

**Mississippi State University
Staff Council**

February 9, 2011

10:30 a.m.

Present: Linda Perry Babcock, Amanda Bell, Robbie Black, Patricia Cox, Keith Daniels, Mary Dikes, Penny French, Barbie Hampel, Debbie Huffman, Marie Jeffries, Dinah Jenkins, Jane Lewis, Sam Manning, Mandy Netadj (new member), Tedrick Ratcliff, Cade Smith, and Mary Vaughn.

Absent: Allen Cooperwood, Sherry Fisackerly, Missy Hadaway, Anthony Lowe, Jessica Northcutt, Faye Smith, and Sarah White.

VISITOR: Dr. Jimmy Abraham distributed sweatshirts to the members present. He expressed thanks on behalf of the Alumni Association to the group for their service to the university.

APPROVAL OF MINUTES. Minutes of the January 12, 2011, meeting were approved as submitted.

CHAIR'S REPORT

The Chair welcomed new member Mandy Netadj from the Office of Admissions and Scholarships, who is replacing Bruce Crain, and the new Staff Council office associate, Betty Purvis.

Mary reported that the Human Resources Director Search Committee has conducted telephone interviews with five candidates. A list of three names will be submitted to the Provost.

The Internal Audit Director Search Committee will select their top five candidates and conduct Skipe interviews with them. Three will be invited to campus.

Mary asked if any staff will be affected by the snow day make-up day. There was a general feeling that they will not be.

Staff will be released at noon for the Thursday night football game this fall. The only concern expressed was parking for any staff who stay after noon. It is expected that a parking area will be designated for that purpose.

STANDING COMMITTEE REPORTS

Fleet Management Committee. Sam Manning reported the committee will recommend that university go to Fuelman exclusively for fuel purchases. There will be two designations for university vehicles: Off-site and On-site. If the vehicle is designated as off-site, fuel purchases must be made using a Fuelman credit card. If the vehicle is designated as on-site, fuel purchases may be made through MAFES Motor Pool or Transportation.

Special Events Task Force. Cade Smith informed the group that the Game Day Committee will be disbanded and revamped as Game Day Operations. It will be comprised of fewer members and have a different focus.

Master Plan Committee. The committee meeting has been rescheduled several times. It is now scheduled to meet later this month. If anyone has feedback on the proposed plan, they should submit it to Mary Vaughn.

General Counsel Search Committees: Sam Manning stated the final two candidates are being interviewed today.

AOCE: Dinah Jenkins reported the group meets weekly to continue their work.

Employee Benefits. Mary reported this committee will meet soon.

COUNCIL COMMITTEE REPORTS

Publicity: There was no report.

Employee Development: There was no report.

Employee Benefits: There was no report.

Employee Relations: Sam Manning announced that the committee is recommending to restructure the Zacharias Distinguished Staff Awards. They would like to eliminate the EEO categories and ask for nominations for the categories of professional staff and support staff. They also recommended giving twelve (six professional and six support) awards of \$500.00 each instead of six awards of \$1,000.00 each. Sam made a motion to change the procedure whereby nominations are made. Cade Smith seconded the motion. The motion carried. The group will discuss the number of awards to be given at the next meeting.

OLD BUSINESS

- ✓ The Staff Opinion Survey has been submitted to Don Zant who supports the concept and survey instrument. It was determined that IRB approval is not needed. Cade will send the survey to ITS. The survey should be available for staff to complete in May. A postcard will also be sent to departments and posted at strategic locations on campus. The committee is also discussing the possibility of awarding some \$50 gift cards as an incentive to complete the survey.
- ✓ Staff Appreciation Day. Pat Cox made a motion to suspend Staff Appreciation Day for 2011. Her stated reasons are: a) not in Staff Council by-laws; b) lack of support by Staff Council members; and c) inequity versus faculty appreciation. Cade Smith seconded the motion. The motion was defeated. Pat Cox made a motion to scale down Staff Appreciation Day. Amanda Bell seconded the motion. The motion carried. Mary asked Pat Cox to call a meeting of the committee chairs to make a recommendation to Staff Council at the next meeting on what changes they think should be made.

- ✓ Staff Communication. Sam Manning asked if each member has a means of communicating Staff Council discussions to the groups they represent such as a group email. He asked them to let him know.

NEW BUSINESS

Rotation Schedule – Tabled until next meeting

Up ‘til Dawn. This is a fund raising project usually undertaken by students. They are asking faculty and staff to work with them this year. Betty Purvis will send an email to the group with details.

Merit Based Promotions. Cade Smith suggested that Staff Council develop a proposal to send to the administration for step-based promotions for staff similar to that of research assistant where they can be promoted from RA I to RA II, to RA III, and then Senior Research Assistant. Mary stated that this is one quality they are looking for in the Human Resources Management Director position.

FINANCIAL REPORT

Mary Vaughn reported that the E&G fund has a balance of \$17,524.15; the Foundation account has a current balance of \$32,686.48.

There being no further business, the meeting was adjourned at 12:00.

Respectfully submitted,

Betty Purvis, Acting Secretary
February 9, 2011