

Mississippi State University
Staff Council Meeting Minutes
December 13, 2017 @ 10:30 a.m.
Sanderson Center Conference Room

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

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

GUEST SPEAKER: Brian Locke, interim director of the Center for America's Veterans and Eddie Scales, Veterans Outreach Coordinator were the guest speakers.

APPROVAL OF MINUTES: The minutes from the November 8, 2017 meeting were approved with a change made to Policies and Procedures Report to reflect that a new policy proposal will be submitted but has not yet been submitted (motion to approve by Jason Townsend and seconded by Scott Cagle).

FINANCE REPORT: The August financial reports were approved (E&G fund balance of \$15,550.85 and Foundation balance of \$26,777.80) (motion to approve by Tamara Gibson and seconded by Heather Andrews).

CHAIR'S REPORT (Susan Brooks)

- Faculty Housing Appeals Committee: No appeals are pending at this time. There are several open faculty housing units.
- Alumni Association National Board Will meet February 2 and February 3, 2018.
- Blue Cross and Blue Shield Jason Townsend attended the November 8 meeting. It was an update meeting from all of our partners and planning for next semester. Upcoming projects include a nutrition kitchen, fitness demos, cooking demos and a low ropes course. There will be quarterly meetings going forward.
- Faculty Housing Appeals Committee: No appeals are pending at this time. There are several open faculty housing units.
- Faculty Senate Met November 10, 2017. Although long, meeting was mostly focused on policies about faculty terminations. Also discussed budget projections.
- Information Technology Council meeting was December 5, 2017. Susan was unable to attend. When minutes are received they will be added.
- Master Plan and Development Advisory Committee Meeting: There was no formal

meeting. There was only one agenda item, so the committee voted by email. It was a consent agenda item relating to the new Collegeview project and the committee gave approval to move forward. The next meeting is December 14, 2017.

- MASCO Will meet at the IHL meeting, January 18, 2018. They will also have an email vote on the revised MASCO constitution. The revision is clarifying the term “meeting” and the different ways MASCO can have a meeting. The MASCO constitution can be found on our J Drive.
- President’s Committee on Planning – no meeting
- President’s Executive Council Meeting was held November 27, 2017. Three policies were discussed.
 - **OP 3.02** Statement of Equal Opportunity and Non-Discrimination no significant changes. Put everything in one place and new signatures.
 - **OP 6.01** Legal Services – Added Tort Claims Act
 - **OP. 9.12** Unmanned Aircraft – Rewrite of Policy to make the MSU policy in line with FAA policy.

Also discussed naming the band practice field. The university was approached by a donor who wanted to provide support to the band practice field and also name the field after a current employee. After discussion and consultation with Legal, the committee gave approval to name the field after the current employee.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

- Fall Jacket Sales: Jason presented fall jacket sales numbers. We have 130 jackets left. We are \$2,200 from breaking even. Jason suggested that we offer jacket packages for gifting what would include a t-shirt. There were not enough members at the meeting for a vote so Jason will send an email after the meeting.
- Health Awareness Event will be held February 22, 2018 at the Hunter Henry Center Parker Ballroom at 1:30. The panel is confirmed. Susan asked that we work with OPA to get started on the flyer.
- Upcoming Speakers

January 2018	Kevin Edelbute
February 2018	Amy Tuck
March 2018	Dr. Gary Jackson
April 2018	Lee Weiskoff
May 2018	John Rush
- Staff Appreciation Day – will be held May 11, 2018. MAFES is trying to schedule training on campus that day so more of the off-campus employees will have an opportunity to attend. Jason asked that everyone sign up for committees.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- Tuition Remission of Spouses - Susan has upcoming meeting with Dr.

Bonner and Dr. Keenum to discuss.

- Modification of wording in employee tuition remission policy – 6 credit hours to 2 classes (as much as 8 credit hours) - - Susan has upcoming meeting with Dr. Bonner and Dr. Keenum to discuss.
- Executive Council is also meeting with Dr. Bonner to discuss both policies.
- The Benefits Committee will be the group that presents the policy changes after gathering the information from Staff Council and Faculty Senate.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

- Kylie advised that the BullyWatch for December was Stacy Franklin from Orientation and Events. There were four nominations for November and we have had four so far in December.
- ITS has given her a mockup of the changes to our Staff Council website. She is working with them to make a couple of more changes.

ONGOING BUSINESS

- CIO Search – Heather Andrews reported that the committee met last Monday and after much discussion, it was decided that all three candidates that came on campus were acceptable. The info was sent to Dr. Bonner to make the final decision.
- Red Bucket Campaign – November 30, 2017 – had five people who were able to make it.
- Extension December meetings – Unfortunately, due to short notice, none of the Executive Council members were able to attend. For the meetings that we were unable to attend, we shared the PowerPoint for them to give as a handout. Scott Cagle will give the presentation at the Verona meeting.
- Susan Brooks is meeting with the President on December 19 to discuss MASCO and the upcoming IHL meeting.

NEW BUSINESS

- Pen pal packages will be mailed this afternoon or first thing in the morning.

STANDING COMMITTEE REPORTS

Athletic Council – no report

Calendar Committee – no meeting

Community Engagement Committee – Stacy reported that they met on December 12 and they updated the committee on the Carnegie Academy assessment. There are concerns about faculty being rewarded for community engagement. They will talk to the provost about including this in the faculty handbook. They also met with the Provost and discussed how to include the CE in annual evaluations for faculty and they want to

propose edits to the outreach and engagement strategies at the next meeting. Susan Brooks brought up that SA and faculty have been looking for ways to be recognized on evaluations, etc. for participating and being engaged on campus. We need to pay special attention to make sure that staff receive the same considerations and that staff receive the same benefits.

Conflict of Interest – no report

Dining Advisory Committee – no report

Employee Benefits Committee – no report

Health and Wellness – no report

Instructional Technology Advisory Committee – no update

Parking and Traffic Regulations Committee – did not meet

Performing Arts Committee – no meeting

President's Commission on Status of Minorities – Discussed criteria for diversity awards. Discussed the 2019 conference and are looking for suggestions for speakers. There have been some concerns in the different departments about getting the same treatment. Training was suggested for the upper administration so they are the ones to set the tone for a department.

President's Commission on Status of Women – Kylie will provide the minutes.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – no report

Special Events and Game Day Committee – no report

Sustainability Committee – no meeting.

Traffic Appeals Committee – 12 appeals were reviewed.

Work Life Balance Committee – **no report recorded – obtain again.**

Next scheduled meeting: **Wednesday, February 14, 2017 at 10:00 a.m.**
Sanderson Center Conference Room

Respectfully submitted,
Heather Andrews for Leigh Stewart, Staff Council Secretary, January 8, 2018