisitions (-2.1%)
    - 120 faculty personnel requisitions (-1.6%)

- 37 student personnel requisitions (+42%)
- 3,539 faculty and staff employment applications (+4%)
- 2,096 new student employees for FY2016 (+4.3%)
- 549 hires made, including temporary appointments (-2.5%)
- 123 new external employee hires (+58%)
- 1,534 background checks conducted (+8.4%)
- 203 JAQs processed for FY2016 (+12%)
- 3,704 personal and professional development hours were provided by Human Resources and Human Resources partners (+211%)

## **PERSONNEL CHANGES**

Shevaun Festervand, HR Associate, relocated to Colorado and the vacant position was filled by Katherine Watson. Katherine Watson has resigned in order to attend to graduate school.

## **AFFIRMATIVE ACTION**

The Department of Human Resources does not discriminate against employees or applicants for employment on the basis of age, race, color, sex, pregnancy, sexual orientation, religion or national origin, status as disabled veteran or veteran of the Vietnam era, physical or mental disabilities or genetic information in employment or conditions of employment. The department continues to make every effort to employ a diverse team of individuals, including but not limited to, strategies for expanding applicant pools and providing professional development opportunities.

At the time of this report, there are twenty-two employees in the Department of Human Resources, five of which are African American, one is Hispanic, and twenty-one are female. Among the eight professional employees, two are African American, one is Hispanic and all are female.

## **FUTURE NEEDS, GOALS, AND PROSPECTS**

There continues to be a need and desire to proactively enhance our programs.

Specific goals for the forthcoming year are as follows:

1. Partner with IT to utilize SAP for contract generation for all contractual employees by pulling information from SAP into an Adobe form (contract) with dynamic text. The dynamic text would allow for edits as necessary (i.e. prorated salaries, athletic buyout clauses or revisions to contract clauses).
2. Conduct a salary survey of EEO6 classifications to determine if current steps are comparable with the market.
3. Develop a training program to educate faculty and staff on the dangers of drug use, the importance of maintaining drug-free workplace and workforce, and resources available at the University Counseling Center and in the community for those seeking counseling services.
4. Finalize the development and fully implement the Job Analysis Questionnaire from its paper format to an electronic format.
5. Design and pilot a revised performance appraisal & employee engagement system, Performance Partnerships.
6. Continue to identify ways to leverage technology to analyze financial data and streamline reporting to provide accurate and timely compensation for work

performed, while ensuring all deductions, benefits, and taxes are correctly withheld and reported timely to the appropriate agency.

7. Compliance with University policies and procedures, as well as state and federal laws, is of utmost importance. Maintain a best practices payroll system with minimal errors. Develop a new, comprehensive training workshop for administrative personnel and supervisors to educate departments on payroll related policies and regulations.
8. Continue to strive for the highest level of customer service, with a spirit of empathy and respect, and to maintain the confidence of accounting personnel who rely on the accuracy of the information we provide.
9. Implement a solution for streamlining our 403b remittance via a Multivendor Coordinator.
10. Evaluate our office space to identify ways in which we can reconfigure to allow for a better flow and richer customer service experience.

**DEPARTMENT OF LANDSCAPE SERVICES**  
**Jeffery T. McManus, Director**  
**2015-2016**

**PRIMARY FUNCTION AND MISSION**

The function of Landscape Services is to provide excellence in environmental care while enhancing the exterior academic atmosphere. The University has many historically important buildings and the approach to landscaping these areas has to be undertaken with great care and attention to detail.

Our Mission is to provide professional services to the University that ensure its natural splendor, is well maintained, environmentally sensitive and aesthetically pleasing to our customers. Our objective is to expand the beauty of the campus in order to attract, support, and increase a healthy and safe learning background.

The Department of Landscape Services works to support the Statement of Purpose of the University and operates under the supervision of the Vice Chancellor for Administration and Finance.

**SUCCESS IN ACHIEVING GOALS JULY 1, 2015 – JUNE 30, 2016**

We continue working the campus beautification master plan to enhance, upgrade, and encourage a safe and aesthetically pleasing campus. There were over 418 trees and 1,996 shrubs planted this year around the campus. New plantings were added at the newly completed Rebel Market; Music; Coulter; Jackson Avenue (where bamboo was originally); Grove; Mallgate; Medicinal

Gardens; Barr/Faulkner/Howry; Pavilion; Jeanette Phillips Drive Parking Lot/Track; Fed-X Starnes; and Lucky Day Residential College.

Landscape Services has replaced 8,305 square yards of sod and a total of 87 trees. The replacements are due to the construction of buildings, sidewalks and bus stops. Storm and football game weekend damages are also cause for the replacement of trees and sod.

With the acquisition of the Jackson Avenue Center, Landscape Services has maintained the additional 25,000 square feet of turf and 80,000 feet of parking lot. With new islands being developed in the parking lot of the Center, Landscape Services has planted 514 shrubs and the Central Command Toro Sentinel Control Irrigation System has been installed. Upon completion more shrubs and trees will be planted to enhance the beauty of the location.

Landscape Services maintains the 300 acres at the University-Oxford Airport. In addition to maintaining the exterior of the airport, Landscape Services has been charged to run the airports fixed base operations. This involves keeping track of fuel inventory, providing fuel to customers, meeting federal guidelines and providing excellent customer service.

Landscape Services oversees Creekmore Landscape, LTD in maintaining the John Grisham property to the standards of the Landscape Services Department and the University of Mississippi.

Waste removal staff removed over 2,644.47 tons of waste from campus this year. The total tonnage cost was \$90,553.20. The campus dumpsters were

emptied 20,644 times, 46% were academic buildings, 25% were housing, 20% were fraternities and sororities and 8% were athletic facilities.

Landscape Services continued the full time maintenance of bollards and chains on campus and is in the process of installing a more efficient lid and locking system for the bollards. The University currently has 811 (2" bollards); 472 (4" bollards); 176 (4" removable bollards); and 2 (6" bollards) for a total of 1,461 bollards on campus. There is approximately 5,288 linear feet or 1.00 miles of chain between the bollards. Landscape Services spent 184 man hours painting, cleaning and maintaining bollards this past year.

Landscape Services maintains 19,603 square feet of seasonal color beds.

The Landscape University is a series of classes instituted by Landscape Services to help employees understand their role in Ole Miss' effort to "Cultivate Greatness" in its students, athletes, faculty, employees, and friends, by constantly maintaining a well-groomed and beautiful campus. The program curriculum covers introductory material, professional responsibility, safety training, advanced landscaping, and people skills. The goal of the program is to develop a highly confident, motivated landscaping team that is empowered with a sense of excellence. Course materials consist of an instructor's guide, a handout or video for the participants, and a quiz for the employees that covers the material in the handout, video, or hands-on training. Another series of classes have been created this year with emphasis on tree maintenance. Also, Rick McClain, Terry Daniels, Stanton Smith and Quentin Gammill completed Human

Resources certification in Level 400 (Detail) of Landscape University, which provides knowledge on pruning and planting.

In April, 2016 Landscape Services held a two day Landscape University Conference presenting our program on “How to Create Your Own Landscape University”. The conference was held at the Depot. Attendees included staff from Texas, University of Nevada/Reno; University of Florida; University of Alabama and University of Kentucky. Guest speakers included Larry Sparks, Vice Chancellor Administration and Finance.

Jeff McManus continues to provide Landscape Services and the Ole Miss Golf Course staff with training and development through teachings of leadership from John Maxwell and other leadership experts.

We continue to hold Monday morning staff meetings to review safety issues, plant identification, maintenance, and review/update the week’s schedule. Landscape Services has developed their own Landscape Creed and repeats the creed together at each Monday morning staff meeting.

In December, 2015, Jerome Wade with Epic Life, LLC visited the University to present “*Choke Points of Leadership*” to key leaders of Landscape Services, the University and businesses in the City of Oxford.

Landscape Services maintains an extensive web page of services and horticulture tips to help service the campus and Ole Miss community. It was also created to help with frequently asked questions.

## **DEPARTMENT STRUCTURE CHANGES**

Landscape Services is continuing the installation of the Central Command Toro Sentinel Control Irrigation System. This system allows irrigation on campus to be controlled at one central location. Newly installed irrigation systems are located at Music; Band; Coulter; Howry; and Northgate.

## **NOTEWORTHY ACCOMPLISHMENTS OF STAFF**

- 08/13/15 Mac McManus attended the MAA Board Meeting in Jackson.
- 08/19 - 08/21/15 Stanton Smith, Nathan Lazinsky and Denise Hill attended MUF Conference in Gulfport, MS.
- 08/25/15 David Jumper attended the Mississippi Turf Grass Field Day at MS State University.
- 10/11/15 David Jumper attended the Southern Turf Expo in Memphis.
- 10/20 - 10/22/15 Jeff McManus attended ended the PGMS School of Grounds Management & GIE Expo in Louisville, KY. Jeff represented the University and presented his "Weeders to Leaders" leadership workshop.
- 01/14 - 01/15/16 Denise Hill and Nathan Lazinsky attended the MUF seminar "Trees are Key" in Starkville, MS
- 02/03 – 02/04/16 Mac McManus attended the MS Intermodal Council Annual Breakfast and Dinner and the MAA Board Meeting in Jackson, MS.
- 04/17 - 04/19/16 Jeff McManus attended the Social Media Marketing World in San Diego, CA.

- 04/25 - 4/27/16 Mac McManus attended the MS Airports Association Annual Conference in Starkville, MS.
- 05/17/16 David Jumper attended the Mississippi Turf grass Management Workshop at MS State University.

Jeff McManus, Director of Landscape Services, has been appointed to the board of the Professional Grounds Management Society (PGMS) and will also serve as Treasurer of this prestigious organization.

**PERSONNEL CHANGES**

- James Moody Resigned as Irrigation Technician
- Gerald Barron Retired as Golf Pro Shop Manager
- Tasha Stewart Resigned as Secretary at Airport

**The following were new hires:**

- Jimmy Dickerson Program Coordinator
- Tate Anderson Promoted to Golf Pro Shop Manager
- Julie March Secretary at Airport

**PERFORMANCE MEASURES**

We currently maintain the campus at several levels. The highest level of detail to include mowing, edging weekly, spraying for weeds, fertilization, and irrigation on campus is 5,540,802 square feet or 127.2 acres.

Shrub beds around buildings, parking lots, entrances, and other structures that we irrigate, prune, fertilize and treat total 1,143,619 square feet or roughly 26.3 acres.

The balance of acreage on campus is in medium to low landscape level, parking lots, buildings, or wooded areas.

### **FUTURE NEEDS FOR NEXT YEAR**

Landscape Services continues to review staffing matrix for the possibility of utilizing more contract labor to improve productivity in the field.

Landscape Services continues to review personal carriers and how to move staff around campus efficiently.

Landscape Services continues to replace and upgrade our mowers and equipment to lower maintenance cost, improve productivity in the field and further enhance the beauty of our campus.

### **FUTURE GOALS FOR NEXT YEAR**

- Continue working the campus beautification master plan to enhance, upgrade, and encourage a safe and aesthetically pleasing campus.
- Continue to upgrade, add to and maintain the vast campus irrigation system with upgrading to Sentinel Central Control.
- Continue a visually pleasing and efficient bollard program on campus.
- Continue to work with other departments on campus to facilitate an environmentally, aesthetically pleasing campus.
- Continue to expand and develop staff training and evaluations in safety and proper horticulture identification and practices.
- Continue to interact with other universities and key staff to share information, time saving methods, and resources.

- Continue to grow, lead and reach out to other universities by hosting another conference on “How to Create Your Own Landscape University” in the spring of 2017.

**DEPARTMENT OF PARKING AND TRANSPORTATION**  
**Mike Harris, Director of Parking and Transportation**  
**2015-2016**

**FUNCTION**

The function of the Department of Parking and Transportation is the management of parking systems and facilities as well as the coordination of transportation around campus and the surrounding community.

**MISSION & GOALS**

The mission of the Department of Parking and Transportation is to provide consistent and professional customer service as it relates to parking and transportation. Our goal is to make parking and transportation an enjoyable experience for all our customers on campus. The department continues to focus on capital improvements to increase parking capacity and transportation options to accommodate continued campus population growth. Implementation of new technology and innovative measures remain a top priority of the department.

**ACCOMPLISHMENTS**

The last year has seen the department grow to a strong staffing level that has allowed for increased efficiency and effectiveness in managing the day-to-day operations of the department. The completion of the Pavilion Garage increased parking options for our customers by introducing a new permit and a flexible, pay by the hour solution for our transient and short-term customers. In order to maintain the 1:1 ratio of spaces to permit sold in our residential zones,

the residential park-n-ride lot was opened at the Whirlpool site providing residents without a permit for their designated zone with a parking solution.

Several controlled access gates with loop technology were installed at critical locations on campus. Gates were installed to restrict traffic on Student Union Drive to accommodate for the Student Union construction project and increased pedestrian traffic in the area surrounding the Student Union. The Kennon Bus Hub was completed to connect intersecting routes. Gates were installed at the entrance and exit of the area to increase safety and reduce congestion.

Parking capacity was maintained by expanding lots at Jeannette Phillips and the Data Center and reallocation of the Turner Center's East and South lots from construction areas to faculty/staff parking. Portions of the on-street parking on Rebel Drive were eliminated to allow for more efficient flow of traffic and pedestrians as well as allowing for bike lanes, bus stop access and loading zones. Meters were relocated from the underutilized Manning lot to the Old Athletics lot, Turner Center lot and on-street parking in front of Martindale. Both actions were to increase convenience and flexibility for our campus visitors. The department continues to focus on maintaining signs and painting space boundaries and restricted curbs to reduce the number of issued parking violations and appeals.

## **PERSONNEL**

A newly created utility worker position was filled by Fredrick Young. This position will be responsible for maintaining the Pavilion Garage and other parking

and transportation facilities throughout campus. To maintain the current staffing level of ten Traffic Officers, the department filled four Traffic Officer positions by hiring William Young, Gregory Dieffenbach, Michael Hudgins and Joshua Morris. Richard Bradley was hired as the Manager of Administrative Affairs to fill a vacancy in the department.

## **TRAINING AND DEVELOPMENT**

- International Parking Institute – Parking 2.0: It’s a Connected World/ Webinar/February 17 – Attended by seven members of the leadership team.
- International Parking Institute – Conference and Expo/Nashville, TN/May 16-20 – Attended by Mike Harris.
- Mid-South Transportation & Parking Association – Green Garage Workshop/Bowling Green, KY/October 24-26 – Attended by Mike Harris (board member).
- T2 – Benchmarking and Business Intelligence/Webinar/February 23 – Attended by five members of the leadership team.
- T2 – Regional ReConnect Conference/Athens, GA/March 8-9 – Attended by four staff members.
- T2 – Connect Conference/New Orleans, LA/November 17-19 – Attended by four staff members.
- Gulf Region Intelligent Transportation Society – Conference/Biloxi, MS/October 11-14 – Attended by two staff members.
- UM – Lead Yourself – Attended by seven staff members.

- UM – Lead Your Team – Attended by three staff members.
- UM – E-form Training – Attended by Richard Bradley.
- UM – Security Basics – Attended by three staff members.
- UM – Welcome Home – Attended by two staff members.
- American Red Cross – Adult & Pediatric First Aid/CPR/AED – Attended by nine staff members.

## **NOTEWORTHY PROGRAMS AND PARTNERSHIPS**

### IPI- International Parking Institute

We extended our membership to this prestigious organization. They are the premier parking and transportation organization worldwide. We will benefit from the many initiatives and training sessions they provide to their members.

The department has begun the process of becoming recognized by IPI as an Accredited Parking Organization. The process will be ongoing for the next 18-30 months with anticipated accreditation by 2019.

### T2 Parking Systems

As we complete year two of a three year contract with T2, we continue to expand our partnership bringing innovation and new technologies to parking on campus. The department is transitioning to tablet-based enforcement hardware which will allow our traffic officers to research vehicle and permit data, as well as transmit citations, in real-time.

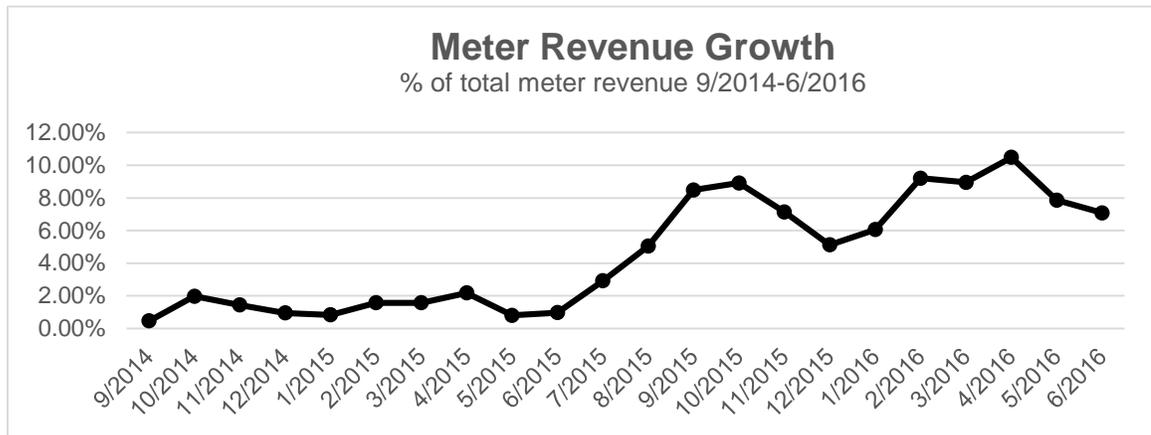
The department has invested in our first T2 AutoCount system for the West Music commuter lot. This will allow for real-time updates to the Parker app. The Parker app allows students to view where parking is available throughout

campus and informs them of lots without availability. This results in more efficient use of time when looking for a parking space. Prior to this technology, we relied on video camera feeds and traffic officer feedback to update the Parker app. This system will reduce the need for human interaction and make the app a more reliable source of information.

**Parking Meters**

Originally, 90 meters were placed in the Manning Center lot. Due to low utilization, 26 meters were relocated near Martindale. This location offers parking solutions for campus visitors and students with short-term parking needs and for visitors of student services located inside Martindale. In January 2016, 10 meters were relocated from the Manning Center lot to the Turner lot to create a short-term parking solution for members of the Turner Recreation Center. These actions resulted in substantial revenue growth (Figure 1).

**Figure 1**



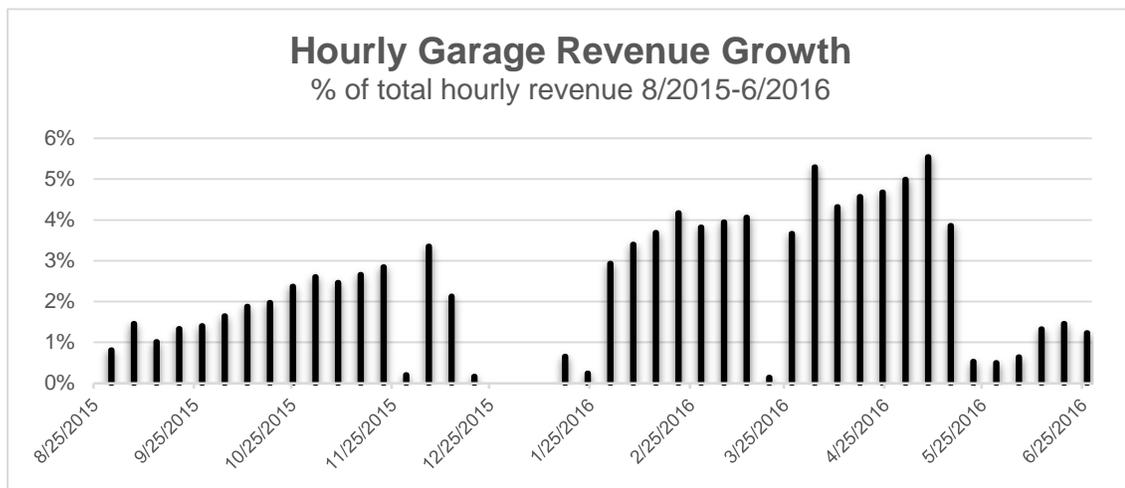
If current revenue levels are maintained, the department will break even on the capital investment by September FY17.

## Pavilion Garage

By August, the Pavilion Garage opened for permitted faculty and staff and hourly parking available to all. A maximum of 400 permits were made available, thus keeping permitted parking and hourly parking at a 50/50 split of available spaces. After the initial release of permits to faculty and staff, permits were opened to students to assist in increasing use of the parking facility. A total of 338 garage permits were sold this year.

The Pavilion garage was successful in accommodating multiple user groups (permit holders, transient parkers and athletic event attendees) with one parking facility. Hourly parking revenue steadily increased through the year (Figure 2).

**Figure 2**



## Visitor Parking

Our visitor parking program has made consistent strides in providing convenient and flexible parking options for our campus guests. Whether they are part of a visiting group, prospective student's family, or departmental guests, we

have streamlined the process by making visitor permits more accessible and providing a number of short term options. These options include three metered parking areas and the Pavilion parking garage.

Overall, the sale of visitor permits has increased by 18% in FY2016. The growth can be attributed to online availability and the participation of campus departments in our discounted visitor permit program for departmental guests.

**Bicycle Program**

The bicycle rental program continued to see stable growth with rentals increasing by 27% to 420 total bicycle rentals. Due to the growing popularity of the bike shop, we will be hiring a Bike Shop Supervisor this coming year.

**STATISTICS**

**Permits Sold by Classification**

RESIDENTIAL		DAILY		VISITORS	
West	833	Commuter	7,412	Visitor	27,737
East	1,030	Park-n-Ride	2,450	Visitor-Web	2,264
Central	1,596	Garage	338	Annual Visitor	109
South	450	Faculty/Staff	3,198	Time Limited	2,354
Residential P-n-R	438	Reserved	110	Temporary	645
Campus Walk	331	Exempt	100	Retiree	179
Bicycle	218	Desoto	566	Construction	126
Motorcycle	93	Tupelo	379	Vendor	380

**Citations**

APPEALS	STUDENTS			FACULTY/STAFF			VISITOR			TOTAL		
	FY16	FY15	% Change	FY16	FY15	% Change	FY16	FY15	% Change	FY16	FY15	% Change
Assessed	1,325	976	15%	52	42	11%	15	147	-81%	1,392	1,165	9%
Dismissed	462	386	9%	219	97	39%	32	87	-46%	713	570	11%
Reduced	1	15	-88%	2	1	33%	2	2	0%	5	18	-57%
Warning	1,879	441	62%	14	11	12%	4	98	-92%	1,897	550	55%
Total	3,667	1,818	34%	287	151	31%	53	334	-73%	4,007	2,303	27%

## Shuttle Riders – Campus System

ROUTE	FY15	FY16	CHANGE
Brown	281,641	324,486	15%
Gold	274,230	256,898	-6%
Silver	N/A	75,259	N/A

### **STRATEGIC VISION**

The 2016-2017 academic year will see the continued development and implementation of new and existing transportation services and parking facilities.

On campus, Residential parking will remain at maximum capacity as we continue to distribute permits based on space count in order to guarantee parking. Those who live in residential housing and are not able to purchase a residential permit will purchase a Silver Residential permit. The former Residential Park-N-Ride lot, will be expanded to accommodate the increased residential population and the loss of residential spaces due to ongoing construction projects. This expanded lot will now be referred to as the Silver Residential lot.

An additional shuttle van was acquired to increase efficiency of the on-call van service. The University Police department will continue to partner with parking and transportation to operate the on-call van service. Express shuttles will continue during weekday hours with adjustments being considered to accommodate any increase in Silver Residential lot usage. These residential parking capacity issues should be resolved when construction of the Residential garage is completed in fall of 2017.

Commuter parking capacity continues to be one of the top priorities for the department. In FY15 we started the process of reducing the number of allotted commuter permits to 2.7 permits sold to spaces available. This year we are reducing the ratio to 2.5. Park-n-Ride capacity has been increased by 12% to accommodate for any increases in student population. Expansion of T2's AutoCount systems in two additional commuter lots should continue to assist students in locating commuter parking spaces though the Parker app.

Short-term parking for various user groups will be addressed by continued focus on the Pavilion Garage customer experience and the installation of our first T2 supported multi-space pay station lot. Mass transit remains the cornerstone of our sustainable platform. Plans are underway to install automated voice stop announcements and LED stop announcement displays. These improvements will make using public transportation easier and assist with ADA compliance.

The department is transitioning from our handheld citation devices to T2's Enforcement App technology that utilizes connected tablets for permit data and issuing citations. This will allow for real-time data for our traffic officers and office personnel.

As our department continues to grow, we will remain focused on the transportation needs of our department and the campus population. The department will be procuring three six-seater carts to assist with ADA transports on game days and commencement. In addition, the creation of an internal bus route that will loop around campus is planned for fall semester of 2017. Our strategic vision will remain aligned with our current mission and the UM Creed.

**OFFICE OF PROCUREMENT SERVICES**  
**Rachel R. Bost, Director**  
**2015–2016**

**MISSION**

The Office of Procurement Services is comprised of the following areas: Purchasing, Accounts Payable, Property Control, Travel and Central Receiving-Shipping. In addition, Procurement Services has oversight responsibility for the University-Oxford Airport capital improvement projects, University Flight Department and Campus Mail Services. Procurement Services also coordinates and files all UM automobile accident reports and liability claim forms for the University.

It is the mission of Procurement Services to serve the needs of instruction, research, staff and students in obtaining, receiving, recording, and paying for the goods, services and travel necessary for the everyday operation of the University. Compliance with state laws, IHL policies, university regulations and ethical practices of the procurement profession must also be monitored. The goal of Procurement Services is to foster the highest standard of public relations, not only with faculty, staff and students, but also with every individual or vendor considered to be a customer, as well as the general public.

Campus Mail receives and delivers incoming and outgoing campus mail to and from the U.S. Post Office located in Oxford. Campus Mail functions as the mail service for all university departments and offices located on campus. Campus Mail employees pick up and deliver not only interdepartmental mail, but also first, second, and third class U.S. mail, packages, and business reply. All

outgoing U.S. mail is metered by Campus Mail and the postage costs are billed back to the sending departments.

The University operates a Cessna Encore small business jet, which is available for official University and/or State of Mississippi business travel. This aircraft provides administrative support for the University and the State of Mississippi and can be chartered by contacting the University Flight Department.

The University operates the University – Oxford Airport (UOX) consistent with all Federal Aviation Administration (FAA) general aviation airports. The fixed base operation (FBO) of the airport is under the direction of Landscape Services. Procurement Services works in conjunction with the FBO and oversees all airport capital improvement projects. It is our desire to operate a first class airport consistent with the public's expectations.

## **FUNCTIONS**

Procurement Services performs or provides oversight of the following functions:

- Processing purchase requisitions and issuing requests for quotes and purchase orders
- Fulfilling bid requirements for expenditures according to state laws and Mississippi Department of Finance and Administration (DFA) guidelines
- Preparing requests for proposals related to service contracts
- Processing forms and insuring procedures are followed when departments lease off-campus space
- Reviewing contracts and preparing procurement-related submissions to IHL including prepayment requests and board agenda items

- Receiving, processing and delivering shipments
- Proper establishment of inventory records for furniture, machinery and equipment; this includes placement of barcodes, creation of asset records and recording asset location
- Processing non-payroll disbursements including payments on purchase orders, request for payment forms, travel and procurement cards
- Oversight of activities associated with risk management and the processing of all insurance claims, both automobile and liability
- Oversight and audit of property inventory including the compilation and submission of state mandated reports
- Management of university property officially deemed salvage
- Oversight of Campus Mail Services
- Oversight of the University Flight Department and UOX Airport capital improvement projects as well as coordination with the FAA

## **ACCOMPLISHMENTS**

Procurement Services personnel were very active in meetings, events, and continuing education during the year.

- Director Rachel Bost, Materials Handling Division Supervisor Patti Mooney, and Procurement Associate for Contracts Katherine Jones are active members of the Mississippi Association of Governmental Purchasing and Property Agents (MAGPPA). In October Patti and Katherine attended the annual MAGPPA conference held in Tupelo.

- Katherine Jones attended the TAGM (TN-AL-GA-MS) Regional Meeting of the National Association of Educational Procurement (NAEP) in Birmingham also in October.
- Rachel Bost and Katherine Jones are members of the Contract Officer and Accounts Payable Association (COPA).
- Katherine Jones began the rigorous coursework towards becoming a Certified Professional Public Buyer (CPPB), a national certification. In April she completed her first class, Legal Aspects of Public Purchasing, in Biloxi.
- Belinda Redmond and Jeannine Walters successfully completed the required training and examination to become Certified Mississippi Purchasing Agents (CMPA) in May.
- Procurement personnel conducted and attended approximately forty staff training workshops or classes. Most were SAP related.
- Senior Procurement Assistant Belinda Redmond and Procurement Assistant Jeannine Walter conducted Materials Management classes monthly.
- Procurement Card Administrator/Senior Staff Assistant Shelley Morrison conducted monthly Procurement Card training sessions.
- Patti Mooney conducted SAP Asset Management training sessions monthly.
- Rachel Bost partnered with the Department of Human Resources to lead multiple training sessions during the year on E-Form 13s.

- Rachel Bost served as the Assessment Coordinator for the Administration and Finance Division.
- Katherine Jones served on the University's Assessment Committee.

### **OTHER ACCOMPLISHMENTS**

- The University – Oxford Airport received approximately \$7,000,000 in grants from the FAA and M-DOT Aeronautics for the east ramp addition
- The University – Oxford Airport successfully passed the FAA annual inspection and is re-certified as a Full Part 139 Certificated Airport
- UOX Airport had approximately 7,500 operations (landings and take offs) with no airplane incidents or accidents reported.

### **PERSONNEL CHANGES**

During the 2015 – 2016 fiscal year, we had several personnel changes. In July, Property Auditor Norma Petty left and Tyson Phillips was hired in September as her replacement. In May, Carla Bennett replaced Procurement Assistant for Travel Steven Ridout. Additionally, in June, Procurement Assistant for Accounts Payable Judy Lynn Nesbit transferred from our department.

In Campus Mail Services, Jasmine Vaughn was hired in September to replace Mail Clerk Casey Dunn. Likewise, Jeremiah Brown was hired in March to replace Luther Gray, who retired in April.

### **PERFORMANCE MEASURES**

- Delivered over 21,000 units, ranging from envelope size to large crates. During peak times daily deliveries can be over 200 units a day.

- Handled approximately 750 outgoing shipments. This includes both drop-offs and packages processed through UPS, Fed Ex, and various freight companies.
- Bar codes were placed on over 2,900 items of equipment before delivery.
- The warehouse facility was utilized to store assorted pallets of maintenance materials for the Physical Plant, catalogs for Admissions, large rolls of wire for Telecommunications and various pallets of material for Student Housing and Athletics. This is in addition to the regular pick-up, transportation and holding of salvaged furniture and equipment.
- Average turn-around time for deliveries (from delivery at our dock until reaching the hands of the end user) was five hours. The delivery time increases for larger deliveries, such as multiple cases of paper or large orders of equipment that require barcode tagging.
- An average of three daily delivery runs were made and coordinated with the pick-up of salvaged merchandise.
- The estimated rate of first time correct delivery was 99%.
- Nearly 35 tons of e-waste were recycled through Magnolia Data Solutions.
- More than 7,000 goods receipt documents were posted.
- Processed approximately 7,500 electronic requisitions resulting in a similar number of purchase orders with a value totaling more than \$174 million.
- Posted more than 15,000 purchase order invoice documents and 20,000 non-PO invoice documents.

- A daily average of 85 checks and 79 direct deposits were processed.
- Payments to vendors for goods and services surpassed \$291 million.
- Reimbursements to employees for the year totaled more than \$8.7 million.  
The majority of the reimbursements were for University travel.
- Annual payments to students totaled \$3.2 million. The majority of these student payments were for housing and meal scholarships for student-athletes.
- An additional \$475,000 in refunds and other miscellaneous reimbursements were processed during the year.
- More than 430 procurement cards (representing 421 accounts) are currently active.
- UM averaged 1,051 P-card transactions per week with more than 13,000 P-card documents processed during the year.
- Monthly P-card charges averaged \$1.2 million. This represents an increase of 16% over last year's spending level.
- On average 247 items of property were tagged each month.
- Total equipment inventory was valued at \$175,566,257.19 and consisted of 34,169 items on June 30.
- Goals are being met for removal of salvaged items from departments. Salvage is being picked up in a timely manner.
- Mail volume for the year totaled 894,993 pieces of out-going metered mail and 344,838 pieces of out-going bulk mail, for a total of 1,239,831 pieces of outgoing mail. Compared to last year, these numbers represent a 2.4%

decrease for metered mail, a 48% decrease for bulk mail and a 22% overall decrease for both categories of outgoing mail.

- Likewise, total postage used was \$665,009, which was a decrease of 6% from the previous year.
- This is a monthly average of 103,319 pieces of outgoing mail with a monthly average postage expense of \$55,417. In comparison, last year's averages were 131,951 pieces of mail with a monthly expense of \$58,876.
- These numbers do not include the large volume of interdepartmental mail that is moved intra-campus or the significant amount of in-coming mail received from the USPS daily.

## **FUTURE NEEDS**

In FY2016 a new Campus Mail van was placed into service. Our goal is to replace the last remaining older van in the near future. Additionally, we also ordered a more efficient, larger delivery vehicle to replace our smaller, older delivery truck to accommodate our growing campus needs.

While most of our desktop computers were replaced in FY2012, Procurement Services will always have a need to keep its desktop technology current. Faster desktop computers help to increase the efficiency of our operations by increasing the volume of transactions processed. Likewise there is a need to invest in scanning technology (software and equipment) in the near future.

**OFFICE OF SUSTAINABILITY**  
**Ian Banner, Director**  
**2015-2016**

**MISSION & GOALS**

The mission of the Office of Sustainability is to be a catalyst for environmentally positive change by educating, connecting and empowering the members of our community for the well-being of people and our ecological systems. The Office of Sustainability has constructed the following goals by which to measure its programming:

1. Foster change at the institutional level
2. Influence individual behavior and create a shared sustainability language
3. Understand and communicate sustainability indicators
4. Support leadership capacity and create co-curricular learning opportunities
5. Impact direct change and innovation
6. Diffuse sustainability into academic curriculum
7. Expand partnerships into the community

**PROGRAM OVERVIEWS AND 2015-2016 ACCOMPLISHMENTS**

**UM COMPOST PROGRAM**

The UM Compost Program converted 31,652 pounds of campus food waste into a nutrient-rich soil amendment for campus and community gardens during 2015-16. The program takes pre-consumer food waste from Rebel Market, Marketplace at the RC, the Grill at 1810 and expired goods from the UM Food Bank and employs a team of four undergraduate students.

## **SUSTAINABLE TRANSPORTATION: BICYCLING**

During fall 2015, the University's continued efforts to improve bicycle infrastructure and advocacy on campus were recognized by the League of American Bicyclists with a bronze-level Bicycle Friendly University Award. UM is the only university in the state to receive such a designation.

In addition to leading the Bicycle Friendly University application effort and facilitating the Active Transportation Advisory Committee, the Office of Sustainability has contributed to supporting the University bike community with several programs, including: Bike to School Day, Pedal & Picnic, Bike Maintenance workshops and Bike to Lunch group rides. The Office of Sustainability, UM Active Transportation Advisory Committee and Oxford Pathways Commission collaborated to install a temporary complete streets demonstration in July 2015. Volunteers transformed a portion of University Avenue—a main entrance to campus for pedestrians and cyclists as identified by data collection—to include bicycle lanes, crosswalks, and a pedestrian island. The goal of this project was offer the experience of a street designed for all users.

## **UM CAMPUS GARDEN**

Volunteers broke ground on the campus garden in 2015 behind Residential College South. The UM Garden Club, which is open to all UM community members, maintains the garden and provides produce for volunteers and for the UM Food Bank. The garden grows a variety of fruits, vegetables and

herbs including tomatoes, peas, lettuce, cucumbers, broccoli, carrots, basil and parsley using organic methods.

### **MOBILE MARKET**

AmeriCorps VISTA Ellen Olack collaborated with the Oxford City Market to pilot a mobile market at the Oxford Housing Authority's C.B. Webb community every Wednesday in June, with the goal of increasing access to local fruits and vegetables as well as raising awareness about programs for SNAP benefits recipients.

### **GREEN GROVE**

The Green Grove Initiative is a program that aims to incorporate recycling into the football gameday experience by engaging tailgaters in the Grove and Circle. Through the program, the University aims to decrease the amount of waste sent to the landfill as a result of tailgating. More than 350 students volunteered.

While the program has experienced great success in terms of student engagement, there is still significant work to be done to reduce gameday waste. Of the 117 tons of waste produced by tailgating during the 2015 season only 3 tons were recycled. To reduce gameday waste, every fan and visitor must take responsibility and participate in the recycling program. The Office of Sustainability will continue working to engage fans.

### **GREEN STUDENT INTERN PROGRAM AND ECO REPS**

Office of Sustainability's Green Student Intern Program (GSIP) employed 15 students in 2015-2016 on projects including waste reduction, sustainable

transportation and sustainable food. The program provides students with experience working in the sustainability field while contributing in a meaningful way to sustainability on campus. Students also gain professional skills in meeting facilitation, data collection and analyzation, project management and event planning. Acceptance into the program is competitive and draws top-performing students.

Eco Reps, a peer-to-peer residential service leadership program, grew substantially during the 2015-16 academic year. Eco Reps learn about sustainability topics through curriculum designed by the Office of Sustainability and conduct outreach about topics related to sustainability within the residence hall network.

### **REBEL ENERGY CHALLENGE**

A competition among students in residence halls to reduce energy consumption includes energy consumption reduction pledge, CFL bulb swap, social media outreach and pre/post-surveys. This year, the Luckyday Residential College won the Challenge.

### **OUTREACH AND CO-CURRICULAR PROGRAMMING**

#### **FOOD DAY**

In October, the Office of Sustainability hosted the fourth annual Food Day, a celebration of healthy, local and sustainably produced food. Programming focuses on raising awareness among students, faculty and staff about the importance of a sustainable and equitable food system, and local food-related resources. Events included:

- Food Day Festival on the Union Plaza featured a farmers' market, mobile farm bus and interactive, educational displays for students.
- “The Cost of Food” Panel Discussion of UM experts on the costs of food on health, the environment and the economy in this interactive panel discussion.
- Compost Sift-A-Thon on the Union Plaza gave students an opportunity to get their hands dirty, sift compost and learn about the composting process.

### **GREEN WEEK**

The Office of Sustainability's eighth Green Week engaged more than 325 students, faculty, staff and community members. The mission is to expand awareness of local and global environmental issues, increase participation in sustainable behaviors and promote appreciation of natural resources through educational programming. By involving a broad audience, Green Week endeavors to improve our collective conscience regarding resource stewardship, environmental and social sustainability. Events included:

- Ole Miss Tree Trail Walks led by Landscape Services arborist Nathan Lazinsky
- Something in Our Water: Perspectives on Flint, Jackson & Environmental Racism in America panel discussion
- Earth Day Keynote Speaker featuring Linda Hogan, Native American poet and author with a focus on environmental issues, indigenous culture and tribal history.

- Nature & Yoga Hikes in collaboration with Campus Recreation on the South Campus Rail Trail entailed guided hiking by biology students and yoga practice.
- Sustainability Fair featured 25 organizations representing energy, agriculture, local food, transportation, interactive carbon footprint and educational activities.
- Arbor Day Celebration & Tree Planting featuring the MS Urban Forest Council presentation of UM's "Tree Campus USA" award.
- Brunch & Bloom at the UM Garden
- Food for Thought educational exhibit illustrated the effects of food waste on the environment and choices individuals can make to help.

### **UM GREEN FUND – FACILITATING INNOVATION**

The UM Green Fund awards up to \$15,000 each year for innovative sustainability projects. Since its establishment in 2013, students, faculty and staff projects have implemented 14 projects. All projects are evaluated by the UM Green Fund Committee on impact, visibility and feasibility. 2015-16 UM Green Fund Projects include:

- Native Plant Installation by UM ornithology students of 142 plants to enhance campus habitat and provide an educational tool on the importance of native species. *Proposed by UM associate biology professor Jason Hoeksema.*
- In-Room Recycling: Residential College South – 250 recycling bins were distributed to RC South residents to increase recycling along with

educational materials and signage. *Proposed by engineering major Grace Herrington.*

- Mississippi River Water Dance performed by theatre arts students for the National Water Dance to raise awareness of water issues and included poetry and educational readings by students and faculty. *Proposed by theatre arts professor Jennifer Mizenko.*
- Bike Repair Station at RC South provides students with access to bike tools and an air pump. *Proposed by international studies major Madeleine Achgill.*
- UM Compost Program *Proposed by recreation administration management major Victoria Burgos.*
- Green Restaurant Certification –Composting, recycling and energy-reduction improvements for the student-run Lenoir Dining. *Proposed by nutrition & hospitality management professor Jim Taylor.*
- Ole Miss Market Days – Three on-campus markets will increase student access to fresh food and educate students about and the benefits of Oxford farmers markets. *Proposed by engineering major Sarah O'Brien.*
- Rhoades Car – This quadricycle functions like a cart is a new alternative to golf carts available for departments. *Proposed by international studies major Joe Bell.*

## **COLLABORATION TO FOSTER A SUSTAINABLE COMMUNITY**

Office of Sustainability staff serve to facilitate several interdisciplinary groups on campus. The UM Energy Committee brings together expertise from

different disciplines throughout campus to think broadly and holistically about energy use. Professionals collaborate and discuss energy in terms of design, architecture, maintenance, engineering, environmental sustainability, academics and athletics facilities. The Sustainability Broad Council serves to further institutionalize sustainability and brings together representatives from all areas to diffuse sustainability throughout the University.

The Active Transportation Advisory Committee works to foster a culture of safe biking at the University by thinking through engineering, education, encouragement, enforcement, and evaluation and planning efforts.

## **DATA COLLECTION – INFORMING FUTURE PROJECTS**

Recycling and Food Waste Audits -- This year, the Office of Sustainability conducted two recycling behavior audits in Lamar Hall. Through this work, the Office of Sustainability found that location of bins inside classrooms produced more recycling than just signage. However, convenient location of bins does not ensure proper use of the bins and sometimes results in contamination of recycling, signaling a need for more education. Office of Sustainability staff and interns conducted food waste audits at Rebel Market. During lunch, the team weighed the amount of food on each person's plate after his/her meal. On average, Rebel Market diners throw away 414 pounds of food per day, which is nearly enough to feed one student for the duration of his time at the University.

Annual Transportation Survey -- This annual survey helps to understand commuting behaviors and perceived barriers to more sustainable commuting options of faculty, staff and students. Without this survey, the only available data

is parking permit sales, which may not accurately depict daily behavior or insight into barriers.

Greenhouse Gas Inventory -- The Office of Sustainability coordinates an inventory of the greenhouse gas emissions resulting from various campus activities that release of greenhouse gases in the atmosphere directly and indirectly, such as fuel burned directly on campus, purchased electricity, pesticide use, campus fleet emissions, airline flights and more.

### **NOTEWORTHY ACCOMPLISHMENTS OF STAFF**

The Office of Sustainability has become recognized as an expert in this area. Staff members have presented to EDHE classes, the McClean Entrepreneurial Leadership Program and Student Housing Wellness Committee. Sustainability presentations were also incorporated into orientations for Luckyday Scholars and Nutrition and Hospitality Management's Coordinated Program in Dietetics graduate students. Additionally, sustainability staff regularly speak at each of Human Resource's Welcome Home new employee orientations. Ian Banner and Anne McCauley were the featured speakers of Sustainable Oxford's October Forum. The UM Compost Program's success has generated statewide interest, as the only program of its kind in Mississippi. Anne McCauley spoke at the annual Mississippi Recycling Coalition Conference and project manager Lindsey Abernathy presented at the Solid Waste Association of North America Magnolia Chapter's conference.

