

**Mississippi State University**  
**Staff Council Meeting Minutes**  
October 08, 2014 @ 10:30 a.m.  
Sanderson Conference Room

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

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

**APPROVAL OF MINUTES:** September 10, 2014 minutes were approved as submitted (motion by Mary Dikes and seconded by Jennifer Burns).

**FINANCIAL REPORT:** The September 2014 financial report (balance \$8,999.82) was approved as submitted (motion by Toni Roberson and seconded by Mary Dikes).

**CHAIR'S REPORT** (Penny French):

- **Executive Council:** Did not meet
- **Housing Appeals:**
  - There was one appeal for a 5 month extension from January to May because it is more difficult to find rental property in January. I have not heard if this appeal was approved or denied.
- **Information Technology Council:** Did not meet
- **Master Planning:**
  - New Residence Halls and Center for America's Veterans (CAV) - The architects brought their updated renderings to address some concerns the committee had expressed regarding runoff, East/West exposure, CAV front façade symmetry. This was for information only, no vote or action needed from the committee.
  - Kappa Delta Sorority House Expansion – Proposal to add a rear wing that would house a dining room/food service area. The existing kitchen would be converted into handicap accessible resident/guest suite and add an ADA compliant ladies restroom. Due to the slope of the lot there would be a large unfinished utility/multipurpose space. The committee suggested also adding an ADA men's restroom and including an elevator shaft in the new wing. The proposal was approved.
  - Phi Delta Theta Deck – Proposal to extend the concrete pad and deck at the rear of the fraternity house. The deck would include a ramp and would be ADA compliant. The proposal was approved.

- East Creelman/East Darden/Northwest President's Circle Limited Access – Discussed proposal to install gates to close this area during the day to gated parking only. Issues include the need for a 3-way stop at the corner of Magruder and Bully Boulevard, the amount of traffic due to drop-offs, etc. Proposed timeline would be January. The committee voted to send this to the VP council since this would be a major change.
- Classroom Building: retaining wall progressing – 08/2016
- Mill: progressing
- Fresh Foods: 06/2015
- Stadium Expansion: Punch list stage
- YMCA: may start in 12/2016
- **President's Committee on Planning:** Did not meet
- **Alumni Board:**
  - Fall board meeting was held last Friday. President Keenum addressed the board, discussed the enrollment figures (freshman class down 23 students from last year, but the ACT test average is 24.4). He stated that one of his top priorities is working to get the faculty salaries to the regional average in order to attract and retain quality faculty.

## **STANDING COMMITTEE REPORTS**

**Athletic Council (Dan Whatley)** – no meeting

**Calendar Committee (Susan Brooks)** – met and discussed the fall 2015 academic calendar; concerns over timing of fall break (may have to move it to the beginning of October)

**Community Engagement Committee (Ann Carr)** – no meeting

**Conflict of Interest (Marc Measells)** – no meeting

**Dining Advisory Committee (Sherry Fisackerly)** – no meeting (but have approved several game day operations via email)

**Diversity Committee (Shauncey Hill)** – trying to figure out how to get departments to promote events by linking events on webpages

**Efficiencies & Innovations Advisory Committee (Cade Smith)** – no meeting

**Employee Benefits Committee (Mary Dikes)** – no meeting

**Financial Aid Appeals Committee (Juli Rester)** – completed all appeals in September

**Game Day (Kenneth Graves)** – representative absent

**Health & Wellness Committee (Angie Waller)** – reported via Penny: Update from Active Health Rep (Patricia Heflin): Active Health coaches will go to each county to Extension offices to reach off campus employees and the monthly newsletter was shared with the SC Communications Chair to be posted on Facebook. New program (MSU Intuitive Eating Workshop) is free, 7:00-8:30 p.m. and offered on several dates in the Union Room 324 and is based on a book, Intuitive Eating.

**Information Security Committee (Amy Burchfield)** – no meeting

**Instructional Technology Advisory Committee (Tamara Gibson)** – Reviewed the clicker system, Blackboard modules for faculty, classroom technology updates and reviewed several more

to update this year. There are 8 classroom that will updated. Also talked about the new student attendance system, few glitches in system and faculty requested more classrooms be added in January.

**President's Commission on the Status of Minorities (Toni Roberson)** – met Sept 29<sup>th</sup> and next meeting is October 13

**Recreation Advisory Committee (Scott Cagle)** – no meeting

**Traffic Appeals Committee (Alex Washington)** – met electronically and reviewed 12 appeals, no results reported yet

**Traffic Policy Committee (Doug Carpenter)** – Addressed 3 items: (1) TV Center requested exclusive parking for new van; will give them non-exclusive space by current spaces, (2) Faculty/Staff Parking at Garner & Butler - will bag all metered parking but 4 for Faculty/Staff parking and (3) parking at Wise Center for student workers – will turn gravel parking in back into open lot

**Wayfinding Working Group (Dan Whatley)** – no meeting

**Work-Life Balance Committee (Debbie Dunaway)** – met September 11<sup>th</sup> and continued working on the Work Life Balance survey and should go out this semester. They would like to partner on a suicide prevention event.

### **COUNCIL COMMITTEE REPORTS**

**Events Committee** – Marc reported that the jacket sale has been publicized. Asked board members to promote jackets in their departments. They will be delivered next week and the Events Committee will meet to sort the pre-orders to give out to County offices at an event in Bost on October 28<sup>th</sup>. Staff Appreciation Day is set for May 15 and Dr. Keenum is available to attend. Alex asked if SC can get their jackets early to help promote sales. Marc will email all members when the jacket come in. Sorting will take place at the North Farm. Marc emphasized that pre-orders are only for departments/areas listed on the form not departments on campus. Marc suggested setting up a table at the Extension event in Bost on Oct. 30 to sell on site to county employees.

**Policy and Procedures Committee** – Dan reported from the meeting: continuance of the tuition remission policy revisions (request to allow 2 classes not to exceed 8 hours). The request is at the executive level but not IHL. The committee will send it to IHL for approval. Next addressed standardized pay increases for staff for accomplishments. Compare current practice to other SEC schools. Lastly will look into recommending that HRM explore levels/grades for Office Associate positions promotions based on merit. Dan added that they will start with the clerical group first.

Marc added that Dr. Bohach requested that there needs to be a statement in the policy for Research and Extension Associate promotions to send the promotion to the next level if it is denied at the supervisory level. Marc asked if Staff Council was in favor of adding this statement to the policy. Penny added that this came up in Staff Council Executive board meeting. Penny put a motion before the board and Dan seconded the motion. All were in favor of adding a statement to the current policy for Research and Extension Associate promotions that request promotions be sent to the next level if it is denied at the supervisory level

**Communications** – Tamara reported that the jacket sales have been posted and publicized. Posted the health and wellness event. Going through the website now and will submit all updates to ITS.

**OLD BUSINESS:**

- Penny will be able to make an official announcement about the Office Associate position on Friday.
- Educational topic will focus on mental health and suicide prevention. Will try to setup a partnership with the Work Life Balance committee to create an event.
- Cade is still working on the staff survey results.
- Someone inquired about the smoke free policy presented last year. Board reported that it was not supported by all groups.

**NEW BUSINESS:**

- Penny reported that a complaint was received about the lack of dental plan providers in-network. Penny asked Mary to check with the Benefits Committee. Cade shared that the Employee Assistance Program (EAP) is a great service. Juli added that there are great resources online and suggested that a presentation of EAP be added at the end of the topic session.
- Scott Cagle reported from an email sent to the County offices for topics to bring to Staff Council:
  - Concerned about season ticket holders seats moving next year (Ann suggested calling Athletics).
  - Employees want to know how to sell or buy tickets online. Midge suggested checking StubHub Facebook page.
  - All are excited about the possibility of a step system for Office Associate positions.
  - Employees want to be able get tuition remission from any IHL college (Marc reported that MASCO is addressing this issue).

**MEETING ADJOURNED.**

**Next scheduled meeting:** Wednesday, November 12, 2014 at 10:30 a.m.  
Sanderson Center Conference Room

Respectfully submitted,  
Tamara Gibson, Staff Council Secretary  
November 7, 2014