

**Mississippi State University**  
**Staff Council Meeting Minutes**  
February 14 @ 10:30 a.m.  
Sanderson Center Conference Room

**ATTENDANCE: (P) = Present (A) = Absent**

P Amy Adkerson	A Kenneth Graves	P Yvette Roby
A Heather Andrews*	A Stephen Green	P Leigh Stewart*
P Zac Ashmore	P Nathan Gregory	P Jessica Thornton
A Susan Brooks*	P Crisler Herndon	P Jason Townsend*
A Charlie Bush	A Jan High	P Avent Vanhorn
P Scott Cagle	A Shauncey Hill	P Ronnie White
P Midge Davis	P Kelly LaSalle	P Tiffney Williams
A Stacy Davis	P Suzanne Parker	P Lynn Wyman
A Darrell Easley	A Chris Pulliam	A Sykes Zimmerman
P Kylie Forrester*	P Mashala Pulliam	
P Tamara Gibson	A Toni Roberson	<b>*Executive Board</b>

**GUEST SPEAKER:** Amy Tuck, vice president of campus services, was the guest speaker.

**APPROVAL OF MINUTES:** The minutes from the January 10, 2018 meeting were approved with a change made to reflect that the work life balance committee met but no report was obtained. Motion to approve by Scott Cagle and seconded by Zac Ashmore.

**FINANCE REPORT:** The January financial reports were reviewed (E&G fund balance of \$15,048.80 and Foundation balance of \$28,368.92) Motion to approve by Leigh Stewart and seconded by Scott Cagle

**CHAIR'S REPORT (Susan Brooks), report by Jason Townsend**

- Alumni Association National Board – The Board met February 2 for the spring meeting. The Alumni Programs and Engagement Committee discussed a new app that will roll out in April to alumni and by mid-summer to current students. The board meeting after lunch included a report from VP John Rush, Exec. Director Jeff Davis, Treasurer Jerry Toney, committee reports, and National President Brad Reeves. The Alumni Leadership conference on Feb. 3 was not attended.
- Blue Cross & Blue Shield of MS Foundation, MSU on the Move – The quarterly luncheon was held on January 25. Jason Townsend attended. Healthy soup was provided by Aramark. Dr. Hyatt addressed everyone. Scott Pope, the Grant Coordinator, spoke on the grant's progress.
- Faculty Housing Appeals Committee – Three housing appeals were discussed and each was granted an extension until June 30, 2018.

- Faculty Senate – The January 12 meeting was cut short because of early dismissal for weather. Prior to dismissal Dr. Shaw provided a handout regarding the feedback they have already received with the senate regarding the strategic plan for university research, additional feedback will still be considered.

The February 9 meeting was attended by Heather Andrews.

- 1) Guest speaker was Steve Parrot. He spoke about new software that will tentatively go live over Spring Break. It is replacing the out dated software/ticketing system used by the help desk. The help desk will be renamed to the “Service Desk.” New website will be servicedesk.msstate.edu. New system will allow users to request service, view their open tickets, receive updates on their open tickets and see the status of all systems on campus.
  - 2) There is a new version of travel form A.04 for international travel.
  - 3) Door2door Recycling is now accepting glass. If you are interested in home pickup, you can sign up at [door2doorrecycling.com/5.html](http://door2doorrecycling.com/5.html)
  - 4) UPDATED POLICIES
    - a. AOP 12.25 PASS FAIL OPTION - Currently an undergrad student who has successfully passed 15 semester hours, can elect, with dean approval to schedule classes under the pass fail option. Not all courses can be taken this way. Only one class per semester can be pass/fail. NO CHANGE - INVESTIGATING FURTHER
    - b. AOP 12.30 Developmental Studies - For students who do not meet the full admission standards for MSU, the change in the AOP revises the required grade from D to C, which updates MSU to current IHL policies. PASSED
    - c. AOP 12.36 Repeat Policy - PASSED with changes
    - d. AOP 12.25 Pass/Fail Option - For students who do not meet the full admission standards for MSU, the change in the AOP revises the required grade from D to C, which updates MSU to current IHL policies. PASSED
  - 5) Other issues discussed:
 

Students secretly recording lectures in any way and posting somewhere, i.e. social media. Recommendation was that Faculty Senate take no further action beyond Ancillary Affairs committee providing syllabus language examples and a “best practices” document.
  - 6) Changing the meeting time of the Faculty Senate meeting from 2PM to 1PM. It’s going to Executive Council to review for a vote next month.
- Information Technology Council – The January 2 meeting was canceled. The February 6 meeting covered the following:
    - 1) Online faculty course evaluations – the hardware has been installed, ready for a trial run with three departments next semester. MSU is one of the few institutions that have not switched to online evaluations yet.
    - 2) Administrative BANNER for financial side was held back until this post Monday. The Student side will go live on the February 18.
    - 3) The wireless access in the Residence Halls is in the process of being upgraded with an access point in every other room. Critz, Griffis, and Ruby Hall (40 short of completion) are done and 434 more will be installed during spring break.

- 4) LENOVO – tech wheels will be on campus February 12 in front of the union. A campus wide email will be sent out.
  - 5) One of the upgrades on campus will be the shift from a *help desk* to a *service desk*.
  - 6) Whole disk encryption – most laptops have confidential data on them. Audit says those should all be encrypted. Of the computers that are encrypted on campus, many have old software (PGP) that has not been updated. Recently, ITS has installed Win Magic on the Windows and Apple machines. Bitlocker also available. Will roll out a new product, Inbound, soon. They are preparing to pilot that software currently.
  - 7) Two-Factor Authentication – Duo update – the university switched to mandatory Duo enrollment for all category 1 users last Thursday (Feb 1) and only 375 users were not enrolled by that time. As of Feb 6 that number had dropped to 148. All VPN users will need to be enrolled soon as well, but no date for that currently.
  - 8) The university is approaching the end of contract for the MS optical Network (MissiON). Currently there are two core routers, both located in Jackson. With the new contract looking to bring one of those routers here to MSU.
  - 9) Phones – C-spire was awarded the new contract, 18 months to move off of ATT
  - 10) NIST 800-171 – This is a federal compliance issue with CUI data. The only unit on campus which is complaint is HPC2. The department of education is pressing financial aid to become compliant so ITS is developing a plan for MSU to initiate some NIST islands for working with CUI data.
- Master Plan and Develop Advisory Committee (MPDAC) – The January 11 meeting was attended by Susan Brooks and Jason Townsend. The February 8 meeting was canceled.
    - 1) Reviewed consent items – connector between the ADS and PS buildings was approved as was the parking lot at Stone and Morgan (intramural field).
    - 2) YMCA renovation on schedule, should be completed April 2018
    - 3) Partnership school, bids received, final contract 25,719,000 to West Brothers Construction, proceed January 22, completion May 2019
    - 4) Engineering and Science Building, design development documents approved by IHL, January 11 will have design meeting, summer 2018 anticipated start date, time line is on track, music building approved for demolition at site
    - 5) Music Building, currently at 14 M, seeking additional funding
    - 6) Dudy Noble Renovation, March 2018 phase one will be ready for home games
    - 7) Meat Lab, completion in late spring
    - 8) Animal and Dairy Science – completion date October 2018
    - 9) Poultry Science, architect making final renderings, IHL doesn't have to approve connector, 13M project, June/July bid process, start late summer 2019
    - 10) Loft Apartments, final construction plans ongoing, start in March
    - 11) Thad Cochran Roof Project, 1.5M-2M project
    - 12) Warm Water Aquaculture Building, bureau will open bids next week
  - Mississippi Association of Staff Council Organizations (MASCO) – The January 18 meeting that was going to be held in Jackson, MS in conjunction with the IHL meeting was canceled because of bad weather.

Received an email on February 8 regarding HB 1083 with five links in it. The MASCO leadership is seeking any additional feedback from staff or proposed actions for MASCO with regard to the proposed legislation.

- 1) IHL <http://www.mississippi.edu/pr/newsstory.asp?ID=1365>
- 2) Delta State <http://www.deltastate.edu/news-and-events/2018/02/delta-state-expresses-grave-concern-concealed-carry-bill/>
- 3) MSU <https://www.msstate.edu/newsroom/article/2018/02/msu-president-mark-e-keenum-issues-statement-hb-1083/>
- 4) Ole Miss <http://chancellor.olemiss.edu/proposed-legislations-impact-upon-our-campus/>
- 5) The W <http://www.muw.edu/news/5025-statement-from-muw-president-jim-borsig-on-hb-1083>

- President's Committee on Planning – no meeting.
- President's Executive Council – The January 22 meeting was canceled. The next meeting is scheduled for February 26 at 1:30.

#### **VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)**

- Fall Jacket Sales: Jackets are still for sale. SC will sell jackets to staff at a reduced price at the SAD t-shirt sale.
- Connecting the Dots: A Healthier, Happier You: Approximately 40 staff have registered for the event. There are 175 spaces available. Jason encouraged SC members to register and to encourage office staff to register. Mailer has been sent out and a mass email will go out today. Jason encouraged members to share event on Facebook.
- Staff Appreciation Day – The theme this year is a carnival theme, “The Greatest Staff on Earth “. Kylie updated the council on the ideas that she and Darrell Easley met about. They envision a showman to mc the day and will have carnival type games and food available. Jason is getting quotes on t shirts and donations are already being sought. Jason asked that each member seek donations as well. The entertainment for the day is Stormy Monday. Zac Ashmore, a band member, is also a member of SC member. Heather Andrews update on volunteers: request for Mass Email to Administrators will go out on April 15.

#### **POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)**

Spousal tuition remission letter has been submitted to Dr. Bonner and the Employee Benefits Committee – they have requested some additional information.

## COMMUNICATIONS COMMITTEE (Kylie Forrester)

- Bully Watch: Kylie continues to encourage Bully Watch nominations. We continue to have winners each month.
- Newsletter: Each month a SC member will be featured in the newsletter. Kylie asks that each member submit a headshot and a brief bio and save it in the general council file. It was suggested that the newsletter should include a brief description of the monthly guest speaker's report to us.

## ONGOING BUSINESS

- Update: ITS Chief Information Officer Search- Steve Parrott has been named the CIO
- Director of African American Studies- Interviews are still on going in this search.
- Dean of Art, Architecture, and Design-Search committee has been formed. Hope to have the position filled by June/July.
- Staff Council New Members- New members are Angela Hill (FWRC), Caleb Alford (CVM), Paul McKinney and Amanda Baine (Academic Affairs), Austin Dillard(Athletics) Members rolling off SC are Kylie Forrester, Darrell Easley, Avent Vanhorn, and Kenneth Graves
- New Officer Nominations- Consider nominations for officer positions.

## NEW BUSINESS

- Salvation Army Reception – Leigh Stewart will represent SC at the February 16<sup>th</sup> reception
- MS House Bill 1083 – Jason handed out letter from the SEC on this matter. The letter is attached.

## STANDING COMMITTEE REPORTS

Athletic Council – no meeting

Calendar Committee – no meeting

Community Engagement Committee – will meet February 20th

Conflict of Interest – no meeting

Dining Advisory Committee – no meeting

Employee Benefits Committee – will meet February 15th

Health and Wellness – no meeting

Instructional Technology Advisory Committee – will meet February 21st

Parking and Traffic Regulations Committee – Met 1/25. Discussed community service citation forgiveness. That plan proposes pardoning the first citation in exchange for two hours of community service. The discussion was table until the committee could confer with the appeals committee about the excessive amount of appeals that are allowed. Discussed reducing the parking rates at Old Main Academic Center after 5:00 pm. No action taken at this time. Student workers at the Wise Center requested a parking permit. No action taken at this time. Psychology department that is located on Blackjack Road has asked for designated parking for staff and clients. A row will be designated that is adjacent to Faculty Housing. Proposal made to change the speed limit on Bully Blvd from 35 to 20. Motion was approved and is pending MDOT approval.

Performing Arts Committee – Proposed list of next year's Lyceum performances will be given at today's meeting.

President's Commission on Status of Minorities – No meeting.

President's Commission on Status of Women – Push to get information out that there is a committee. Buttons will be handed out to staff and students to promote awareness of PCSW.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – no report

Special Events and Game Day Committee – no report

Sustainability Committee – Met 1/31. Revamped parking garage lighting to make sure all are lights are LED and will include a solar panel on the top. New grant initiative proposed by student association...new green initiative. Recycling efforts on going...blue bags on campus are for recycling and white bags are regular trash. 2018 Earth Days on campus from April 16-20<sup>th</sup>.

Traffic Appeals Committee – 9 appeals since our last meeting.

Work Life Balance Committee – Julie Parker and Hannah Owens met with Dr. Bonner to discuss the direction of the WLB committee and seek suggestions from her. She was pleased with our current goals and direction and open to our discussion about assisting new faculty and staff to better plug into the community and a space for faculty either on or off campus. Hannah Owens also talked about the new Affinity Groups that were being formed from the Office of Institutional Diversity & Inclusion. The Affinity Groups will have a loose structure but a leader to facilitate. Holmes Cultural Diversity Center will offer painting sessions at the Dog House for faculty and staff.

**Next scheduled meeting:**

Respectfully submitted,  
Leigh Stewart, Staff Council Secretary, March 8, 2018