

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

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

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

APPROVAL OF MINUTES: November 12, 2014 minutes were approved as submitted (motion by Kenneth Graves and seconded by Tina Brock).

FINANCIAL REPORT: The November 30, 2014 financial report (balance \$8,898.82) was distributed for review. The report was approved as submitted (motion by Mary Dikes and seconded by Toni Roberson).

CHAIR'S REPORT (Penny French):

- **Executive Council:**

- New Policy, Termination of Employment HRM 60.113: This policy covers involuntary separation only, there is another policy for voluntary separation.
- OP 91:205, Greek Student Organization On-Campus Residential Housing: Based on the spring census, a fee of \$20 per person, per semester, to help defer costs for infrastructure improvements and upkeep. This currently totals around \$40K to \$50K.
- It was found that some fraternities turned off the fire alarms in order to do painting, and forgot to turn them back on. As a result, all Greek houses are required to be monitored by a 3rd party URL vendor – most already have this system in place.

- **Housing Appeals:** No appeals

- **Information Technology Council:**

- A couple of weekends ago someone reported a burning smell in Allen, and they found a power strip that was inside of a wooden lectern had melted. There was nothing running at that time, and they are investigating how that happened.
- Printed Phonebooks: The company that produced the books has gone bankrupt; not sure of the future of this product.
- On December there were cuts made into one leg of our fiber line in the same day, one in Amory and one in Columbus.
- Microsoft Migration - 500 users left to convert, on track to be materially complete by Christmas.

- URL Redirection: Provides a layer of protection for students/employees to protect them from opening/clicking on malicious sites. It scans embedded URLs and if you click on a bad one it will take you instead to a screen warning you about this URL.
 - Stop Spam: New setting: Super Aggressive (tentative name) which will have more false-positives, will only allow you to tag emails as spam, not to automatically discard anything rated 3-5, Aggressive is 5, Super Aggressive is 3. Emails tagged 5 and above will still be discarded.
 - Microsoft Student Advantage and Microsoft Teacher Advantage: This would replace the “home use” option that currently costs \$9.95. This plan provides access to Microsoft at no cost for up to 5 copies – including iPad and iPhone. It has been verified that this is available to all employees, not just teachers.
- **Master Planning:** Did not meet
 - **President’s Committee on Planning:** Did not meet
 - **Alumni Board:** Did not meet, but I did review and rank candidates for the Outstanding Young Alumnus Award.

STANDING COMMITTEE REPORTS

- Penny announced that some of the reps and alternates have been updated. If there are concerns, please see her after the meeting.

Athletic Council (Dan Whatley) – No report (rep absent)

Calendar Committee (Susan Brooks) – No report (rep absent)

Community Engagement Committee (Ann Carr) – No report (rep absent)

Conflict of Interest (Marc Measells) – No meeting

Dining Advisory Committee (Jennifer Burns) – Met and approved the spring schedule.

Diversity Committee (Shauncey Hill) – No meeting

Efficiencies & Innovations Advisory Committee (Cade Smith) – No report (rep absent)

Employee Benefits Committee (Mary Dikes) – Discussed with Kim Thomas in HRM about setting up a program for gym discounts for office campus areas. HRM will research it. Mary will research to see which fitness company has the largest foothold in all of the counties and proceed from there.

Financial Aid Appeals Committee (Juli Rester) – No meeting but there will be appeals to review before the end of the year.

Game Day (Kenneth Graves) – Meeting scheduled for today. No changes since last meeting.

Health & Wellness Committee (Angie Waller) – No meeting (Reported that Patricia Heflin from Active Health agreed to come and speak to Staff Council if requested).

Information Security Committee (Amy Burchfield) – No meeting – meet every two months.

Instructional Technology Advisory Committee (Tamara Gibson) – Met on 11/17/14. Eight technology classrooms have been updated (projectors, HD and screens if needed), expect to be done by Christmas. Funding provide by provost and ITS. Discussed attendance scanners; adding 16 more in spring – still a pilot program and official data in Banner 8. Parent portal usage will

increase in spring during orientation and new student admissions. Talked a little about faculty advising. There was a recent call meeting about clickers. Tamara sent the email to all Staff Council members to share with their units.

Master Planning (Penny French) - No meeting

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

Recreation Advisory Committee (Scott Cagle) – No meeting

Traffic Appeals Committee (Doug Carpenter) – No meeting

Traffic Policy Committee (Doug Carpenter) – No meeting

Wayfinding Working Group (Dan Whatley) – No report (rep absent)

Work-Life Balance Committee (Debbie Dunaway) – No meeting in November or December (Debbie did meet with Jessica Northcutt and President of WLB. Will need 2 volunteers (3 with Debbie) to meet with WLB to start planning the QRP program for February. Anyone interested should see Debbie after the meeting. Penny had reached out to the Psychology department but no response yet.

COUNCIL COMMITTEE REPORTS

Events Committee – Marc reported that the jacket sale is still going on. Sold \$14,250 so far. Have 130-140 small-xl ¾ zip jackets left. Marc suggested selling the jackets for \$20-\$25 in the spring at Staff Appreciation Day to break even. The Friday sale did not go well – sold \$900 in jackets and 9 SAD t-shirts (note: do not order white/cream t-shirts again for SAD). If members know of someone that still wants to buy a jacket they should contact Marc or Penny. Would like to have another sale before SAD and sell jackets at a reduced price (\$25).

Events committee will meet in January to start planning for SAD on Friday, May 15, 2015. Asked members to be thinking of a theme and email suggestions to Marc. Need a theme in order to design t-shirts. Informed everyone that SAD is a group effort – everyone will need to sign up to be on a subcommittee (or they will be appointed to one). Marc will have a signup list at the January 14 meeting.

Policy and Procedures Committee (Jennifer Burns) – PPC met and revisited the policy for Research and Extension Associate position. Distributed a handout of the language changes to the Guidelines for Promotion section on page 3 of the policy. Staff Council voted to accept the proposed wording in the policy.

Communications – Presented drafts of (1) a proposed communication email to be sent from the Staff Council email monthly to all employees and (2) a new FAQ that will be posted to the website. Staff Council approved the email and FAQ. Juli suggested providing hard copies of the FAQ during events. Juli also suggested organizing a “meet your staff council rep” event this spring during lunchtime and provided pizza to help introduce reps to employees.

OLD BUSINESS:

- The educational program is suicide prevention and we are looking at offering the smoking prevention program in March. Juli announced that the new insurance premium changes for tobacco users will take effect July 1, 2015. Employees have to return the form to avoid being charged. Notice will be coming soon in the Mississippi Department of Finance & Administration newsletter. Tamara will post this information on all Staff Council communication channels in January.
- The communication standards were discussed during the Communication Committee report.

NEW BUSINESS:

- No new business

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, January 14, 2015 at 10:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,
Tamara Gibson, Staff Council Secretary
January 12, 2015