

**Mississippi State University  
Staff Council Meeting Minutes**

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

Sanderson Center Conference Room, Starkville, MS

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

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

**Guest Speaker:** The guest speaker for this meeting was Marian Montgomery Chancellor, Manager of the Center for Distance Education. Mrs. Chancellor gave an overview of her area and discussed all the degree and certificate programs that our available through the Center for Distance Education.

**Approval of Minutes:** The minutes from the October 12, 2016 meetings were approved with one correction (Heather Andrews was marked absent but was present) (motion to approve by Kenneth Graves and seconded by Mary Dikes).

**Finance Report:** The October 31, 2016 financial reports (Balances were MSU-\$19,121.75 and Foundation-\$42,494.86) were approved (motion to approve by Doug Carpenter and seconded by Nick Gordon and Kenneth Graves).

**Chair’s Report (Tamara Gibson)**

**Executive Council Meeting: Met on Oct. 24 (Dr. Keenum chaired the meeting)**

1. OP 03.03, Discrimination, Harassment and Retaliation ..... Dr. Bonner/Mr. Harvey
  - a. Bret Harvey reviewed the policy and presented the policy changes. Changing the title and a re-write of the policy. Last year policy 3.0 was approved and had 2 policies that overlapped. Reviewed by HRM and Dean of Students. Added definitions and made a few changes in the harassment section. If it is workplace related reports should go to HRM and Title Office. Noted that for anonymous reporting other resources can be used besides Ethics Line. At-will employees are not owed an appeal process and can be terminated but we do allow the right to appeal to the President’s Office or designee. Dr. Coyne asked about a loophole the Application section. Council voted to change wording and add a reference to the Whistleblower

policy OP 1.07 on page 1. Discussed termination section in length. Council voted that Brett would update page 1 and the policy was APPROVED.

2. OP 70.09, Financial Conflict of Interest in Sponsored Activities..... Dr. Shaw
  - a. Kathy Nelson reported for Dr. Shaw: Policy was updated to be compliant with NSF guidelines going forward. Policy changed to note that it applies not only to all Principal Investigators but to all employees serving as a PI. APPROVED
  
3. OP 80.08, U.S. National Industrial Security Program..... Dr. Shaw
  - a. Kathy Nelson reported for Dr. Shaw: Had a policy in place for a while but only for certain issues for National Industrial Security Clearance. Policy is now shorter and procedures for violations will be separate and listed on the website. Designated purely for US Govt security clearance issues. APPROVED
  
4. OP 95.503, Management of Traffic and Parking.....Ms. Tuck
  - a. Section 3 of this policy was reviewed. Renamed the committee to Parking and Traffic Regulation Committee and restructured the members which includes President of Staff Council or their designee. The gameday traffic flow is exempt from going to the DRC. APPROVED.

**Housing Appeals:** One (1) lease extension was approved and one pending.

**Information Technology Council:** Meeting was cancelled for November 1<sup>st</sup> but will meet in December.

**Master Plan and Development Advisory Committee Meeting:** Meeting was cancelled for November 10<sup>th</sup> but will meet in December.

**AAS 10th Anniversary Planning Committee:** Meeting was held October 27<sup>th</sup> but Tamara wasn't able to attend.

**MSU on the Move:** Meeting today, November 9<sup>th</sup> at Noon.

**Alumni Board:** Tamara was appointed to the nominating committee to select the new officers.

**MASCO Meeting:** All eight (8) universities should be represented with approximately 17 attending. The date is November 14<sup>th</sup>. Location is the Swalm Suite. Meeting will start around 9:30 a.m. with John Rush doing the welcome. Tours scheduled for attendees. Kylie donated bags to give out. Possibly giving out the 2016 SAD gray T-shirts.

**Anti-Bullying Committee:** \_\_No meeting has been scheduled.

**Minority Initiative:** Tamara will attend a meeting with Rasheda Forbes on November 18<sup>th</sup> to discuss Minority Initiatives.\_\_\_\_\_

## **COUNCIL COMMITTEE REPORTS**

### **Event Committee Report (Doug Carpenter)**

- Sold a total amount of \$16,710 in Jackets sales. Need to make another \$900.00 to break even. We ordered a total of 500 jackets originally. We have 352 online re-orders and 50 re-orders from the sale. Close to 450 additional jackets to order. We still have about half of the tumblers left.
- Marc made a recommendation to do a presale inquiry for future jacket and t-shirt sales so we can get an idea of how many items to order. This was just a recommendation for the future.
- The event, Professionalism 2.0, is still in the initial planning stage. Looking at tentative date sometime in February 2017.

### **Policies and Procedures Committee (Susan Brooks)**

- The committee met with Brent Fountain and Dr. Coyne from Faculty Senate to discuss the tuition remission for spouses policy. Tamara and Susan will attend the next Faculty Senate meeting (11/11/16) to give an overview of the policy.

### **Communications Committee (Darrell Easley)**

- BullyWatch for October: Leslie Neal at the Career Center was selected and the nominator was Ryan Colvin and the gifts will be delivered this week. She was the only nominee.

### **Old Business**

- Staff Council day at Meridian was a success. Several MSU-Meridian employees sent emails thanking Staff Council for putting on this event and they hope it becomes an annual or every other year event. We sold some jackets and tumblers at the event. Thanked Jeffrey for providing the transportation and Suzanne for assisting with the planning.

### **New Business**

- The annual Christmas Lunch and gift swap will be during the December 14<sup>th</sup> meeting. The Executive Council discussed a potluck or catered meal at their meeting. All voted on the issue and a catered lunch was selected. Each member was asked to bring a gift (\$10 max purchase) for the gift swap.

## **STANDING COMMITTEE REPORTS**

- Athletic Council – Marc did not attend but Chris attended. Report will be added.
- Calendar Committee – No meeting
- Community Engagement – Met on October 18<sup>th</sup>. Discussed the charge and

mission of the committee. Talked about adding different committees like Survey committee, Awards Program, Educational Outreach, and Community Engagement. Amy was selected to serve on the Survey committee.

- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – No meeting
- Employee Benefits – No meeting
- Satisfactory Academic Progress Committee – No meeting
- Financial Aid Appeals – No meeting
- Game Day – Discussed the golf cart policy and a committee was formed to discuss the having only MSU golf carts for game days. Garbage bags instead of garbage cans for tailgating areas. They talked about Pre-Friday and Thursday tailgate tent setup. Fans have been putting tents on the sidewalks and that has caused some problems. Burn Ban will still be active for next ballgame. Midge mentioned about breastfeeding stations in the stadium during the game. Kenneth mentioned that there are stations in the stadium, but he will check into it.
- Health and Wellness – Will meet next Thursday.
- Instructional Technology Advisory Committee – No meeting.
- Performing Arts Committee – No meeting (meets in the spring)
- President’s Commission on Status of Minorities – Shauncey announced the dates for the Diversity Conference (Jan. 26-27, 2017) at the Mill.
- President’s Commission on Status of Women – Kylie reported that lactation rooms are still a hot topic. The lactation room in the union has been moved from the 3<sup>rd</sup> floor to the 2<sup>nd</sup> floor close to the Whittington Suite. PCSW is considering organizing a trip to Jackson in February to address women’s issues at the capitol. Committees have been established and are working on developing plans for events and projects in the spring.
- Recreational Advisory Committee – No meeting
- Sustainability Committee – No meeting
- Traffic Appeals – Voted on several appeals and some issues were resolved
- Parking and Traffic Regulations Committee – Jeffrey reported that they had discussion about the crosswalk on Blackjack. It will go to the Master Plan Committee for discussion.
- Work Life Balance – Toni was absent but reported via email: Met on October 18, 2016 and discussed partnering with PCSW on difference possible topics. Elder Care, Conflict at Home, Financial planning , Sexual Assault asking men to take the lead on this, etc. Also, I was asked if Staff Council is still going to partner to host the Take your Son or Daughter to Work Day scheduled for April 2017. We will meet again on November 15, 2016. (Staff Council will partner with WLB on the event for April 2017).

**New Business (continued):**

- Doug made his announcement of resigning his position at MSU.
- Nick Gordon was appointed by the Executive Council to serve as Vice Chair. Nick will co-chair the Events Committee with Darrell.
- Staff Council presented Doug with a signed letter from Dr. Keenum and a cowbell from the President's Office. He also received a certificate and a picture of Dudy Noble baseball field as a gift from Staff Council.

**Meeting Adjourned.**

**Next scheduled meeting:                    Wednesday, December 14, 2016, 10:30 a.m.**  
**Sanderson Center Conference Room**

Respectfully submitted,  
Mashala Pulliam, Staff Council Secretary, December 8, 2016

## Athletic Council Meeting Notes

Met Oct. 19, 2016 at 1pm – M Club

- Steve Turner – chair- opened up the meeting.

Meeting begin with a Financial Report by Jared Benko

- Athletic Department is self-sustaining – no state funding or student fees received in FY16
- Athletics and Bulldog Club transferred \$2.4M to campus in FY16
- Additionally, Athletics spent the following with campus in FY16:
  - \$8.1 m IN SCHOLARSHIPS (does not include \$790K in COA)
  - \$1.1M – Utilities
  - \$715K – Custodial Services
  - \$694K – Physical Plant
  - \$473K – Campus Landscape services
  - \$325K – Aircraft Administration
  - \$41K – Support Services
  - Royalties revenue shared with campus
- 2015-16 Budget to Actual
  - Budget (Athletics only) – Revenues = \$60,303,403 / Expenses = \$60,303,403
  - Actual (Athletics only) – Revenues = \$58,575,550 / Expenses = \$58,545,551
    - SEC Revenue Distribution, Ticket Sales, and Bulldog Club transfer were the three largest revenue categories in FY16. \$243K transferred to plant fund (reserves) at year end.

Next, Scott Strickland discussed the Role of an Athletic Director at a SEC University

- Staffing... Hiring and helping to grow staff. Discussed the importance of retaining staff.
- Student Athletes and their academics
- Student Welfare (health & mental)
- Communicating across campus and the nation
- Recruiting

Left the meeting early.