

**Mississippi State University Staff
Council Meeting Minutes**

May 9, 2018 @ 10:30 a.m.
Sanderson Center Conference Room

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

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

APPROVAL OF MINUTES: The minutes from the April 2018 meeting were approved. Motion to approve by Kenneth Graves and seconded by Lynn Wyman.

FINANCE REPORT: The April financial reports were reviewed. (E&G fund balance of \$19,958.35 and Foundation balance of \$37,354.85) Motion to approve by Nathan Gregory and seconded by Kenneth Graves.

CHAIR'S REPORT (Susan Brooks)

The Alumni Association National Board – nothing new to report.

Blue Cross & Blue Shield of MS Foundation – Jason attended the April 18 meeting. Healthy meal was served. All partners for the grant attended. Directors gave final grant updates on programs and achievements.

The Faculty Housing Appeals Committee – no new housing appeals this month.

Faculty Senate – Faculty Senate met on April 13. The next meeting is scheduled for May 11.

- Dr. Keenum discussed enrollment counts and the state funding for our budget.
- Dr. Steve Turner, faculty Athletics representative, attended to report on an upcoming survey that the NCAA is conducting about faculty and staff attitudes towards athletics and student athletes. Staff will not be included in the survey here at MSU at this time.
- Committee Reports for updates on progress of revisions on several AOPs and group discussion.

Information Technology Council – The April meeting was discussed at the April general meeting. The next meeting is scheduled for this afternoon.

The Master Plan and Develop Advisory Committee – There were only minimal action items for the April meeting, so an email was sent to the committee on April 11 to vote on consent agenda items only and all were passed. The projects being reviewed were drainage changes to College View, the Setback variance for the Po Beta Phi house, and the community garden gateway arbor.

Mississippi Association of Staff Council Organizations (MASCO) – Discussion via email to see if enough Board members can attend the May IHL meeting.

President's Committee on Planning – no meeting.

President's Executive Council – The Executive Council met on April 23. The next meeting is scheduled for May 28.

- HRM 60.401 Guidelines for Employee Conduct – add a statement to address workplace bullying as inappropriate and defining it as repeated mistreatment in the workplace; abusive conduct that is threatening, humiliating, or intimidating, work sabotage, or verbal abuse. A resources tab will be added to the HRM website soon that provides further training and information about workplace bullying.
- OP 62.01 Travel (concurrent rescind of OP 30.07 International Travel) – added a statement about International Travel. All international travel requests will route and be approved through the International Institute for safety and security review of the Department of State Travel Warnings for the country and city. Travelers will not typically be allowed to travel to level 4 locations; level three locations will require review and an Assumption of Risk Release Form. All international travel will need to adhere to the new International Travel Procedures and Guidelines that will be maintained by Travel Services and posted on the website.
- OP 30.07 International Travel (Rescind) – This policy was incorporated into OP 62.01, removing much of the policy and pointing the traveler toward the current procedures which will be listed on the travel webpage. This change was initiated after the federal travel risk and warning levels were changed suddenly in January and our policy was no longer in line with the federal risk levels. By changing to a procedure for the technical aspects of MSU travel, changes can be made in a timelier manner.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

- Staff Appreciation Day – Jason updated the Council on Staff Appreciation Day planning. He reported that donations were continuing to come through and he thanked everyone for their hard work. A banner will be made, listing each sponsor. Shopping for door prizes is scheduled for today at Walmart. Jason reminded council that prizes would be more consistent this year. A SAD timeline and map layout was passed out for review. Jason went over each event on the timeline and each sub chair assignments. Kylie will email this today to MSU staff and post it on SC Facebook page as well. Food was discussed. Snow cones, hotdogs, cotton candy and

popcorn will be offered this year in addition to the lunch. Everyone was asked to arrive at the Junction at 8:00 am for set up.

- Zacharias Awards – Winners have been chosen. Dr. Keenum and Mrs. Zacharias will be in attendance to present awards. Dr. Keenum will arrive at 11:45 am.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

Tuition Remission Updates – No update.

Foundation Funds – Heather handed out the proposed gift agreement for council review. The Council accepted it as proposed. Motion made to accept by Jason Townsend and seconded by Lynn Wyman. Susan Brooks will announce this new award to entire staff at SAD.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

Bully Watch – Evelyn Hill was the BullyWatch winner this month. There were five nominations.

Staff Council Member Spotlight – Avent Vanhorn is the SC member spotlight this month.

ONGOING BUSINESS

- Darrell Easley announced the new officers for 2018-2019. Susan Brooks- Chair, Jason Townsend-Vice Chair, Amy Adkerson-Recording Secretary

NEW BUSINESS

- New members interviews for DAFVM and Athletics– New members were announced. Kenner Patton of DAFVM and Savannah Greenlee of Athletics.
- Modification of By-Laws: Add Awards and Scholarships Committee – Motion made by Tamara Gibson to have the awards committee chair fall under the recording secretary. Heather Andrews seconded the motion.
- Extending Officer Terms- Brief discussion on extending officer terms to two years. This has been brought up before. Discussion was tabled. EC was discuss in more detail at next meeting and bring discussion back to full council.

STANDING COMMITTEE REPORTS

Athletic Council – Bracky Brett reported on the NCAA calendar and a financial update. He reported a 1 million increase in overall budget for athletics. Concession prices at athletic events were discussed. Hope to decrease the prices of concessions.

Calendar Committee – no meeting.

Community Engagement Committee – no meeting.

Conflict of Interest – no report.

Dining Advisory Committee – no meeting.

Employee Benefits Committee – no meeting

Health and Wellness – no meeting.

Instructional Technology Advisory Committee – no meeting.

Parking and Traffic Regulations Committee – Request from Sanderson Center to allow parking for 26 spots labeled as staff for paying members. Replacing zip car with Enterprise. Discussed adding metered parking to Barnes and Noble.

Performing Arts Committee – finalizing Lyceum series events.

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

President's Commission on Status of Women – Conducted officer elections and reviewed bylaws.

Recreational Advisory Committee – no meeting.

Satisfactory Academic Progress Committee – Meet and greet and had a brief upcoming semester discussion.

Special Events and Game Day Committee – No report.

Sustainability Committee – no meeting.

Traffic Appeals Committee – 20 appeals.

Work Life Balance Committee – March update: Hannah Owens, Chair of the Recruitment/Employment/Retention Committee reported that the vendor form for the employee discount is being created and will be posted on the WLB website. Jason Tiffin has been working on the website and has updated several areas. The expansion of the Child Development and Family Studies Center was discussed at the February meeting. Julie Parker provided a rendering of the proposed expansion for the committee to review. A recommendation was made to add the committees to the By-Laws and allow members of the committee, in addition to the chair, access to the WLB email account. Kim Thomas from Human Resources provided a brief report on the Employee Assistance Program (EAP). The EAP provides 24/7 support, 3 free face-to-face counseling sessions, and other network resources (legal consultation, financial resources). Kim will provide a broader overview of the EAP program at the next WLB meeting. The committee did not meet in April.

Next scheduled meeting: June 13, 2018 11:00 am The Central Station Grill

Respectfully submitted,
Leigh Stewart, Staff Council Secretary