

**Mississippi State University
Staff Council Meeting Minutes
September 10, 2014 @ 10:30 a.m.
Sanderson Conference Room**

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

A Andrews, Heather	P Dikes, Mary	P Mosley, Jenna
P Brock, Tina	P Dunaway, Debbie	A Rester, Juli
P Brooks, Susan	A Fisackerly, Sherry	P Roberson, Toni
P Burchfield, Amy	P French, Penny (Chair)	A Smith, Cade
A Burns, Jennifer	P Gibson, Tamara (Secretary)	P Stewart, Kelsey
P Cagle, Scott	P Gordon, Nick	P Waller, Angela
P Carpenter, Doug	P Graves, Kenneth (Vice Chair)	P Washington, Alex
A Carr, Ann	P Hill, Shauncey	P Whatley, Dan (P&P Chair)
P Davis, Midge	P Measells, Marc (Events Chair)	

SPECIAL GUEST: Susan Hall, Chair of President's Commission on the Status of Women (PCSW). Provided an overview of PCSW. A request was submitted by Staff Council to PCSW to add a permanent representative from Staff Council to the PCSW board. Susan reported that this will require approval by the PCSW board, a bylaws change and approval by the President. Depending on the wording of the request a male representative will have to be allowed if selected. Susan asked Staff Council to discuss ways that PCSW and Staff Council can partner on different events/activities and she asked for a vote to approve/disapprove the representative to report back to PCSW. All agreed to pursue have a rep from Staff Council to serve on the PCSW board. May not be filled until the spring. Let Penny know if you are interested in serving as the representative.

APPROVAL OF MINUTES: August 13, 2014 minutes were approved as submitted (motion by Marc Measells and seconded by Kenneth Graves).

FINANCIAL REPORT: The August 2014 financial report was approved as submitted (motion by Kenneth Graves and seconded by Susan Brooks).

CHAIR'S REPORT (Penny French):

- **Executive Council**

- Policy of Responsible Conduct of Research: This policy has been revised. For all NSF, NIH, and USDA-NIFA award, the MSU Principle Investigator and all Co-PIs must complete the required RCR training BEFORE Sponsored Programs Administration will release a new award. For existing awards, the RCR training must be completed before any additional increments of funding are released. Approved
- Export Control Policy: Some minor revisions to this policy were approved.
- Policy on MSU ID Cards: Revised to say "All active MSU students are required to have an MSU ID Card. All active Starkville-campus and Meridian-campus employees (excluding intermittent employees) are required to have an MSU ID Card. It is recommended that all other active MSU employees at all locations have

an MSU ID Card.” Approved as is, although there was some discussion regarding how to facilitate this at the branch offices. Suggested that if they have pictures online having the departments approve/confirm the pictures and have the IDs mailed to the off campus locations.

- **Housing Appeals:**

- One appeal this month to extend a lease from September through December because the home the tenant wants to purchase would not have some necessary repairs completed until January. I have not heard back to know if this was approved or denied.

- **Information Technology Council:**

- Tamara attended the meeting on September 2nd in my place.
- CIO report (Mike Rackley):
 - Attendance tracking pilots in place. Have 17 instructors volunteered to participate. There were a few issues that have been resolved. Test revealed that students are still using old ID cards that have been activated.
 - Parent Proxy System has been put on hold for a couple of months. There is some confusion with the FERPA waiver. Parents won't get proxy access without online FERPA completed. Relaunch mid-late October. Access can be granted/revoked by the student at any time.
 - Another revision has been made to the MSU ID policy: all active students are required to have an ID and all employees at the Starkville and Meridian campuses.
 - Meredith Jackson in ITS has been promoted to the Director of Enterprise Information Systems replacing Rene Hunt.
- cSpire Peering Agreement (Mike Rackley): MSU negotiated a peering agreement for a direct connection from cSPIRE network to the MSU network not through the commodity internet. Saves bandwidth and dollars and more efficient. Also works for 3G and 4G.
- Fall Semester Startup (Tim Griffin): Best stability in years during startup. Increase of network traffic this year; not due to student growth. Students are bringing more devices (more than 2 devices per user). Students still downloading illegal movies and getting warning letters. Networking is peaking at 3Gig (lot of traffic) and MSU must accommodate.
- True Maroon Video (Mike Rackley): Videos created for first time freshman and viewing is required. They must log into the portal to watch. Will soon be made available to all students and employees. Watched the ITS video.
- Microsoft Migration Status Update (Tim Griffin): Still working with individual departments and colleges. Several units have been completed. Arts & Sciences is expected to be completed this month. Migrating the Provost today. Scheduled to complete all migration (Phase 1) by Christmas. Business photos are live; users have to log in and populate the photo. Currently there are 4,994 active mailboxes with 6.4 terabytes of stored data (planning for 18+ terabytes by end of migration. Phase 2 will start Jan 2015 which involves moving file sharing drives I: and J: to Microsoft platform.

- **Master Planning**
 - Meeting ran long so we didn't get to cover all the items on the agenda
 - New Residence Hall/s and Center for America's Veterans: Very lengthy discussion on the residence halls and CAV. One question was whether to build them in stages or to build both residence halls at the same time. Our recommendation was that we approved both at the same time if that is the route they decide to go to minimize the disruption to campus. There were numerous questions about the areas of the buildings that would face east and west and how the design would take into account the increased sun volume, but overall everyone was pleased with the designs. There was much more discussion regarding the CAV. The committee was very vocal about some issues they had with the design, wanting it to be more dynamic, and the architects discussed how they had originally started in that direction but been advised to tone it down to the version that was presented. The committee asked that the building renderings be presented again before approval, the committee was reminded that designing the buildings does not fall under our purview. The plans were approved to go to IHL, with the caveat that we would like to see future renderings for the CAV building.
 - Golf Course Shelters: Two lightening shelters and restrooms will be designed by the architecture students for the MSU golf course. There was some discussion that the project should involve Facilities so that there is a licensed contractor involved in overseeing the completion of the structures.
 - Aiken Village: Proposal to remove Aiken Village, not sure about the 2 pre-school building. Some discussion on when the items that are being stored will need to be removed.
 - Classroom Building: 90+ days behind schedule due to a subcontractor (lowest bidder) whose design for a retaining wall, once further investigated, the costs for the retaining wall was doubled or tripled, so the subcontractor was terminated.
- **President's Committee on Planning** – no meeting
- **Alumni Board** – no meeting

STANDING COMMITTEE REPORTS

Athletic Council (Dan Whatley) – no meeting

Calendar Committee (Susan Brooks) – meeting next week to review 2015 academic calendar

Community Engagement Committee (Ann Carr) – representative absent

Conflict of Interest (Marc Measells) – no meeting

Dining Advisory Committee (Sherry Fisackerly) – no meeting (swapped reps: Jennifer Burns is main rep and Sherry Fisackerly is backup)

Diversity Committee (Shauncey Hill) – meeting next week

Efficiencies & Innovations Advisory Committee (Cade Smith) – representative absent

Employee Benefits Committee (Mary Dikes) – no meeting

Financial Aid Appeals Committee (Juli Rester) – representative absent

Game Day (Kenneth Graves) – need more security on game day, need clearer traffic directions, new shuttles added at Starkville Daily News and Regions Bank and discussed requests regarding tent setup for game day.

Health & Wellness Committee (Angie Waller) – meeting next week

Information Security Committee (Amy Burchfield) – meeting was rescheduled

Instructional Technology Advisory Committee (Tamara Gibson) – meeting date not set yet

President's Commission on the Status of Minorities (Toni Roberson) – met today at 10 a.m. to discuss Diversity Conference

Recreation Advisory Committee (Scott Cagle) – no meeting

Traffic Appeals Committee (Alex Washington) – no meeting

Traffic Policy Committee (Alex Washington) – (changed Doug Carpenter to main rep and Alex Washington is backup). Dan reported from the last meeting that there were 3 items requesting exclusive parking spaces for the Florist, Baseball Team around Stadium and Office of Leadership parking spaces at Moseley Hall. All three requests were denied.

Wayfinding Working Group (Dan Whatley) – no meeting

Work-Life Balance Committee (Debbie Dunaway) – will meet Thursday

COUNCIL COMMITTEE REPORTS

Events Committee – Met several times to discuss jacket sales. Selected a black jacket with quarter zip and full zip with the MSU Staff logo. Dates set for November 3rd & 5th – will use Bost and Allen as usual locations. Jackets will sell for \$30 & \$32 but still working on the prices. Off campus units will be able to preorder again. Will split the order this year and order 300 of each (quarter and full zip) for 600 total with the following breakdown: small (25), med (50), large (80), x-large (80), 2x (42), and 3x (25). Voted to add 10 4x (5 each) to order.

Policy and Procedures Committee – No meeting yet. Will schedule meeting for next week.

Communications – Tamara reported that there are still a few members that have not taken a photo. An email was sent to contact Public Affairs and email the photo to post on the website. Will try to meet with the committee next week. Distributed SC info cards to put in offices.

OLD BUSINESS:

- Currently setting up interviews for potential candidates selected by the Executive Board. Hope to have the position filled by the next meeting.
- Educational topic will focus on mental health and suicide prevention. Have a contact from Marc and asked Debbie to check with the Work Life Balance committee about partnering on an event for this topic.

NEW BUSINESS:

- Penny asked the board to review the constitution and bylaws and send revisions to Dan Whatley by 9/19/14. The Executive board will review and present revisions at the next meeting.
- Executive board discussed and voted to move the 11th meeting to June with the luncheon and invite new members to attend and committee chairs will give a wrap-up. There will not be a July meeting. The Executive board will resume meeting in August and invite new members for orientation and training. Bylaws state that the Vice Chair will assist new members. In the spring, work with the new Vice Chair to setup training.
- Scott Cagle reported that an email was sent to the County offices for topics to bring to Staff Council:
 - Not being informed or notified of events on the Starkville campus. Suggested sending an announcement to the county offices.
 - Problem with parking on campus without decal. (Contact Parking Operations to purchase temporary decals when visiting campus)
 - Office Associate positions making \$10/hour need to be reviewed to recommend a step system for advancement to prevent loss of employees. Promotions can be justified by training and office productivity. (Dan will present this to the Policy & Procedures Committee)
 - Would like for visitors to the county offices to contact the office to let them know they are coming to the county. They can provide office space, resources, etc.
- Penny asked that members of SC asks their units for feedback and input.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, October 8, 2014 at 10:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,

Tamara Gibson, Staff Council Secretary
October 6, 2014