

**Mississippi State University  
Staff Council Meeting Minutes**

August 12, 2015 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews*	A Mary Dikes	P Leslie Lloyd
P Tina Brock	P Debbie Dunaway*	A Marc Measells
P Susan Brooks	P Darrell Easley	<del>A Katie Myhand</del>
P Amy Burchfield	P Kylie Forrester	P Juli Rester
P Hannah Burnett	P Tamara Gibson*	P Toni Roberson
P Jennifer Burns	P Nick Gordon*	P Dan Whatley*
P Scott Cagle	A Kenneth Graves	P Tiffney Williams
P Doug Carpenter*	P Jeffrey Guess	P Blaire Wilson
P Midge Davis	P Shauncey Hill	P Kelly LaSalle

***\*Executive Board***

**GUEST SPEAKER – Deborah Lee, Professor & Co-Director, QEP from the Library:** Ms. Lee presented a handout detailing multiple workshops for MSU staff. The MSU library offers multiple workshops that are available throughout the year including workshops on social media, social identity, equal management, plagiarism, ethics etc. Ms. Lee also provided more information on the library construction including the expansion of the library's fourth floor for the next 16- 18 months. Hardy Road entrance will also be closed off for the duration of the project. However, the rest of the library will be open other than one reading room. Ms. Lee mentioned the Consultation Service for additional questions regarding the library. This service provides a one on one meeting with a specific subject matter librarian. This service is used to express needs and wants from the MSU library. On Friday from 11-1, the MSU library will be holding a Graduate Information Fair. The MSU library will also be unveiling a 3D printer this fall, and group training for this equipment is free of charge. The library is providing tours of Grisham Room and Templeton Music Collection if anyone is interested in booking.

**WELCOME AND INTRODUCTIONS:**

- **Orientation of new members**
  - Please email Tamara Gibson and Kelly Lasalle if you are unable to attend staff council meetings.
  - Please review the constitution and bylaws.

**APPROVAL OF MINUTES:** The June 17, 2015 minutes were approved as submitted (motion by Juli Rester and seconded by Tina Brock). Please submit any corrections through email.

**FINANCIAL REPORT:** The fund balance at the MSU Foundation balance as of June 30, 2015 and July 31, 2015 financial reports was \$14,539.10. Clark Beverages bill will be applied to FY15. The reports were approved as submitted (motion by Debbie Dunaway and seconded by Tina Brock).

## CHAIR'S REPORT (Tamara Gibson):

- Executive Council: Met on June 22.
  - The Undergraduate Entrance Requirements and the Academic Operating Policy for International students was discussed. MSU was not in line with other schools in conveying what is required for admissions from transfer students. The ACT is still used whereas it is not used in other institutions. The ACT was removed as a requirement in order to be more competitive.
  - The Executive Council approved a request by Joe Farris to resend the AOP 1906 FERPA and Academic Records Policy because there were changes to FERPA. The same content was noted in both documents.
  - The Executive Council approved the request to resend an administration fee to international students with an international student entered scholar compliance fee. This took the first policy out of the student affairs group and into the academic affairs group.
  - The Executive Council reviewed the policy 95.051 regarding parking rules and regulations. The change was to add the traffic jurisdiction within 500 feet of campus. The initial changes were approved. Lastly, it was discussed to update the parking management joint operating policy under the revision of campus services and student affairs.
  - Any policy can be reviewed under Policies at [policies.msstate.edu](http://policies.msstate.edu).
- Housing Appeals:
  - They deal with appeals and procedures.
  - There was a request for a lease extension by an occupant. He had been there since September 2014, and he recently received a permanent job at the university. He is asking for a 6 month extension through January 2016. The final vote was to extend lease agreement with increased rent.
- Information Technology and Security Council: Met on August 4<sup>th</sup>
  - Information Technology Council and Security Council are combined as of July 1.
  - Covered CIO's report
  - Discussed new desks installed in MSU classrooms for ADA compliance. The only concern was the cost difference of \$4500 to the normal \$1100. Dr. Gilbert will provide more information on how many rooms this furniture will be placed in.
  - The Campus directory will no longer be printed. It can be accessed at [phonebook.its.msstate.edu](http://phonebook.its.msstate.edu). They should be sending out an email with this information.
  - There is a new guide to ITS service that will be distributed to new faculty and staff.
  - RFP's- The University is working on creating a mobile app to integrate with banner. Has to be approved by IHL. This may happen by the spring of 2016.
  - The new website was just launched. It has a new look and feel.
  - Do not install Windows 10.
  - Info Securities Training
    - Everyone should have done this.
    - It will now be in myCourses as a required module.

- Master Planning: Met on July 14
  - Staff Council has 2 votes on this committee, Tamara Gibson and Nick Gordon.
  - Tamara and Nick will attend each meeting.
  - Review of Phi Kappa Tau house floorplans were presented. Trying to copy the old house on Jackson Street. There was question as to whether the house fit in sorority row because it will be built of hardi-plank instead of brick. There was a lot of discussion. The group voted to accept the context of the house. Amy Tuck suggested creating a checklist for architects for future construction to use regarding ADA, parking, and drainage for new sorority/fraternity housing.
  - Committee reviewed last changes to governing document online. It is close to putting to vote. Two seats for the student affairs was approved. Meridian's vote was disapproved.
  - Dr. Gilbert stressed that faculty and staff council members needed to be consistent at each meeting.
  - Information Only items
    - A trailer was placed near the Tri Delta house for use during construction.
    - There's a need for a bus wash facility.
  - Campus Project updates
    - Classroom buildings are making more progress. They are expected to be completed by April 2016. They are considering booking classes in November if they are in a good spot.
    - NSparc has moved in at Mill.
    - Fresh Foods is open.
    - Bakery is in the union.
    - POD is installed in Allen Hall. They serve drinks, chips, fruit cups. It should be opening next week.
    - Roberts Building started July 21<sup>st</sup>. They have 6 months to build. Expected completion is in February 2016. That is where the new post office will be.
    - YMCA will house dean of students, student affairs, and student council.
    - New BSU building will start on time.
    - Project Wet is waiting on private finances to start.
    - Residence Hall, CAV Building, and Softball Stadium are all starting on schedule.
    - Meat Lab may not start until after football season.
- Alumni Board: Did not meet. Will have a meeting on October 9<sup>th</sup>.
- Executive Council: Met on July 27<sup>th</sup>
  - Dr. Keenum attended this meeting
  - More revisions were made to the policies
    - Policy 1309- Credential for teaching. An addition was added for primary and secondary structures of record. Dr. Hyatt presented several policies that needed to be replaced and rescinded. They all had to do with students with disabilities. The issue was that the current policy did not comply with federal laws. The policy will now allow the student to declare disability to a committee, the committee reports to the faculty, and then service and assistance will then be assessed. They were replaced with OP 91.1.222.

- A new policy regarding service and assistance animals was approved.
- John Rush presented a letter to the executive council to rename North hall after Patrick Allen Nunnelee. It was approved.
- Dr. Gilbert talked about the Freshmen Convocation that will take place next week, August 18<sup>th</sup> at 5:30.
- MASCO
  - Tamara Gibson is serving as vice chair of MASCO.

### **STANDING COMMITTEE REPORTS**

- Notebook contains meeting dates, staff council minutes, descriptions of committees, and committee assignments
- Members were encouraged to have committee meetings after staff council meetings.
- It is the responsibility of the main rep to let back up rep know when to attend each meeting

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

**Calendar Committee (Susan Brooks)** – No meeting

**Community Engagement Committee (Tina Brock)** – No meeting

**Conflict of Interest (Marc Measells)** – No report (Marc absent)

**Dining Advisory Committee (Jennifer Burns)** –

- Approved base dining schedule for fall

**Diversity Committee (Shauncey Hill)** –

- Cedric Gathings is now over this council. He wants to create steering committee to address different issues. He wants to set up different types of programs that need to be set up to provide a safe place to ask different questions. He wants to put groups together that are not normally together. Let Ms. Hill know if you have any ideas.
- Next meeting is September 1<sup>st</sup>.
- Several events coming up. Promote by department. An email will also be sent.
  - Summit Empowerment Dinner on August 27<sup>th</sup>. The workshops will start on August 28<sup>th</sup>. Registration is online.
  - Minority Mixer on September 3 in Union at 5:30.
  - Safe Zone Training on October 19 in Union at 5:30.
  - Dr. Richard Holmes Banquet on October 15 in Union
  - Women in leadership - October 21

**Employee Benefits Committee (Mary Dikes)** – No report (Mary absent)

**Financial Aid Appeals Committee (Juli Rester)** – No report

**Game Day (Kenneth Graves)** – No report (Ken absent)

**Health & Wellness Committee (Amy Burchfield)** –

- Tobacco surcharge has been done away with.
- E-Cigs are not in policy
- Healthy Summit coming up
- Healthy snacks in vending machine. Still unsure if that is being done yet.

**Instructional Technology Advisory Committee (Darrell Easley)** – No meeting

**President's Commission on the Status of Minorities (Toni Roberson)** – No meeting

**President's Commission on the Status of Women (Blair Wilson)** – No meeting

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

**Traffic Appeals Committee (Doug Carpenter)** – Electronic Meeting

Had fourteen (14) appeals this month.

- 3 reserved parking
- 2 no permit
- 1 overtime parking
- 1 curb parking
- 2 speeding
- 2 disregard of traffic advice
- Ms. Hill rose a question regarding the parking garage at the Mill. MSU is not over it, the Mill is.

**Traffic Policy Committee (Hannah Burnett)** – No meeting

**Work-Life Balance Committee (Midge Davis)** – No meeting

### **COUNCIL COMMITTEE REPORTS**

**Events Committee (Doug Carpenter)** –

- Two Events-
  - Spring Event:
    - Staff Appreciation Day- May 13, 2016 is a tentative date
  - Fall Event:
    - Jacket sales in October

**Policy and Procedures Committee (Dan Whatley)** – No meeting

**Communications (Debbie Dunaway)** – No meeting. They will be meeting after Staff Council meeting.

### **OLD BUSINESS:**

- Smoke Free campus
  - Please refer to Dr. Gilbert.
- Steps for Office Association
  - Will be discussed in first meeting
- Tuition Remission
  - No decision by IHL

## **NEW BUSINESS:**

- Summary of Survey from May 2014
  - Volunteers asked to evaluate, review data and present at least 4 topics to create an event, meeting, etc. for employees to attend.
    - Susan Brooks, Darrell Easley, Midge Davis, Jennifer Burns, Amy Burchfield
- SAD
  - Waiting to hear from Brent Frye about reserving the stadium and Newell Grissom
- Upcoming Event: August 31<sup>st</sup>-
  - Get the Scoop! Meet your Staff Council Representative
  - 12:00- 1:30p.m.
  - Hunter Henry Parker North Ballroom
  - Wear new shirts and name tags
- Katie Myhand is relocating to Colorado and has resigned from Staff Council. Her position will be filled by the Executive Board.
- Scott Cagle
  - Spam-
    - Working on changes to improve.
  - Extension Employees
    - 5 years to complete a masters
    - Update will be given next month for parking for extension students
- Guest speaker for the September meeting will be Kim Thomas from HRM.

## **MEETING ADJOURNED.**

**Next scheduled meeting:** Wednesday, September 9, 2015, 10:30 a.m.  
Sanderson Center Conference Room

Respectfully submitted,  
Heather Andrews, Staff Council Secretary, August 31, 2015