

**Mississippi State University
Staff Council Meeting Minutes**

March 9, 2016 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews*	P Mary Dikes	P Leslie Lloyd
A Tina Brock	A Debbie Dunaway*	P Marc Measells
P Susan Brooks	P Darrell Easley	P Mashala Pulliam
P Amy Burchfield	A Kylie Forrester	P Juli Rester
P Hannah Burnett	A Tamara Gibson*	A Toni Roberson
A Jennifer Burns	P Nick Gordon*	P Avent Vanhorn
P Scott Cagle	P Kenneth Graves	P Dan Whatley*
P Doug Carpenter*	P Jeffrey Guess	P Tiffany Williams
P Midge Davis	A Shauncey Hill	P Kelly LaSalle

****Executive Board***

APPROVAL OF MINUTES: The February 10, 2016 Staff Council meeting minutes were approved as submitted (motion by Scott Cagle and seconded by Mary Dikes).

FINANCIAL REPORT: The February 29, 2016 financial reports were distributed. The reports were approved as submitted (motion by Doug Carpenter and seconded by Kenneth Graves).

CHAIR'S REPORT (Tamara Gibson): (attached)

- Executive Council:
- Housing Appeals:
- Information Technology Council:
- Master Planning:
- President's Committee on Planning:
- Alumni Board:
- Anti-Bullying Committee - Will meet on March 10th
- Provost Search Committee:
- Distance Learning Coordinator Search Committee
- Faculty Senate
 - Faculty Senate has requested Tamara attend a meeting to present staff council's general responsibilities and any new developments this year. She will attend their March meeting.
- Smoke Free Legislation

STANDING COMMITTEE REPORTS

- **Athletic Council (Dan Whatley)** – Will meet next week
- **Calendar Committee (Susan Brooks)** – Met on February 5th
 - Committee discussed the loss of one holiday day for this coming Christmas break. It will go from 9 to 8 days off for Christmas break. IHL allows 15 holidays and the university was over the maximum number. An announcement will go out to campus regarding this change.
 - The committee discussed the spring calendar. The committee looked into extending registration days for students. Conflict arose with the necessary contact hours and the committee opted not to extend the dates.
 - The committee also discussed changing faculty advising dates but decided not to. Some departments will start earlier and others will end later.
 - The committee discussed adding a class ring ceremony in both the spring and fall to provide opportunities for all students. The decision is not yet finalized.
 - The reading day for Maymester will now be on a Saturday rather than a weekday.
- **Community Engagement Committee (Avent Vanhorn)** – Met on February 16th
 - The committee discussed the effort to reclassify ranking in the community engagement portion of the Carnegie Classification. It will be up for reclassification in 2019. The committee is in the process of forming a document including definitions of what community engagement is at Mississippi State University. The committee reviewed several other schools, and they will be working on ways to educate the university on what community engagement is.
 - For the proposal, the committee is asking for recommendations of programs to highlight examples of community engagement and actions to engage the community. There are four categories: general community service, education, economic opportunities and interfaith community service. Some examples from last year include the Mississippi Delta Alternative Spring Break Program, Community Disaster Supply Kits, and Emergency Preparedness Training. If your department is offering programs that may fit within these four categories, please email Avent with a little more about the program and the person for contact.
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee (Jennifer Burns)** – No report (Jennifer absent)
- **Diversity Committee (Shauncey Hill)** – No report (Shauncey absent)
- **Employee Benefits Committee (Mary Dikes)** – No report
- **Financial Aid Appeals Committee (Juli Rester)** – No report
- **Game Day (Kenneth Graves)** – Will meet on March 9th
- **Health & Wellness Committee (Amy Burchfield)** – Will meet on March 22nd
- **Instructional Technology Advisory Committee (Darrell Easley)** – Met on February 22nd
 - The committee discussed adding attendance scanners for more classrooms at MSU. They compiled a priority list of classrooms that would benefit from the scanners the most.

- The committee also discussed the different types of clickers for student use. The committee discussed whether the university should support only one brand. Dr. Pearson is sending a survey out to the faculty regarding clicker use. The committee is still waiting to hear back from faculty.
- **Master Plan Development & Advisory Committee (Tamara Gibson & Nick Gordon)** – Will meet on March 10th
- **President’s Commission on the Status of Minorities (Toni Roberson)** – No report (Toni absent)
- **President’s Commission on the Status of Women (Kylie Forrester)** – No report (Kylie absent)
- **Recreation Advisory Committee (Scott Cagle)** – No report
- **Traffic Appeals Committee (Doug Carpenter)** – 7 appeals this month
 - 2 – no permit
 - 1 – staff out of zone
 - 2 – non designated area
 - 1 – speeding
 - 1 – reserved space
- **Traffic Policy Committee (Hannah Burnett)** – No report
- **Work-Life Balance Committee (Midge Davis)** –
 - The Healthy Cooking Class is scheduled for March 21st
 - 35 people can attend each session.

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) –

- The Events Committee and Subcommittee chairs will meet following this meeting.
- Breezeway Blowout will be held on March 31st from 11-1 at Bost
 - Will be selling leftover long-sleeved shirts
 - Doug passed out a sign-up sheet for volunteers.
- Doug has requested quotes from Geiger, DawgHouse Printing, and Shirt Shack for Staff Appreciation Day t- shirts. However, he will not get the finalized quote until the design is complete.
- Doug passed around a list for door prize donations. He asked for everyone to select one and ask for a donation. Please get contact name of the donor so the committee can send a thank-you card.
- If you would be willing to provide a tailgate tent for the day, please email Doug.
- Subcommittee Reports
 - Activities: The subcommittee has talked to Creighton to reserve games, etc.
 - Entertainment: The subcommittee has scheduled a band for the event. Tanner Gray will be performing. He plays both old and new music. The subcommittee has also booked the photo booth for the event. They are looking for props to fit the theme, The Price is Right.

- Publicity: There are no new updates, but the save the date for the event was sent out.
- Zacharias: The subcommittee has sent an announcement and letter to Tamara. The announcement should go out at end of this week. The deadline for nominations is April 8th, which has moved up a week earlier. The committee will have a meeting on April 14th.
- Food: The subcommittee is still gathering quotes from Aramark, but they have received quotes for the sno-cones, drinks, and Cattleman's hotdogs and hamburgers.

Policy and Procedures Committee (Dan Whatley) – No report
Communications (Darrell Easley)

- Bully's Watch
 - Stephanie Stockton was selected as the February winner. She and the nominator were sent a box of goodies from the MSU Cheese Store.
 - There were 8 submissions for February and there are 4 submissions for March so far.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, April 13, 2016, 10:30 a.m.
 Sanderson Center Conference Room

Respectfully submitted,
 Heather Andrews, Staff Council Secretary, March 10, 2016