

**Mississippi State University
Staff Council**

January 12, 2011

10:30 a.m.

Present: Linda Perry Babcock, Amanda Bell, Bruce Crain (last meeting), Allen Cooperwood, Patricia Cox, Keith Daniels, Mary Dikes (new member), Penny French, Barbie Hampel, Dinah Jenkins, Jane Lewis, Anthony Lowe, Sam Manning, Jessica Northcutt, Tedrick Ratcliff*, Cade Smith, Faye Smith, and Mary Vaughn.

Absent: Robbie Black, Sherry Fisackerly, Missy Hadaway, Nancy Harber, Debbie Huffman, Marie Jeffries, and Sarah White.

APPROVAL OF MINUTES. Minutes of the December 15, 2010 meeting were approved as submitted.

CHAIR'S REPORT

The Chair welcomed new member Mary Dikes from the Coastal Research & Extension Center in Biloxi.

The new office associate, Betty Purvis, will start Tuesday, January 18, 2011. Staff Council has been asked to find another office due to employee hiring in Memorial Hall. Mary has contacted Don Zant to assist with finding new space for Staff Council.

This will be Bruce Cain's last meeting due to retirement. Questionnaires of replacements should be available this week. Executive Council should interview prior to next meeting.

Mary attended a meeting of the Information Security Council. Another security breach has occurred. A former instructor had student information cards from the 80's stored at her home. These cards contained student names and social security numbers. The professor's house caught on fire and it is believed that during the clean-up workmen pirated the cards and attempted to set up credit card accounts. A training seminar will be implemented to address proper retention and/or disposal of records.

Mary attended the Campus Planning Committee meeting to discuss the ideas submitted by the Strategic Priorities subcommittee. There was discussion of tweaking the presented priorities to reflect ideas discussed in the planning meeting. The Planning Committee will meet again within the next few weeks to incorporate the new ideas. Once agreed upon this information will be released to the university community for further input.

STANDING COMMITTEE REPORTS

Search Committees: Sam Manning attended a meeting of the General Counsel Search Committee. Applications will be reviewed today.

Mary Vaughn will be attending Human Resource Director and Internal Auditor search committee meetings this week.

Anthony Lowe will attend a meeting of the College of Business Dean Search Committee. Applications on Friday.

Financial Aid Appeals Report: Cade Smith has and will attend several meetings where ~75 appeals are being considered.

President's Commission on the Status of Minorities: Anthony Lowe attended a meeting where the discussion centered on how to increase minority recruitment of faculty and staff.

Student Housing: Subcommittees have been assigned to look at a variety of issues including the philosophy of housing, needs assessment etc. Meetings will continue at least through spring semester. The plan is to remove Aiken Village by next December; residents have been given 18 months notice. Arbor Hall is supposed to open fall 2012. Arbor acres will have one year leases for international graduate students with families, international graduate students, and domestic graduate students with families.

AOCE: Dinah Jenkins attended a meeting where the topic was a review of the current financial model for on campus and distance learning.

Athletic Council: Anthony Lowe attended a meeting where the topic was to better alignment of the athletic facility master plan to the university master plan. 5,000 to 7,000 seats are to be added to the stadium.

COUNCIL COMMITTEE REPORTS

Publicity: There was no report.

Employee Development: There was no report.

Employee Benefits: There was no report.

Employee Relations: There was no report.

OLD BUSINESS

- ✓ A draft copy of the Employee Satisfaction Survey was developed by a sub-committee of Nancy Harber, Sam Manning, Cade Smith, Faye Smith, and Mary Vaughn. Please send your comments to Cade by Wednesday, January 19 so that the survey can be approved at the February meeting. The timeline is as follows: ITS will receive it by March 1. The survey will be available the week of Staff Appreciation Day. A computer lab will be available that week for staff with no internet access to fill out the survey on-line. As an incentive, the idea was proposed to provide ten \$50 gift cards to randomly drawn staff.

There is no issue with income tax due to the small monetary value. The second phase would take the results of the assessment and plan meetings with various units to facilitate discussion on how to improve lines of communication between staff and upper administration.

NEW BUSINESS

Staff Appreciation Day is May 6, 2011. There will be no theme and the t-shirt will most likely be gray. Mary sent a sign-up sheet around for committee assignments. Committee chairs are: Barbie and Dinah for Zacharias awards; Cade –Food; and Sam volunteered to chair Games.

Discussion of Staff Communication (Sam Manning) was tabled until next meeting.

FINANCIAL REPORT

Mary Vaughn reported that the E&G fund has a balance of \$17,524.36; the Foundation account has a current balance of \$32,665.71.

There being no further business, the meeting was adjourned at 11:53.

Respectfully submitted,

Patricia Cox, Acting Secretary
January 12, 2011.

DRAFT