

**Mississippi State University
Staff Council**

November 6, 2013

10:30 a.m.

Present: Susan Brooks, Amy Burchfield, Sherry Fisackerly, Penny French, Tamara Gibson, Kenneth Graves, Lisa Hearn, Jane Lewis, Marc Measells, Jenna Mosley, Mandy Netadj, Natalie Ray, Faye Smith, Angela Waller, Alex Washington, Dan Whatley

Other Present: Casey Finch

Absent: Ann Carr, Mary Dikes, Sharon Hewlett, Shauncey Hill, Jessica Northcutt, Linda Perry-Babcock, Toni Roberson, Cade Smith, Rebekah Sparks, Adrienne Washington

GUEST SPEAKER: Judy Spencer- Nepotism Policy and Staff Compensation Policy

Judy Spencer informed the group that MSU's Nepotism policy is based on IHL and State law. The nepotism policy refers to family members working together in a situation where there is a conflict or perception of one. It is not against policy for family members to work together, but there has to be a written plan put into place, explaining that the individuals who are related do not report directly to each other and the chain of command must go through and be approved by the vice president of that division. If employees get married, they have to also do a written chain of command procedure. Family members do not need to have authority over each other or work side by side. The policy is very specific about family member. Regardless if you think it may or may not become an issue, it's best to be on the safe side. If it is a student worker, it is within the department's authority on whether they want to go through the process in covering the nepotism policy.

HRM still has the Staff Council request to evaluate the career ladder. This is not an easy process and will not affect all positions. HRM is willing to look at it, but there is not an estimated time line. Since it is such an intricate process, they want to have the appropriate authorization. In 2006, there was a compression adjustment, but it was not completed across the board. There is not a plan to raise the salary base the way that USM did (10/10). HRM will watch and evaluate the salary structure for potential changes. We currently do not have an issue recruiting applicants which is one reason why an institution adjusts their career ladder/salaries. Due to the government shut down, we have been hit very hard by grant programs and it has caused a significant amount of people to lose their jobs. The hiring area does affect all areas where we have employees. The department has the tools to make the increase. There is no longer a lock on moving to a higher level. Everything just needs to be documented with a legitimate business reason.

APPROVAL OF MINUTES

Minutes from the October 9, 2013 meeting were approved as submitted.

FINANCIAL REPORT

The financial report was approved as submitted.

CHAIR'S REPORT

Executive Council – has not met

Faculty and Staff Housing Appeals

- Three appeals were reviewed. The reviewing process is very strict. The answer is usually no. Two appeals were not approved. First appeal was approved for an extension. The person has purchased a house, but the house is not ready for move in.

Information Technology Council

- ❖ Looking at a funding module. Phone bill is where general IT fees are generated. Consideration of an IT bill and a phone bill being reviewed.
- ❖ Cyber week went great.
- ❖ Updating the online directory is still being discussed. Looking at employees only being able to choose MSU addresses as your active address.
- ❖ Tabled the discussion on whether or not you would want to add students into the global address books.
- ❖ Forwarding to non-MSU addresses can make information vulnerable to get hacked. Council voted to not set any kind of policy for this at this time after discussing issues with off campus employees, traveling employees and those on sabbatical.
- ❖ Still discussing how they will do the Novel to Microsoft migration. Entire university, departmental, or groups of departments. Time frame is February.

Master Planning

- CVM Awning-passed over the hospital entrance. The awning will have the “Entrance” written on it for clarification.
- Banners are not supposed to be hung on campus. The Committee discussed the need for a policy regarding short term/long term banners.
- Chaddwick Lake walking track has some stabilizing issues but is open and operating.
- Classroom building-Parking garage/classroom construction should start in January and there will be additional roads being closed. Making only two ways to go North and South and only two ways to go East and West for the entire campus.
- Fresh Foods facility-bids by December 12. Ground breaking will happen by the end of this year.
- Lee Hall will be completed by May.
- Stadium: The first phase is complete. They used 5 rain days, but they were able to stay on schedule.
- **President’s Committee on Planning** – has not met

STANDING COMMITTEE REPORTS

Athletics Committee- Representative not present.

Calendar Committee – has no more scheduled meetings

Community Engagement Committee – assigned sub committees

Conflict of Interest – has not met

Dining Advisory Committee – discussions about Alabama game, Thanksgiving, and the Ole Miss game have taken place.

Diversity Committee – Representative not present

Efficiencies & Innovations Advisory Committee – Representative not present

Employee Benefits Committee – Representative not present

Financial Aid Appeals Committee – has not met

Game Day – approved the revision to commercial tents in the same location. There will be a fee for the space. There will be more details later.

Information Security Committee – has not met

Information Technology Advisory Committee – November 19 is the next meeting

President’s Commission on the Status of Minorities – Representative not present

Recreation Advisory Committee – has not met

Traffic Appeals Committee – Representative not present

Traffic Policy Committee – Representative not present

Work-Life Balance Committee –Family Care Seminar will be partnered by Staff Council and Work-life Balance. They will do a live stream. Will consist of Child Care- ADHD, Sleep training Kids, Social Media, Cyber Bulling and Elder care – Legal issues. One 2 hour session will be on care givers. Will talk to Dr. Bohach about helping with fees.

COUNCIL COMMITTEE REPORTS

Communications Committee – Homecoming photo contest was a success. The winner received a \$50 shopping spree at the MAFES store. Staff Member Spotlights are also underway to be put on the Facebook page.

Events Committee – No committee updates. All remaining jackets are now in Casey Finch’s office. The mediums are still not in.

May 23 and 30 are the dates being held for Staff Appreciation Day. Starkville High School’s graduation is scheduled for the 23rd. Council voted for Staff Appreciation Day to be on the 30th.

Policy and Procedures Committee – The committee would like for the Tuition Remission and Nepotism information to be added to the newsletter. The committee is currently reviewing Staff Compensation items. They will begin looking into Education Achievement opportunities.

OLD BUSINESS – none

NEW BUSINESS –

Please sign up for the Family Care Seminar with Casey Finch.

Christmas Luncheon: The council took a vote on having Aramark cater the event, having a potluck, or “dutch treat” and the council buys the desert. Council voted to do a potluck lunch. Kenneth is checking to see if he can get pork donated. Staff Council will provide the drinks and paper products. Casey Finch will send the sign up list for potluck items.

MEETING ADJOURNED – 11:30 a.m.

Respectfully submitted,

Casey Finch, Staff Council Office Associate
November 6, 2013