

Mississippi State University
Staff Council Meeting Minutes
November 8, 2017 @ 10:30 a.m.
Sanderson Center Conference Room

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

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

Guest speaker - MSU women's basketball coach, Vic Schaefer, spoke to Staff Council. He gave an inspirational talk and summed it up with "be the best you can be and make an impact on others".

APPROVAL OF MINUTES: The minutes of the October 11, 2017 were approved, with revision of meeting time from 10:00am to 10:30 am. Darrell Easley made the motion to amend and approve. Lynn Wyman seconded the motion.

FINANCE REPORT: The October financial reports were reviewed (E&G fund balance of \$16,224.96 and Foundation balance of \$18,852.15) and approved (motion to approve by Stacy Davis and seconded by Tamara Gibson).

CHAIR'S REPORT (Susan Brooks)

Alumni Association National Board: The board met on Friday, October 13. Susan was unable to attend the morning sessions, but attended in the afternoon. The next meeting is scheduled for February 2-3. Susan was appointed to the alumni programs and engagement committee. The focus for this committee is to identify and implement current and future programming that will engage alumni in support of MSU. Susan requested feedback from staff council to take back to the committee that may work to increase the alumni base. She discussed with the committee the inclusion of "staff" in the mailings (typically says faculty and students) and noted that myriad staff seek and earn degrees from MSU.

Blue Cross & Blue Shield of MS Foundation, MSU on the Move: The fall meeting is scheduled for later today, November 8. Jason will attend.

Faculty Housing Appeals Committee: One housing appeal was approved via email vote for a lease extension until June 30, 2017.

Faculty Senate: The Senate met on Friday, October 13. No one was able to attend the meeting. The next meeting is scheduled for Friday, November 10.

Information Technology Council: Tamara Gibson attended the November 7 meeting. The next meeting is Tuesday, December 5.

- ITAC has submitted a recommendation to the Provost office for technology upgrades in several classrooms.
- Renewing Blackboard through June 2019.
- BANNER 9 migration started April 2017, only two modules remain – Financial Aid and Student – and those should be completed by January.
- Emergency phone numbers for the MSU Police, MSU Counseling Services, and the suicide prevention hotline will now be printed on the back of MSU ID cards.
- Genetec Project is moving forward regarding video surveillance and security. OP 91.315 is the revised policy.
- Webpage standards compliance issues are being looked into to make sure all necessary pages follow policy.
- Duo (two-factor authentication) authentication launched at MSU on July 24. A nag screen began on October 16 for users with access to category 1 data that were not enrolled in two-factor. As of today, there are 2,279 campus-wide users enrolled in two-factor. Of the 3,330 users with access to category 1 data, 1,591 (48%) have enrolled in two-factor. All users with access to category 1 data are required to two-factor into CAS-enabled systems. All faculty have access to category 1 data because of FERPA information. Of the 1,422 faculty at MSU, 615 (43%) have enrolled in two-factor.

Master Plan Development and Advisory Committee: Heather Andrews attended the October 12 meeting and gave the meeting report. The next meeting is scheduled for November 9.

The university is looking at a 5%-10% increase on all building supplies due to the recent storms. Updates for ongoing projects are as follows:

- Dudy Noble Left Field Lofts – Phase 1 for 12 units was approved.
- North Parking Garage – next to Howell – mixed use (staff, student and visitor parking) for 505 cars. Solar collectors on the roof. Can go up another floor in the future. Only the rendering is currently approved. The next step is IHL approval.
- YMCA – on schedule for completion in April 2018.
- Library addition – complete other than the punch list.
- Partnership School – dirt work is in progress and the main project should go to bid in November.
- Russell Street improvements – will continue through middle of November.
- Engineering & Science Building – should go to bid early Spring & construction should start in late May 2018.

- NSPARC – complete mid-November.
- Music Building – have to reduce building by 16,000 sq. feet, may add some parking across ditch.
- Dudy Noble Renovation – will begin pouring concourse during the week of October 16. The sod is down and they have started putting up lights. The upper deck will arrive at the end of November, which is a little ahead of schedule. The outfield, right field entry plaza, and right field berm will be ready for the 2018 season. During the 2018 season, there will be temporary concessions, restrooms and press area. Dudy Noble will be 360 degree ADA accessible.
- Meat Lab – behind schedule but should be finished by late January.
- Animal and Dairy Science Facility – poured slab on October 1. Crane and steel moving in week October 16. This 16-month project will also create 75 additional parking spaces.
- Poultry Science Facility – Bidding will open in Feb/March 2018 with an anticipated job completion date at the end of 2019. Should be ready for occupation in 2020.
- Wise Parking - 36 new spaces on east side and looking at additional spaces in gravel lot.
- College View – working with DRC on exterior renderings, needs to go to IHL in December.

MASCO: Jason, Heather and Susan attended the MASCO meeting at MUW on November 7. A December meeting will be held via email and representatives will attend the IHL meeting in January.

- MUW president, Jim Borsig, gave opening remarks.
- Each school gave a power point presentation (ours on J drive) and the group had open discussion regarding:
 - Organizational structure
 - Membership and how determined
 - University funding
 - Events and programming
 - Communication with staff
 - Award/recognition programs
- Guided tour of the campus and an excellent performance by the MUW Choir. Also able to see the new ATHENA book retrieval system in their library and their new archives and gym spaces.
- MASCO Business – review of the MASCO constitution
 - The Southern Miss SC president, April Broome, will serve as this year’s MASCO Secretary.
 - Complete document is missing – all groups working to locate historical documents.
 - Modifications proposed and will be voting on that December meeting – received an handout of this, suggested modifications are as follows:

- Article 4, section 3 – add “vice”
- Article 4, section 4 – change “installation of officers” to reflect that they accept appointment according to the rotation outlined in the constitution
- Article 5, section 1 – define meetings such that it includes email and video or phone conference calls, as well as the November round table meeting and January IHL meeting (per the standing rules)
 - Valley will host the next November meeting.

Presidents’ Committee on Planning: No meeting.

Presidents’ Executive Council: The meeting was canceled for Monday, October 23. The next meeting is scheduled for November 27.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

Staff Council Day-Meridian Campus: Jason reiterated the positive experience SC had on the Meridian campus. He reported that the meeting was very informative and that it was encouraging to hear and see all that is happening on the campus.

Fall Jacket Sales: Jason encouraged SC to promote the sale of the remaining jackets. Challenged each member to sell three jackets. There are approximately 130 jackets left and they can still be ordered online.

Spring Panel Discussion- Topic of discussion will be Healthy You....connecting the dots of taking care of oneself holistically. The official title will be Staff Council Health and Wellness Panel. Jason has put together an outstanding panel to include Dr. Jeremy Baham, Asst VP for Student Support and Wellbeing; Julie Kelly, University Recreation Fitness Coordinator; Dr. Christina Gladney, Asst Director for Health Promotion and Sexual Assault; Kim Kavalsky, Coordinator for Mental Health Outreach; Taylor VanDyk, Registered Dietitian; and Dr. Cliff Story, Head Physician, Longest Student Health Center. The proposed date for the event is February 22 at 1:30 pm at the Hunter Henry Center.

Speakers: Speakers for 2018 are: January- Kevin Edleblute, February- Amy Tuck, March-Gary Jackson, April - Lee Weiskopf, May-John Rush

Staff Appreciation Day- SAD is confirmed for May 11th.

Zacharias Awards- Yvett Roby and Jessica Thornton have agreed to lead the award process.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

Staff Council, together with Faculty Senate, submitted a new policy proposal to Dr. Bonner, Provost and Executive Vice President, for the tuition remission of spouses. This discussion was tabled last time due to budget cuts. It will be brought forth again, along with the modification of the wording for current tuition remission for employees. Modification includes a change from six to eight credit hours to encompass classes with mandatory labs sections.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

Newsletter: Newsletter will go out next week. Kylie asked that members advise her of happenings on campus and in Starkville that may be of importance to staff.

BullyWatch: Terence Stringfellow, Parking and Transit, was BullyWatch winner last month. Kylie challenged each SC member to nominate at least one person for November.

Website: Kylie is working on adding items to the website such as a tab that says “more information”. A MASCO tab will be included, along with a Bully Watch tab.

ONGOING BUSINESS

- Email regarding dual payroll deposit has been addressed. Only employees that have an account with the credit union can dual direct deposit.
- Susan and Kelly continue to communicate with a university in South Carolina regarding establishment of staff council on their campus.
- Susan received an email on October 23rd from a parent thanking MSU for pleasant staff and student body. It is suggested that we post a general thank you online, acknowledging staff.
- Heather Andrews reported that the search for the ITS Chief Information Officer has been narrowed down and some skyped interviews are to take place in November.

NEW BUSINESS

- December meeting will include a catered meal. The decision was unanimous by the council.
- Susan asked if the council was interested in participating in the Red Bucket Campaign this holiday season. Council agreed to this and Susan will propose a couple of dates for volunteers to sign up to ring bell.
- SC would like to be more inclusive of MSU Extension. We plan to have a presence at the extension conference next year on October 30/31, 2018. There are also four regional meetings per year. Susan will look into those dates and times and see if we might hand out information and/or give a power point presentation. Scott Cagle and Charlie Bush offered to possibly represent SC at these or other extension events. Also need to be more inclusive of Extension for SAD. Tabled discussion about possibly hosting another event that they could attend more feasibly. Discussed proposing options for those employees that have to stay in the office to

keep it running as well.

STANDING COMMITTEE REPORTS

Athletic Council – Report made that SEC/NCAA, football ticket sales, and men’s basketball tickets were the top revenue generators for athletics. AD John Cohen updated on Dudy Noble progress for 2018. Two types of tickets will be sold -chair back general admission and outfield general admission. There will be 23 home games, beginning at home on March 6 and will wrap up at home the weekend of May 19.

Calendar Committee – Approved Fall semester will begin on August 22, 2018.

Community Engagement Committee – Meet next week

Conflict of Interest – No meeting.

Dining Advisory Committee – No meeting.

Employee Benefits Committee – Discussion on sending mass email to employees to raise awareness of Amwell and that Active Health webinars are available on the HR website. Discussed increase in premium rates for health insurance. Attempting to get approval to have a special open enrollment prior to rate increases so employees can decide if they want to change anything. Follow up discussion on request from SC to increase tuition waiver from 6 to 8 hours. Letter has been drafted to Dr. Bonner with proposal. Request from MSU retirees regarding Nissan purchase perk. Committee is not opposed but feels that the retiree group needs to be the one to advocate that. HR presented figures on pretax vs posttax deductions. Discussion was tabled.

Health and Wellness – No meeting.

Instructional Technology Advisory Committee – Meet next week

Parking and Traffic Regulations Committee – No meeting

Performing Arts Committee – No meeting.

President’s Commission on Status of Minorities – No report.

President’s Commission on Status of Women –

- Gender Studies hosting a Feminist Film Festival (November 13-16)
- Office of Institutional Diversity and Inclusion: State of the Black Man on November 9; International Education week November 13-17, CTL Brown Bag “Diversity in the Classroom” November 15.
- PCSW assisted with “Women’s Leadership Panel” on November 1.
- Discussion about the use of original/maiden names in banner instead of a married name; working with ITS to see if women can have the option to select which name to use professionally.

- Adding Title IX Office to the list of representative members to PCSW bylaws
- Discussion about creating a PCSW Scholarship named in honor of a woman who profoundly impacted MSU.
- Discussion about PCSW helping fund a poster to encourage support of minority-owned (includes women) businesses for holiday shopping season.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – No meeting.

Special Events and Game Day Committee – Discussion focused mainly on tents. Tents can be placed on campus grounds (on the sidewalk) beginning at 5 a.m. the day before the game.

Sustainability Committee – The new lofts in the left field lounge will be 23% more efficient than similar buildings constructed without high efficiency standards. Building occupancy and energy use policy will be determined by building management. Poultry Science building will be an estimated 33% more efficient than similar buildings constructed without high efficiency standards. There was a concern that these energy efficiencies are not measured after construction to substantiate the estimates. Garbage study at the cafeteria determined a lot of the weight of garbage was due to liquids left in the cups, which adds to the disposal cost.

Traffic Appeals Committee – 13 appeals were reviewed.

Work Life Balance Committee – Continued discussion on Amwell and on line doctors. RCU employee brought forth an issue regarding faculty leaving because they do not like living in Starkville. Many said that they did not feel a connection to the community and felt as there was a lack of communication between city and campus.

Meeting adjourned at 12:15 p.m.

Next scheduled meeting: **Wednesday, December 13, 2017, 10:30 a.m.**
Sanderson Center Conference Room

Respectfully submitted,
Leigh Stewart, Staff Council Secretary, December 8, 2017