

**Mississippi State University Staff
Council Meeting Minutes
March 21st @ 10:30 a.m.
Sanderson Center Conference Room**

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

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

GUEST SPEAKER: Dr. Gary Jackson, Director of Extension, MSU-ES Administration was the guest speaker. Spoke on “Extending Knowledge, Changing Lives”

APPROVAL OF MINUTES: The minutes from the February meeting were approved. Motion to approve by Jessica Thornton and seconded by Lynn Wyman.

FINANCE REPORT: The February financial reports were reviewed (E&G fund balance of \$14,584.31 and Foundation balance of \$28,768.39) Motion to approve by Amy Adkerson and seconded by Stacy Davis.

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

- Alumni Association National Board – Nothing to report.
- Blue Cross & Blue Shield of MS Foundation, MSU on the Move – No meeting. Quarterly Luncheon is on April 18th. Kid’s run is April 14th – expecting over 600 kids on campus for event.
- Faculty Housing Appeals Committee – No new appeals.
- Faculty Senate – Heather Andrews attended the meeting March 9, 2018.
 1. Guest speaker was Joe Moorhead, New head football coach. Discussed role of student athlete and his goal is to graduate 100% of his athletes with a meaningful degree. Also wants his players to impact MSU, Starkville and the state. When they leave, they will be a

better student, better person and better player, in that order.

2. Academic Deans Council has been discussing summer school offerings and how to make summer school at MSU more attractive. They are looking for ways to combat the 7% decrease in enrollment.
 3. AOP 12.29 Undergraduate Entrance Requirements – the primary change to the AOP is to use a member of the National Association of Credential Evaluation Services to evaluate credentials from non-U.S. Institutions. The change occurred prior to the AOP arriving at the senate and they concurred with the change.
 4. AOP 12.10 Recognition of Undergraduate Academic Achievement – amended the current draft to include revisions. The revisions basically changed up wording and put in the policy that to qualify as a S. D. Lee Scholar, the student could not have invoked the following policies: academic amnesty, academic forgiveness or academic fresh start. Passed as Presented
 5. AOP 13.21 Faculty Released Time for Specific Committee Chairs – presented as part of the regular review cycle. The AOP was updated to reflect increases summer released time for Faculty Senate President, adjust the Spring and Fall term released salary and all summer released salary for Faculty Senate Vice-President, add “of each year” to the timing of the monetary transfer for both the Faculty Athletics Representative and Chair of the UCCC and change “academic year” to “fall and spring terms” for the Chair of the UCCC (to be consistent with other positions.) Passed as Presented.
- Information Technology Council – Meeting was held March 6, 2018, but was not attended by a Staff Council representative. Follow-up email discussing that the council is tasked by MSU’s Internal Audit to study IT governance in at least 3 universities, similar in size and scope to MSU to determine appropriate governance standards for MSU. Pool of universities from MSU’s Peer group will be used. Next meeting is scheduled for Tuesday, April 3.
 - Master Plan and Develop Advisory Committee (MPDAC) – No meeting. Voted via email to approve minutes and DRC limited consent agenda.
 - Mississippi Association of Staff Council Organizations (MASCO) – Nothing new to report.
 - President’s Committee on Planning – No report.
 - President’s Executive Council – Jason Townsend attended the meeting on February 26, 2018. Discussion on the below policy approval:
 1. OP 04.01 Internal Audit Services
 - a. Presented by Ms. Ervin
 - b. Minimal verbiage revisions made
 - c. Motion to approve; passed
 2. HRM 60.405 Separation From Employment of Position
 - a. Presented by Ms. Spencer
 - b. Minimal verbiage revisions made to policy

- c. Motion to approve; passed
- d. Steve Parrot additionally discussed the quality control process in which ITS removes employees from permissions when terminated or resigns as well transfers departments
- e. HRM and Internal Audit are working to compile a formal checklist for employees exiting to ensure proper collection of keys, etc.
- 3. OP 79.09 Transportation of Hazardous Materials or Dangerous Goods
 - a. Presented by Dr. Bohach
 - b. Minimal verbiage revisions
 - c. Motion to approve; passed
- 4. OP 91.100 Code of Student Conduct
 - a. Some minor verbiage revised
 - b. Medical Amnesty for individuals added to Policy (alcohol, drug problems reported)
 - c. Authority to Revoke a Degree added to Policy
 - i. Motion to approve **with further research and definition of limitations on authority to revoke (ex., 5 years after departing MSU is limit to revoke for said reason)**; passed

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

- Fall Jacket Sales: Jackets have continued to sell. Price will be reduced to \$20.00 for remaining jackets and sold during SAD t-shirt sale. 2017 SAD shirts will be on sale for \$5.00.
- Staff Appreciation Day – Jason passed the graphic for the SAD t-shirt around to the council. He also advised the council that EC had selected a maroon shirt for sale to staff and a blue shirt would be worn by SC members as a way of identifying them. Plans for SAD are moving forward and on track. Logistics of the day and food items are still being ironed out. Tamara Gibson asked members to sign up to solicit donations from local businesses.
- Connecting the Dots: A Healthier, Happier You- Jason reported that he received very good feedback from the February event. The majority of those surveyed would like the panel discussion to branch out and provide more information on each subject.
- Zacharias Awards-Jason met with Jessica, Yvett, and Marc. Very productive meeting. President approved nomination request email and card and that communication will go out this week.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- Tuition Remission Updates-No updates at this time
- Foundation Funds- Heather is looking into options for an excellence fund and an endowed fund. She will send an email to the council on the differences and benefits of

each and SC will review and vote on which fund to go with next month.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

- Bully Watch: Javonte Chandler, Facilities Management, was the February winner. There were four nominations.
- Staff Council Member Spotlight: Ronnie White will be the first featured SC member to be spotlighted. Council members were reminded to submit bio and save it on the j drive.

ONGOING BUSINESS

- Director of African American Studies- No update. Search ongoing.
- Dean of Art, Architecture, and Design- No update. Hope to have the position filled by June/July.
- New Officer Nominations- Jason asked that officer nominations be submitted asap.

NEW BUSINESS

- New members – Two SC members have stepped down from the council. Charlie Bush, Extension representative and Midge Davis, athletics representative. Charlie currently serves on the Satisfactory Academic Progress committee. Zac Ashmore has volunteered to take his place. Extension will appoint a new representative to SC. Susan Brooks has a call into AD Cohen regarding replacing Midge with the other athletics candidate that was put forth initially. Awaiting approval on that.
- April Speaker – Lee Weiskopf, President's office, is the April speaker.

STANDING COMMITTEE REPORTS

Athletic Council – Committee toured new Dudy Noble Field/Stadium.

Calendar Committee – no meeting

Community Engagement Committee – Met March 20. 1. Discussed making changes to the strategic plan to expand outreach and engagement to the community. 2. Reviewed recent survey and it was determined that there was a need for continued education and the ability to track and reward. 3. Discussed CEC scholarship. MSU staff is encouraged to apply. Committee is looking at ways to communicate this to staff.

Conflict of Interest – no meeting

Dining Advisory Committee – no meeting

Employee Benefits Committee – Met February 18th. The majority of the discussion was around pre-taxing versus after-taxing products on our cafeteria plan. SABC, who administers our plan,

had two representatives present. Jim Miller, the vice-president and Nelson Morrison. Currently, we give employees the option to choose to pre-tax, but the discussion was around if a product can be pre-taxed, we would automatically elect that option for employees. There are several advantages to doing this:

- Increases the net pay for employee
- Increases efficiencies for benefits - too many options to choose from
- Eliminates 26 codes for MSU, so streamlining the process

It appears that this would have low-impact for the majority of employees. (See Summary of After-Tax Benefits to Pre-Tax) The vice-presidents would like a recommendation from the Benefits Committee. SABC representatives commented that if people don't pre-tax, they just don't understand what it means. Federal guidelines will tell us which products are allowed to be pre-taxed. By law, we cannot pre-tax term life insurance, long term care, etc. For example, disability cannot be. If someone were to become disabled and it were pre-taxed, the benefit would then be taxed and that wouldn't be good. Basically, the only downside is that the benefit cannot be dropped in the middle of the year. Of course, dropping a benefit in the middle of the year is really not good for the university. The recommendation was to have everyone make a new election just so employees understand. When employees pre-tax, the university saves money because they don't have to pay fringes like FICA. The University of Southern Mississippi and Ole Miss currently are making pre-tax mandatory.

Health and Wellness – no meeting

Instructional Technology Advisory Committee – 1. Discussed the Canvas Contract. It has been approved by IHL and a pilot is planned for a selected group of users in Fall 18. The plan is to go live in Spring 2019. MSU will pay for Blackboard for another year, in order to allow moving of old course material. 2. Discussed developing an e form submission on Building Blocks or LTI's. 3. Echo 360 recording of lectures was discussed. Echo 360 will be easy to move to Canvas because more than likely the capture software will go with Canvas. 4. DUO will be mandated soon and the system will no longer allow logins of staff to banner until it is in use. Discussed more platforms that are used daily and how DUO will be required to log in to those as well.

Parking and Traffic Regulations Committee – 1. Motion made to approve three accessible parking spaces for ROTC ADA. 2. Discussion on police service space request was tabled until a determination is made regarding ladder trucks accessibility to parking lot. 3. The last four rows of the gravel parking lot at the Wise Center will be designated as open permit parking until through the end of this semester. 4. Motion made and approved to rezone Palmiero lot as Commuter North.

Performing Arts Committee – New schedule of events should be out soon.

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

President's Commission on Status of Women – 1. Safezone Training held on 2/27; 2. Black Alumni Weekend was held 2/16-2/18, very successful event; 3. 2018 Gender Studies Women's History Month event is on 3/1 with Dr. Willie Parker as the speaker.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – no report

Special Events and Game Day Committee – Emergency email sent out to the committee regarding approval for C Spire to put up a COLT in the parking lot beside the baseball stadium to increase wireless capability. It was approved.

Sustainability Committee – No meeting

Traffic Appeals Committee – 23 appeals

Work Life Balance Committee – 1. During the January meeting a request was made for WLB committee to be a sponsor for the Painting with a Colleague event. A motion was made by Jan High and a second by David Hoffman to contribute \$200 as a sponsor for the event. The motion was passed by a unanimous vote. Mary Vaughn will coordinate with Hannah Owens for the payment. The date of the event has been moved to Friday, March 23. Dog House Union, 1st floor.

2. Dr. Joe Wilmoth joined the meeting to share insights and resources for elder care. Dr. Wilmoth stated the needs of the elderly vary depending on the availability of the family and if the person has any special needs. Dr. Wilmoth provided a resource sheet that contained links and other resources from the AARP and other organizations. Dr. Wilmoth also suggested there were some resources through the MSU Employee Assistance Program and local support groups in the area (Alzheimer's Caregiver Support Group)

Lisa Long added she had additional resources that she would share with the group.

3. David Hoffman noted that with the expansion of the new Child Development and Family Studies Center, more diversity should be considered. Previously, Aiken Village received a Head Start grant that allowed for a more diverse center. This is an important topic to address as the expansion is considered. Lisa Long added that afterschool and summer care were needed options for the campus community. This may be something the WLB committee can explore with the new Partnership School.

Next scheduled meeting: April 11, 2018 10:30 am Sanderson Center Conference Room

Respectfully submitted, April 6, 2018
Leigh Stewart, Staff Council Secretary,