

**Mississippi State University Staff  
Council Meeting Minutes**  
December 14, 2016 @ 10:30 a.m.  
Sanderson Center Conference Room, Starkville, MS

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

**P** Heather Andrews  
**A** Tina Brock  
**P** Susan Brooks\*  
**P** Amy Burchfield  
**P** Jennifer Burns  
**P** Scott Cagle  
**P** Holly Coker  
**A** Midge Davis  
**A** Mary Dikes  
**A** Darrell Easley\*

**P** Kylie Forrester  
**P** Tamara Gibson\*  
**P** Nick Gordon\*  
**A** Kenneth Graves  
**A** Shauncey Hill  
**A** Leslie Lloyd  
**P** Marc Measells  
**P** Suzanne Parker  
**P** Chris Pulliam  
**P** Mashala Pulliam\*

**A** Juli Rester  
**A** Toni Roberson  
**P** Leigh Stewart  
**P** Jason Townsend  
**P** Avent Vanhorn  
**A** Tiffney Williams  
**P** Kelly LaSalle

**\*Executive Board**

**Approval of Minutes:** The minutes from the November 9, 2016 meetings were approved (motion to approve by Nick Gordon and seconded by Scott Cagle).

**Finance Report:** The November 30, 2016 financial reports (Balances were MSU-\$17,659.42 and Foundation-\$31,722.39) were approved (motion to approve by Marc Measells and seconded by Nick Gordon).

**Chair's Report (Tamara Gibson):**

**Executive Council Meeting:** The 11/28/16 meeting was cancelled. No December meeting. Next scheduled meeting is January 23, 2017

**Housing Appeals:** Request from early November was rescinded by the tenant.

**Information Technology Council:** Meeting was held 12/6/16

- Made changes to Information Security Program. Changes were made to the Risk Assessment and Safe Guard section of the policy. This section of the policy was about keeping the inventory for the units and how often the risk assessment should be conducted. Voted to send the changes to Provost and Executive Vice President. Once it's completed, it will be posted for everyone to read.
- The other discussion was about the Banner upgrade. General and Finance upgrades will take place first. Some training and open lab sessions will take place around the end of February thru March. Banner training will be suspended in March. Will stream and record the training sessions for the off campus staff. Timeline for total completion will be 2018.
- Also discussed the MS Optical Network update. Some major changes are coming for this.

**Master Plan and Development Advisory Committee Meeting:** Meeting was held 12/8/16

- Nick Gordon and Tamara Gibson both attended.
- The mid-block crossing at the Band Hall will have a speed bump with lights and reflectors and signage.
- For the Partnership School, they presented the plans of the school, the layout, and the traffic plan. They also discussed the access road to the campus for emergency vehicles. This is at the final stages and then they will turn it over to the school district.
- Engineering Science Building site – showed the rendering and discussed the solar power for the building.

- Classroom Building – Behind schedule. Dr. Keenum wants to name this building Old Main Academic Excellence Center.
- YMCA Building – completion date is scheduled for Spring 2018.
- Library – should be completed by February 2017
- Aiken Village - demo is on schedule. The only building remaining is the day care.
- Russell Street Improvements – construction to start around January 2017 to make it a 2 lane street and a landscape median in the center of the street. Should be completed by summer 2017.
- Eckie's Pond – has been lowered
- NSPARC – no notes
- Music Building – no change
- Dudy Noble Renovation – plan to start construction on the outfield the day after the last home baseball game. Maybe June 2017. Construction will still be going on during the next baseball season for structural things. The first home game won't be until March 2018. Delayed the first home game to accommodate the construction. Scoreboard will be completed for the 2017 season. 2017 will be the last year to pull trailers into left field lounge.
- Meat Lab – progressing as scheduled

**AAS 10th Anniversary Planning Committee:** Met on December 6, 2017

The kickoff event will be January 23<sup>rd</sup> in the Union at 7:00. Revised the flyer and discussed way to publicize the event to increase attendance. Tamara submitted the flyer to Staff Council. They will invite students from MSU and local area schools to be a part of the event.

**MSU on the Move:** 2<sup>nd</sup> quarter meeting held on November 9, 2016 in the Grisham Room

- Jason Townsend also attended this meeting for the Sanderson Center.
- Starkville school district partners shared the success/progress of their MSU on the Move programs: Dr. Smith, Principal of West Oktibbeha Elem [water bottle donations in August] and Ginny Hill, Director of Child Nutrition [working on initiatives such as Fresh Start at Emerson Day Care (garden) and an initiative to partner with the district's Extended Day after school program to distribute the importance of nutrition and physical education, and will take this to the classrooms too; plan to do 15-20 minute lessons throughout the semester and will get involved with the health fair; and they want to start a faculty and staff health fair and enter a chance to win a standing desk].
- Mandy Conrad from MSU shared nutrition express program which includes cooking classes. This program will go to the departments during meetings, events, etc. Conducted Wellness Wednesdays at Sanderson. Also organized grocery store tours for students but also working on a virtual tour. Students at Vet School formed a FIT VET program.
- Dr. Yeates reported that they are looking into stocking the vending machines with healthier choices.

**Alumni Board**

- The Spring Alumni Meeting (Friday) and Awards Banquet & Leadership Conference will be held on February 3-4, 2017

**MASCO Meeting**

- The Fall meeting was held on Monday, Nov. 14 from 9 am - 4 pm in the Swalm Suite
- Officers from 7 schools attended: Alcorn State Univ, Delta State Univ, Mississippi University for Women, Mississippi State Univ, Mississippi Valley State University, University of Mississippi, and University of Southern Mississippi (Jackson State University did not attend)
- Started with breakfast, welcome from John Rush (VP for Alumni), entertainment by the MSU Custodial Choir, and went on tours of the drill field, union, chapel, and HPC Supercomputers.
- Each school created a PowerPoint to share information about their structure, events, and issues/problems.

- Follow article about the meeting is posted on the MSU website
- Next meeting will be held Spring 2017

**Anti-Bullying Committee: Met on 12/7/16**

- Judy Spencer presented a draft of the new policy. Dr. Coyne presented various sections to incorporate into the policy. Each member will review and make changes/additions to submit at the next meeting in January 2017

**Staff Appreciation Day 2017**

- The date has been set for Friday, May 12<sup>th</sup> 2017.

**COUNCIL COMMITTEE REPORTS**

**Event Committee Report – Nick Gordon**

- 90 jackets still need to be picked up. 55 tumblers are available for \$10. Will send out an email the second week in January. Still have 2016 SAD t-shirts.
- The event, Professionalism 2.0, is still in the initial planning stage. Looking at tentative date the last full week in February 20-24, 2017. A couple of the topics that will be discussed are Office Conflict and Building a Cohesive Unit. Will look at the surveys from last year to see what the comments were. Will have 4 different panel members.
- 2017 SAD – will begin a timeline to have a game plan for SAD 2017. Will discuss more about this at next meeting.

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

- Susan and Tamara attended the 11/11/16 Faculty Senate Meeting to present the tuition remission for spouses policy for consideration to co-sponsor with Staff Council. Susan spoke with Cody Coyne, Faculty Senate Chair, and was informed that they do support this policy. The PPC will meet soon to finalize the revision and the letter for Faculty Senate and Staff Council to sign and submit to HRM.

**Communications Committee (Darrell Easley)**

- Darrell was not present but Tamara reported that Darrell wanted to know if Staff Council wants to continue BullyWatch. We voted to continue BullyWatch. She will let Darrell know that we voted to continue BullyWatch and to get a budget together to present to Staff Council for approval.

**Old Business**

- 2016 Staff Council Survey – revisions are completed. The survey has been submitted to Executive Council for approval. ITS has loaded the survey online. It has decreased from 17 pages to 6 pages and the layout has changed drastically. Tamara will have a conference call on 12/14 with Mr. Latham at Split Concepts to discuss data analysis for the new survey. The email will go out to staff the week of January 9<sup>th</sup> with the survey.

**New Business**

- Guest speaker for January 11<sup>th</sup> meeting will be Dr. Bonner, Provost and Executive VP.
- Jeffrey Guess is no longer with MSU. With him leaving, we now have 2 vacancies on Staff Council, one is Budget and Planning and the other in Campus Services. Executive Council voted to fill these positions this fiscal year instead of waiting until the new fiscal year. The board agreed.

- The board presented Kylie Forrester with a baby gift (collected monies for a \$100 Walmart gift card). She will be out January – February 2017.

### **STANDING COMMITTEE REPORTS**

- Athletic Council – Marc indicated that John Cohen wants to be called John and not Coach Cohen.
- Calendar Committee – no meeting
- Community Engagement – Amy’s survey committee has met. They discussed the community engage survey.
- 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 – no meeting
- Health and Wellness – no meeting
- Instructional Technology Advisory Committee – No meeting.
- Performing Arts Committee – no meeting (meets in the spring)
- President’s Commission on Status of Minorities – the Diversity Conference is in January 2017.
- President’s Commission on Status of Women – Kylie reported that they are trying to put the lactation room locations on the map on the MSU website. PCSW revised their website. They are waiting for approval from Dr. Keenum to go to Jackson in February for Women’s Advocacy Day at the Capital to address women’s issues.
- Recreational Advisory Committee – no meeting
- Sustainability Committee – no meeting
- Traffic Appeals – 4 traffic appeals. Nick made a comment that if you park by the soccer field you must have a decal. The only place to park on campus without a decal is the road between the Amphitheater and the Volleyball Court.
- Parking and Traffic Regulations Committee – no meeting
- Work Life Balance – no meeting

Meeting Adjourned.

**Next scheduled meeting:            Wednesday, January 11, 2017, 10:30 a.m.  
Sanderson Center Conference Room**

Respectfully submitted,  
Mashala Pulliam, Staff Council Secretary, January 9, 2017