

**Mississippi State University
Staff Council Meeting Minutes**

October 11, 2017 @ 10:00 a.m.
MSU-Meridian

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

A Amy Adkerson	P Kenneth Graves	P Yvette Roby
P Heather Andrews*	P Stephen Green	A Leigh Stewart*
A Zac Ashmore	A Nathan Gregory	A Jessica Thornton
P Susan Brooks*	A Crisler Herndon	P Jason Townsend*
P Charlie Bush	P Jan High	A Avent Vanhorn
P Scott Cagle	A Shauncey Hill	P Ronnie White
A Midge Davis	P Kelly LaSalle	P Tiffney Williams
P Stacy Davis	P Suzanne Parker	P Lynn Wyman
A Darrell Easley	P Chris Pulliam	A Sykes Zimmerman
A Kylie Forrester*	A Mashala Pulliam	
P Tamara Gibson	A Toni Roberson	*Executive Board

Introduction of Guest Speaker – Susan Brooks introduced guest speaker, Dr. Terry Dale Cruse, Administrative Director and Head of Campus at MSU- Meridian. Dr. Cruse updated the members on new developments on MSU-Meridian campus, as well as current and upcoming events. He introduced the three Division Heads who also spoke about specifics within each unit.

Dr. William Hill, Division Head, Division of Business

Dr. Kimberly Hall, Interim Division Head, Division of Education

Dr. Richard Damms, Interim Division Head, Division of Arts & Sciences

APPROVAL OF MINUTES: Jason Townsend mentions the minutes from the September 2017 meeting needed amending. Vice Chair/Event Committee Report section under Fall Jacket Sales: the date November 1 should be October 13. (Motion to amend by Stephen Green and seconded by Chris Pulliam).

FINANCE REPORT: The September financial reports were approved (E&G fund balance of \$16,807.65 and Foundation balance of \$30,350.80) (Motion to approve by Scott Cagle and seconded by Chris Pulliam).

CHAIR’S REPORT (Susan Brooks)

Alumni Association National Board – The Fall meeting is Friday, October 13. Susan was also appointed to the Alumni Programs and Engagement Committee. That committee focus is on current and future programming that engages alumni in support of MSU. She requested feedback, suggestions for identifying opportunities to be relevant to Alumni and identify programming to engage a larger percent of alumni base.

Blue Cross & Blue Shield of MS Foundation, MSU on the Move- no report

Faculty Housing Appeals Committee – no appeals are pending at this time.

Faculty Senate – The next meeting is Friday, October 13. Susan will be unable to attend the meeting and asked for a volunteer to attend for her.

Information Technology Council- ITC met on October 3. The next meeting is scheduled for Tuesday, November 7. Susan will be unable to attend the meeting and asked for a volunteer to attend for her – Tamara Gibson will attend the meeting.

- ITAC committee develops a list of new classrooms to install technology in each year – this year have decided to locate classrooms with old technology that needs to be upgraded. List will then be to Provost Office for consideration and funding.
- Cyber Security week is the 3rd week of October
- CANVAS demo was well received by the faculty and staff – pending final approval of switch. If MSU does move to canvas, we will need to run Blackboard consecutively for a year.
- DUO, 2-factor authentication. 3753 category one users identified (1429 of which are faculty) are required to use DUO. Of those 780 have complied. The remaining 2973 will begin getting a nag screen each time they log in after October 16. University wide there are 1326 who have signed up. Business managers can run a report PWRCDUO to see who else in their unit must sign up.
- BANNER Administrative module updates for Advancement and Accounts Receivable are in test mode...upgrades will begin mid-month.
- MyCourses – asked and received approval for two changes regarding the way the marking and combining of classes is handled and pushed to blackboard. Now, cross-listed courses will automatically group by section and push all courses together to blackboard at the start of each semester. This will be beneficial for conducting online teaching reviews.
- Review of OP 01.26 Assess to Systems Containing Sensitive information – 3 minor changes to remove language and references to policies and procedures that are no longer relevant.

Master Plan and Develop Advisory Committee (MPDAC) – MPDAC last met on September 14. The next meeting is scheduled for October 12. Heather Andrews will attend for Susan and Jason.

- Site Approval for the Catalpa Creek Confluence Site (previously Project WET), located east of the Wise Center, was reviewed and approved.
- Project Updates:
 - a. YMCA Renovation – on schedule for completion April 2018. Canopy walkway between the building and Old Main has been started. An old steam tunnel was removed.
 - b. Library Addition – The final inspection is done and the contractor is working on the final punch list items.
 - c. Partnership School – Dirt package scheduled for completion November 2017. Building package bids should be received by October 2017 with an anticipated notice to proceed in November 2017. Anticipated completion March 2019.

- d. Russell Street Improvements – completed September 2017.
- e. Engineering and Science Building – Design Professionals finishing development documentation and will submit to MSU for cost estimate. After estimates completed, final renderings will be submitted for IHL Board approval in November 2017.
- f. NSPARC – on schedule for completion October 2017
- g. Music Building – Total project budget of \$14 million. Engineers for Music and Engineering/Science Buildings looking at sites for detention ponds east of the two sites.
- h. Dudy Noble Renovation – Sequence 1 & 2 almost complete and work on sequences 3 & 4 has started. The pre-cast risers are being installed, slab on grade being poured on outfield, and outfield framing has begun. Sod will be delivered this week. Phase 2 will begin in December with synthetic turf. Limited fall practices will be held on campus but scrimmages will be off campus.
- i. Meat Lab – \$7.7 million project. Outside work, complete. Inside work should be completed by the end of the semester and move-in is tentatively scheduled for over the holiday break.
- j. Animal and Dairy Science Facility – \$14 million project. Currently installing plumbing and electrical, slab foundation to be poured in next month. Scheduled for completion October 2018.
- k. Poultry Science Building - \$13 million project. Construction documents complete and bidding process should begin after the first of the year.
- l. Stoneville Thad Cochran Aquaculture Center roof project (\$2 million) moving forward. Bidding process should be completed in spring 2018 and work started in summer.

Mississippi Association of Staff Council Organizations (MASCO) – Fall meeting is scheduled for November 7 at MUW. Susan, Jason and Heather will attend.

President's Committee on Planning – no meeting.

President's Executive Council – The Executive Committee met on September 25. The next meeting is scheduled for October 23.

- OP 01.13 Salary Supplement Fund Raising – minor changes to include faculty and staff in the policy – must alert the VP when any fund-raising ventures will directly benefit the employee
- OP 01.19 Misuse of University Assets – 1 minor change – delete old policy references
- OP 91.311 – electronic safety and security – combining info into OP 91.315 – MSU is using a new company (**Genatee?**) – all cameras must log recordings and not erase data – only effects Starkville college park and riley locations – cameras now must point to something and maintain logs, not just be mounted for deterrents...this is a best practice. Working with DAFVM and Extension and other off campus sites to develop a policy that is applicable for those units and incorporates the local police departments access to logged video like Meridian and Starkville locations have.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

Fall Jacket Sales: Jason stated we had an outstanding response to the sale. He said thank you to everyone. Staff council may purchase one jacket at the price of \$15.00. The next date for sales is October 13 at Bost Breezeway.

Staff Appreciation Day 2018: Staff Appreciation day for 2018 will be May 11.

Professionalism Panel: The topic focus will be building a wellness model for the individual. "A Healthier You. Connecting the Dots"

Speakers: Jason announced our guest speakers for the rest of the fiscal year.

November 8th – Coach Vic Schaefer

December 13th – Brian Locke, LTC, Interim Dir, Center for America's Veterans

January 10th – Kevin Edelblute, Asst. VP Controller Treasurer

February 14th – Amy Tuck, VP Campus Services

March 21st – Dr. Gary Jackson, Director of Extension

April 11th - need speaker (Jason asked for any suggestions please email him)

May 9th – need speaker

June 13th – no speaker

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- Faculty Senate is conducting a similar survey to ensure staff and student representation as well. Update next month.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

- The SC website is continuing to be updated/rearranged as needed.

OLD BUSINESS

- Ronnie White addressed the concern stating that parking will continue to rise for the next two years with the increase going toward a 500-space parking garage.
- Stacy asked about parking citations for vehicles with no MSU stick or hang tag. Ronnie discussed a system which they may enter the vehicle's VIN number and they mail a ticket to that individual.
- Heather Andrews is representing SC on the ITS/CIO search committee. They received 31 application. They will narrow down to eight candidates. They will perform Skype interviews on Friday, October 13 from 12noon – 5:00pm.
- Susan reminded council to review website for member information accuracy and asked that each member check for j drive access.

NEW BUSINESS

- Scott Cagle voiced concerns about terminations and the reduction of staff in Extension due to retirement.

STANDING COMMITTEE REPORTS

Athletic Council – Develop a marketing plan to focus on the fan experience. Update on Dudy Noble... Construction is going ahead of schedule. 2018 baseball season will have 23 home games, 15 will be SEC games. Nine players returning in women's basketball and 10 players returning in men's basketball. 83 Student-Athletes earned Top Dawgs (4.0/Spring 2017 semester) 178 student-athletes earned Bulldog Honor Roll (3.0 or higher/Spring 2017 semester) 183 names on 2016-17 SEC Honor Roll

Calendar Committee – No meeting.

Community Engagement Committee – Continued work on the survey. Met with Mr. Stephen Black, Exec. Director of the Center for Ethics & Social Responsibility at University of Alabama. Mr. Stephen assessed the strengths of CEL at MSU included the complimentary footprint and scope of CE & CEL and the philosophy of supporting and advancing faculty & staff participating. He also assessed the weakness is the lack capacity to share the power of the programs.

Conflict of Interest – No meeting.

Dining Advisory Committee – Created focus group for additional option plans at the Union. Discussed extended hours at the Perry Café and dining options for the front campus.

Employee Benefits Committee – Meet October 26.

Health and Wellness – No meeting.

Instructional Technology Advisory Committee

Parking and Traffic Regulations Committee – Discussed adding parking at East Main, No gated slots at the Career Center, Community Service Appeal Process (2 hours of community service with no fine), Hurst Hall Road –naming it and making it a one way street, and Hail State Blvd – adding a turning lane and changing the light in the next 9 months.

Performing Arts Committee – No meeting.

President's Commission on Status of Minorities – No meeting

