

**Mississippi State University
Staff Council Meeting Minutes**

October 12, 2016 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

A Heather Andrews	A Mary Dikes	P Marc Measells
A Tina Brock	P Darrell Easley*	P Suzanne Parker
P Susan Brooks*	P Kylie Forrester	P Chris Pulliam
P Amy Burchfield	P Tamara Gibson*	A Mashala Pulliam
P Hannah Burnett*	A Nick Gordon	A Juli Rester
A Jennifer Burns	A Kenneth Graves	A Toni Roberson
A Scott Cagle	P Jeffrey Guess	P Leigh Stewart
P Doug Carpenter*	P Shauncey Hill	A Avent Vanhorn
P Midge Davis	A Leslie Lloyd	P Tiffney Williams
P Holly Coker	A Jason Townsend	P Kelly LaSalle

***Executive Board**

Welcome and Introductions of new board member: New member, Holly Coker, MS State Chemical Lab, Division of Research & Economic Development (assigned to the Events Committee) introduced herself. The other new member, Jason Townsend, Sanderson Center, Division of Student Affairs (assigned to the PPC) was absent.

Approval of Minutes: The minutes from the September 14, 2016 meetings were approved (motion by Tina Brock and seconded by Susan Brooks).

Finance Report: The September 30, 2016 financial reports (Balances were MSU-\$16,305.73 and Foundation-\$31,062.37) were approved (motion to approve by Doug Carpenter and seconded by Amy Burchfield).

Chair's Report (Tamara Gibson):

Executive Council Meeting: Met on Sept. 26

1. AOP 12.16, Academic Dismissal and Suspension..... Dr. Bonner
 - Dr. Bonner suggested a change to the policy: academic suspension at the end of spring should be allowed to attend summer school and enroll again in the fall if the GPA is improved. Leslia Bryant asked how this would affect a student's FinAid. It was noted that a student can attend summer school regardless of aid. Dr. Cohen (Faculty Senate) noted that they revised the GPA less than 2.0 that completed was changed to attempted and changed the policy so that it did not prevent a student from attending another institution during a suspension. Changes were APPROVED provisionally contingent upon FinAid agreement. FinAid did agree via email
2. OP 31.01, Definition of a Student..... Dr. Bonner/Dr. Hyatt
 - Minor revisions. Took out language related to a student being someone that took a short course or "applied" to MSU and a font correction to Item 3..."may prevent a person from being re-enrolled or..." APPROVED

3. OP 61.06, Cost Transfer Policy Mr. Zant
 - New policy that establishes procedures that were not documented and to request more detailed information. Cost transfers are made when errors occur and to note that these should be occasional in nature Vetted by a large group (audit, controller, research, spa, finance). APPROVED
4. OP 70.03, Responsible Conduct of Research Dr. Shaw
 - The purposes of Responsible Conduct of Research (RCR) training are to promote the responsible conduct of research, and to discourage research misconduct and questionable research practices, through education. Minor changes were made. APPROVED
5. OP 91.208, Hazing Dr. Hyatt
 - Significantly revised from previous version and in-line with best practices from Fraternity and Sorority national governing bodies and in keeping with our peer institutions' policies on hazing. Student Association and legal counsel and each group leadership reviewed the policy. Dr. Bonner asked if there were any concerns. Joann requested that when this policy is approved the Student Code of Conduct policy needs to also be approved to match and update the hazing section in that policy. It was suggested that the Hazing policy be linked to from the Student Code of Conduct policy.
6. OP 91.352, Use of Automated External Defibrillators Dr. Hyatt
 - Revisions to policy to clarify the purchase and ownership of AED devices. Medical Director in Longest Student Health Center has responsibility for knowledge of where AED devices are located on campus. Worked with Procurement to identify a campus standard for future purchases of AED devices. There was discussion about the authorized persons that can use the device (trained employees only or a bystander), requiring training for off-campus employees and if it applies to all MSU property. Agreed to revise the policy title to include the word Employee Use... and removed the words "on campus" in the purpose section.

Housing Appeals: No requests

Information Technology Council: Met on October 4, 2016

- Meeting was chaired by Mike Rackley:
 - The September minutes were approved.
 - Discussed the Cyber Security event to be held on Oct. t
 - Discussed Google's changes to increase security of the web. If using Chrome and it is soliciting passwords or credit cards, starting Jan. 2017 Google will show that this may not be an encrypted or safe site. MSU is concerned about visitors to our sites and will make sure that our sites are not flagged.
 - Changes in the contracts for cellular services now allows two vendors: Cspire and AT&T. An email was sent to campus from Procurement.
 - Digital signage policy. A company will provide services, ITS will provide infrastructure and departments will provide the equipment. Content will come from the departments but emergency information will override the signage if needed.
 - Discussed the upcoming Banner upgrade which will be a major upgrade and more information is coming soon.

Master Plan and Development Advisory Committee Meeting:

- Next meeting is scheduled for Thursday, Oct. 13, 2016

AAS 10th Anniversary Planning Committee:

- Next meeting is Thursday, October 27th, in the Union, Room 324 at 3:30 PM.

MSU on the Move

- Visit the website at <http://msuonthemove.msstate.edu/> for resources
- Download the Stridekick app, join a challenge and win a Fitbit, S'Well bottle and/or a t-shirt
- Read the Smoking Cessation Health Hero - Blake Fitzhugh's Story
- Upcoming event: Healthy Choice Grocery Store Tour at Kroger @ 6:00 p.m. on Oct. 26

Alumni Board - Fall meeting was held on October 7th and the board discussed increasing revenue from car tag purchases along with other business and worked the alumni tailgate tent on Saturday, October 8th at the MSU vs. Auburn game.

COUNCIL COMMITTEE REPORTS

Event Committee Report – Doug Carpenter

- Jackets sales are Friday and next Tuesday (Oct. 14 & 18 from 11-1 pm at Bost) and enough volunteers are signed up to work. Had quite a few pre-orders. Spoke with the vendor and we can order more tumblers if we sell out. The tumblers cost \$4,975 and the jackets cost \$11,515. The 12% royalty fee was waived which allow SC to sell items at cost with minimal or no profit. Also 2016 SAD t-shirts will be on sale for \$5.
- Marc added that the Extension Annual Meeting is Nov. 2nd at Bost. He suggested that we setup a table to sell jackets, tumblers and t-shirts that are left. Registration starts at 7:30 a.m. and ends at 1:00. Doug will check into this.
- The event, Professionalism 2.0, is still in the initial planning stage. Doug will meet with the committee after the meeting if time allows.

Policies and Procedures Committee (Susan Brooks)

- Nothing new to report. Will work on getting a draft of the policy and letter for HRM regarding the tuition remission for spouses policy and will get it to Tamara after the meeting.
- Tamara added that she still has not received a response from HRM about the previous requests about the policy changes for the increase in tuition remission hours covered (6 to 8 credit hours) and policy changes for advancements for Office Associate positions.
- Susan added that Dr. Bonner asked her to look at IHL policy to see if there was any language regarding tuition for spouses and none was found. She also asked that Staff Council discuss the policy recommendations with Faculty Senate.
- Tamara reported on the meeting with Executive Council and Dr. Bonner on Oct. 10th:
 - The meeting was very positive. Dr. Bonner was very open and receptive to ideas and changes put forth by Staff Council.
 - Discussed the issue with staff not being able to freely attend the annual Staff Luncheon and she offered to send out an email and will look into this later.
 - Discussed the proposed changes by Staff Council to the Holiday calendar which Dr. Bonner presented to the vice presidents and they did not approve this since

the calendar has been posted for a long time and could create potential problems for employees if it is changed at this point. This will be checked into further for future planning of the holiday calendar.

Communications Committee (Darrell Easley)

- BullyWatch for September: Dana Taywick at the MSU Horse Park was selected and the nominator was Bricklee Miller and the gifts will be delivered today.
- Tamara added that the changes to the website will be made soon.

Old Business

- The Healthy U Series first session: Clear the Air MSU for a Smokefree Campus, was held on Friday, September 30, 12-1 p.m., Hunter Henry Ballroom. Dr. Joyce Yeates and JuLeigh Baker (MSU Health Promotion and Wellness) and Patricia Heflin of ActiveHealth gave the presentation and the attendance was very low. Lunch was provided. A second session will be provided in the spring.
- Staff Council day at Meridian is scheduled for Friday, Oct. 21st. There are 17 members signed up to go. Jeffrey worked with Transportation to provide a shuttle for the day and Suzanne is helping to coordinate the location and tour. This will be a meet and greet ice cream social for approximately 50 staff from 11:30 a.m. to 1:00 p.m. We will take any jackets and tumblers left over and the 2016 t-shirts to sell. Meet at the coliseum to leave at 9:00 and return to campus before 5:00 p.m. Tamara did receive the photos from OPA from the August social.

New Business

- No new business was discussed

STANDING COMMITTEE REPORTS

- Athletic Council – Marc did not attend but Chris attended. Report is attached. The next meeting is next Wednesday and Marc will be out.
- Calendar Committee – no meeting
- Community Engagement – no meeting
- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – No meeting
- Employee Benefits – rep absent
- Financial Aid Appeals – no meeting (per Leslie, all fall appeals are completed)
- Game Day – rep absent
- Health and Wellness – Tiffany's reported that they met but she and Tina missed the meeting and the upcoming events are attached.
- Instructional Technology Advisory Committee – Avent reported via email: IT committee met and we did go over all of the classrooms on campus where main IT has put in technology and reviewed which would need updates over the spring. We proposed about 30 classrooms to receive upgrades.
- Performing Arts Committee – no meeting (meets in the spring)
- President's Commission on Status of Minorities – Shauncey reported that a save the date email went out for the Diversity Conference (Jan. 26-27, 2017) and a call for proposals.

Athletic Council report

Met Sept. 21, 2016 at 1pm – M Club

- Steve Turner – chair- open up meeting with everyone introducing themselves

Meeting begin with a report highlighting the Athletic Academics for the Spring and Summer 2016.

- 33 student-athletes earned Top Dawgs (4.0 in Spring 2016 Semester)
- 182/340 student athletes earned Bulldog Honor Roll (3.0 or higher in Spring 2016)
- 5 student athletes graduated in Spring 2016 with a 4.0 (receiving the 1A FAR Academic Excellence Award)
- Overall GPA information as follows:
 - Fall 2015- 2.93
 - Spring 2016- 2.99
 - For the year (Fall 2015 and Spring 2016)- 2.96
 - Summer 2016- 3.16

Next, was a report on Title 9 by Bracky Brett.

- The title 9 is a part of the 1972 Education Act
- Athletic Department hired an outside consultant to do an assessment of MSU's Athletic program to see how they fair with other Universities. They are currently waiting on the final report. Three of the main focused areas this report will examine are:
 - Equality of Opportunity as it relates to athletics
 - Equality of Scholarships
 - Provisions of resources

Finally, Scott Strickland gave a brief report.

- Athletic operates on \$87 Million dollar "self-generated" budget. He stated they take no dollars from the University. Paid over \$1 million back to MSU in in-kind gifts and paid over \$2 million in tuition.
- Projects
 - Finished golf facility at Old Waverly
 - Softball & tennis Complex
 - Soccer Field house
 - Starting on Dudy Noble Scoreboard

A Healthy Mississippi State

White Ribbon Campaign - October 1st – 31st – Various locations throughout Campus.

Pink Dawg Walk -October 4th – Chadwick Lake from 4-6 pm.

Weekly Meditation- Every Wednesday through the end of the Semester, next one on October 5th from 4:45-5:30pm in McCool 211.

QPR – October 11th – 3rd Floor of the Health Center from 9-11 am.

National Collegiate Alcohol Awareness Week- October 17th – 21st – Various locations throughout Campus.

Hunger Banquet/Stop Hunger- October 21st – Boost Conference Center Auditorium from 11-3.

Bulldogs on the Move- October 21st- Sanderson Center at 12:15.

Strength and Fitness Week- November 7th- 11th – Sanderson Center.