

## Mississippi State University

### Staff Council

August 8, 2012

10:30 a.m.

**Present:** Ann Carr, Patricia Cox, Sherry Fisackerly, Penny French, Kenneth Graves, Lisa Hearn, Sharon Hewlett, Debbie Huffman, Jane Lewis, Sam Manning, Marc Measells, Calvin Mosley, Mandy Netadj, Jessica Northcutt, Natalie Ray, Toni Roberson, Cade Smith, Faye Smith, Rebekah Sparks, Lyle Tate, Angela Waller, Adrienne Washington, Casey Finch.

**Absent:** Amy Burchfield, Allen Cooperwood, Mary Dikes, Linda Perry-Babcock.

**APPROVAL OF MINUTES.** Minutes of the May 9<sup>th</sup>, 2012 meeting were approved as submitted. Rep. Cox motioned to approve the minutes, Rep. Netadj seconded the motion, no one opposed.

### **DISCUSSION OF FINANCIAL REPORTING FOR FUTURE**

Chair C. Smith discussed the way that financial reporting will be handled in the future and asked if anyone had any suggestions on other ways of reporting. Rep. Netadj asked whether the financials would be reported as it was traditionally reported as the total balance or as an itemized report. Chair C. Smith elaborated on the benefits of reporting on the financial in an itemized manner so that council can see where the money is being spent. Rep. Manning and Rep. Hearn agreed that the itemized transaction report is very informative. Chair C. Smith reported that Office Associate Finch will be working on a five year report of how Staff Council has used its expenditures in order to observe how it has changed. By doing this we can strive to fulfill our mission.

### **CHAIR'S REPORT**

- Staff Council Executive Meeting (see page 6): Chair C. Smith reviewed the Executive Council minutes that were included in the agenda packet. Rep. Manning asked if we could use the money from the President's Office for food or if we had to use foundation. Chair C. Smith said that it could be used for food. Chair C. Smith wants Staff Council to use the "Staff Council" shirts as a form of education about Staff Council and to wear them for meeting and University meetings. Chair C. Smith discussed the process of the Newsletter and how we will meet with ITS to work out the specifics of using the server with the newsletter. Meeting with Chair C. Smith, Rep. Sparks, Steve Parrott, and Office Associate Finch will be Friday at 1:00. Rep. Manning discussed the issues that are currently occurring with the return emails. Rep. Netadj asked if the newsletter would be web enabled and readable for all emails. Chair C. Smith reported that we want a newsletter that is easy to read with graphics that are web enabled. He added that we need to make sure that we have educational links that will increase traffic to the website. Rep. Hearn mentioned that we need to add pictures to the website. Chair C. Smith recommended we update the pictures on the website. Chair C. Smith discussed the Compensation Policy and the Opportunities with Advancement. Discussion about the Compensation Policy was in regards to using one's own vehicle by choice. Rep. Manning said that he understood that it would be a reduced rate of compensation. He said that he would ask Sharon Carr about the exact wording of the policy for clarification. Rep. Netadj suggested that we add that clarification to the newsletter in regards to the policy to educate staff members.

Staff Council Retreat: Discussion was brought about to have the retreat again this year and focus on implementation. Strategic Planning could take place every 3-5 years. Rep. Manning added that we need to define our exact items and focus mainly on those.

- HRM Advisor: Chair C. Smith reported that he met with Judy Spencer about a HRM member being present in our Staff Council Meetings to stimulate conversations about suggested topics. Rep. Manning was concerned with whether or not this person would be present during discussions that should remain confidential. Chair C. Smith stated that the meetings were technically open, but that we could strategically plan certain discussions to remain in the Executive Council Meeting to avoid that issue.
- Future financial reporting of SC MSU and Foundation Accounts
- Communication with President's Office: Chair C. Smith reported that the Chair of Staff Council would be meeting with the President's Office twice a semester. This time will be used to report what we have done, what we intend to do, and answer any questions that he has.
- MSU Standing Committees
  - Executive Council: Chair C. Smith said that there was a new topic addressing a conflict of interest policy. Rep. Cox said that it was a new policy that is coming out of the federal government. Chair C. Smith said there was a discussion of people that would serve on that committee. Chair C. Smith suggested that a Staff Council representative serve due to the fact that they work on the budget side.
  - Master Planning: Chair Smith invited Rep. Manning to give the report. Master Plan was accepted. Football facility was going to be completed very soon. Meeting involved discussion about the stadium expansion. May have to take out the student center, but will try not to. They are hoping to have a final design within the week. Fire safety in Hilbun Hall. They are working to alleviate those problems. The Bullring-graduating class of 2012 has raised money and suggestions of bringing that back. It will be in front of the Union and the YMCA to return initial landmarks of the campus. Magnolia and Oak Hall are ready. Football practice facilities should be ready in December. Lee Hall demo is now, completion date not determined. Parking striping to be completed by Aug. 20. Kappa Sig flag pole proposal was from outside active fraternity membership and was therefore denied. Discussions were raised on how to make the campus safer for pedestrian. Fresh food company from Aramark would require moving the tennis court. This would be fresh healthier food, all food is cooked up front with no back prep. Master planning only decided where it would be located. The President preferred the tennis court location and Master Planning concurred. Rep. Cox asked what the changes of the faculty housing agreement were. They were reduced from 3 years to 1 year. Rep. Manning and Rep. Waller helped to clarify the new changes. Discussions about McCool Hall service lot area proposal that will be able to be used and won't affect the shuttle flow were also items mentioned in the meeting.
  - President's Committee on Planning: nothing reported as of this time.
  - Information Technology Council: They are currently evaluating email systems. A decision will be made about which system will be best for MSU in the long run.
  - Special Events and Game Day Operations: Currently focusing on ticket scalpers and how to mitigate their disruption on fans' game day experience.

## **UNIVERSITY STANDING COMMITTEE REPORTS**

Quality Enhancement (QEP): Rep. French reported that they have chosen a topic and will announce it soon.

Master Planning (Rep. Manning): reported for Chair C. Smith in previous agenda section.

Work Life Balance Committee (Rep. Cox): trying to develop a policy that addresses family leave more than just FMLA.

## **COUNCIL COMMITTEE REPORTS**

Chair C. Smith reemphasized that the committees should meet once a month to work on moving forward on the progression of those committees.

Ad Hoc Committees: Rep. Carr and Rep. Tate co-chair the committee. Will meet with Chair C. Smith to discuss committee members.

## **OLD BUSINESS**

Review of Last Year's Accomplishments and Positive Influences

## **NEW BUSINESS**

Homecoming Jacket Sales: October 20<sup>th</sup>, 2012. This falls under events. Rep. Ray said that sales will be before that because the actual game is on the 20<sup>th</sup>.

HRM Benefit Fair: September 18<sup>th</sup>, 2012. SC volunteers at the registration table and then at a Staff Council information table. Office Associate Finch will send out the sign-up sheet for this. Rep. Natadj suggested that we come up with something that we can hand out that will be more beneficial than just a list of our members. Chair C. Smith discussed that we would like to have a information card to hand out.

This Year's Initiatives: (attach the initiatives):

- a. Focus on moving toward excellence in all facets of Staff Councils mission as defined by MSU Policy (OP 01.09) and our constitution and bylaws.
- b. Build on previous successes – Clarify the mission of the Council and continue to improve communications with the staff through newsletter, website, promotional materials.
- c. Structured system for advancement within key positions – begin with two: Office Associate, Program Coordinator. Use town hall meetings to facilitate information flow.
- d. Research and recommendation of a Supervisor/Administrator Evaluation by employees – need to reflect on avenues that have worked well in the past for bringing things to administration's attention.
  - o How can town hall meetings facilitate information collection for c and d – Work with HR to obtain lists so that we can send personal invitations. Also, send notices encouraging supervisors to allow employees to attend and provide documentation of attendance.

- How can the newsletter support items c and d – presentation was made about a newsletter product “ConstantContact” at the end of the meeting. Council agreed to try it for six months to see if it is a good fit for us.
  - ITS will have to show Staff Council how this will work with the current listserv structure.
  - Suggestion of the Newsletter to containing a section about different policies with questions and answers.
- e. How can Staff Survey be institutionalized and used to identify and support SC initiatives?
- f. Define formal SC procedure for engaging university administration on concerns raised by staff – need to reflect on what has worked best in the past.
  - Human Resources has offered to have a representative come to the meetings. This might help facilitate this goal.
- g. Creation of SC operation manual for all annual functions of SC – should be a timeline for all we do. Will not be locked in, but will be a starting point.

Questions were asked on how the evaluations will be implemented without being completely negative criticism. How we can make this beneficial rather than criticizing them. Rep. Netadj said that questions should be limited or educated on how they can be constructed. Rep. Manning said that it is good to have the open ended questions to learn about people. There should be some rating, but possibly add open ended questions.

Rep. Manning suggested in regards to item F. He wants to implement ways to reflect positive changes.

Detail Staff Council Survey Reporting

Respectfully submitted,

C. Finch, Office Associate  
August 8<sup>th</sup>, 2012