

# Mississippi State University Staff Council Meeting Minutes

February 8, 2017 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

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

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

A Toni Roberson  
A Leigh Stewart  
P Jason Townsend  
P Avent Vanhorn  
A Tiffney Williams  
P Ronnie White  
P Kelly LaSalle

*\*Executive Board*

**Approval of Minutes:** The minutes from the January 11, 2017 meeting were approved (motion to approve by Nick Gordon and seconded by Susan Brooks and Mary Dikes).

**Finance Report:** The January 31, 2017 financial reports (Balances were MSU-\$17,024.17 and Foundation-\$29,607.34) were approved (motion to approve by Kenneth Graves and seconded by Susan Brooks).

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

**Executive Council Meeting:** January 23<sup>rd</sup> meeting was canceled. Next scheduled meeting is February 27, 2017

**Housing Appeals:** One lease extension request is still pending – requested more information from tenant.

## **Information Technology Council:**

- Met February 7<sup>th</sup> and Susan went to the meeting instead of Tamara.
  - An RFP has been put out for an authentication software for security on campus. Hopefully, they will get it in and put it out during the summer.
  - They also have awarded a contract for a third party Risk Assessment for Cyber Security to Horne Cyber.
  - The upgrade to Banner 9 is moving forward and hope to go live April 1<sup>st</sup> with the Finance and General Modules. They have sent out emails about Preview and Hands-On training for Banner 9.
  - Discussed changes to the Information Security Programs. Had one security incident discussion.
  - Talked about how different people have hacked into the system and how patches are applied to remove this type of stuff.
  - March 7<sup>th</sup> at 1:30 is next meeting.

## **Master Plan and Development Advisory Committee Meeting:**

- No meeting in January. Will meet on February 9<sup>th</sup>.

### **AAS 10th Anniversary Planning Committee:**

- The meeting is scheduled for February 8<sup>th</sup> at 3:30. The next event, James Meredith and the March against Fear, will be March 1<sup>st</sup> at 6:00 pm in Lee Hall.

### **Alumni Board**

- Tamara attended the Alumni Banquet and Leadership conference on February 3-4, 2017. They voted in the new district/chapter officers and the national board officers. Friday night was the banquet and Saturday was the conference and the keynote speaker was John Cohen, MSU Athletic Director.

### **Anti-Bullying Committee**

- Will meet on the February 21<sup>st</sup> at 11:00. They will finalize MSU's Anti-Bullying policy at this meeting.

## **COUNCIL COMMITTEE REPORTS**

### **Event Committee Report – Nick Gordon**

- The event, Professionalism 2.0, will take place February 22<sup>nd</sup> from 2:00-3:30 at Bost. Nick wants everyone that can help to be there at 1:00 to help setup. Please wear your shirt and name tag. He asked that if anyone has questions for the panelists to send them to him asap. Tamara asked who was going to moderate the event. Nick agreed to moderate the event. Marc has posted the anonymous question form. A couple of the topics that will be discussed are Office Conflict and Building and Working as a Team. Nick will send a follow-up email to the panelists to make sure they are still available for the event. Kelly mentioned that the handheld mics are \$150-\$200 each from event services for rent. We all agreed to not rent the handheld mics for the event.
- 2017 SAD – Nick contacted Southern Tailgating about renting the truck to display the list of door prize winners. Brad Vickers was extremely interested in renting the truck to SC. Tamara mentioned to Nick that the budget is \$250. He will follow up with him regarding our budget. We discussed where we should put the truck. Nick indicated that the truck will probably go where the drinks are and move the drinks to another location but still close to the food. They also discussed moving the Bingo tent a little closer to the stage so they can hear the names being called out for the door prizes. The budget will still be \$500 for the entertainment. Nick mentioned that Amy has reached out to the Custodial Choir for them to sing but she has not heard back.

Nick wants everyone to stick around at the next meeting to discuss more items for SAD. Darrell and the theme committee met and decided to keep the same theme and some of the same games. They decided on a different t-shirt design and came up with the Showcase Showdown Podium. The shirt will be a charcoal gray color. Nick wanted to know how many t-shirts were ordered last year. Tamara mentioned around 750 t-shirts were ordered. Marc mentioned that we should have the truck parked where the sno-cones were. Kenneth mentioned moving the prize tent next to the truck if we moved it to the location where the drinks are. Everyone decided that the drinks can be moved and put the truck and the prize tent there. Tamara discussed the photo booth and what was discussed in Executive Council. The EC voted not to rent the photo booth again. We will purchase a backdrop and have props. Need to contact Russ Houston to get student photographers to take the pictures. Marc made a motion to do away with photo booth and create our own photo booth. Mary and Kenneth

seconded and it was approved by SC. Kelly indicated that it would cost a total of \$600 to do this. Avent asked Kelly what website she received the pricing from and suggested checking TRTbanners.com to get their pricing. Marc also asked about the backdrop and Tamara explained that we will use different props that will go along with the theme. We still have props from last year in the storage room. Kenneth discussed changing the menu up this year. He mentioned doing ribeye sandwiches instead of hamburgers. We will still do hot dogs. He will get with the meat lab and serve a sample to EC. The cost shouldn't be too much. They will work with SC for pricing. He also mentioned that SC will have to get the sno-cone vendor or still go with Aramark. We discussed negotiating the sno-cone pricing. We spent around \$1700 last year on sno-cones. Avent knows someone that she will check with about sno-cone pricing. Jason said he will also check with someone he knows. We will vote on the food at the next meeting. Nick agreed that he will get quotes for the t-shirts. We will discuss more on food, donations, and volunteers at the next meeting. As far as activities, entertainment, t-shirts, and theme are completed. Nick mentioned that Midge has reached out to Travel Leaders to give away a flight package as one of the Showcase Showdown giveaways. Mary mentioned that she will talk with Margarita Ville about a hotel package as a prize. Marc discussed the Zacharias awards and having a co-chair. Susan has agreed to co-chair this event since this is Marc's last year. We will move up the deadline and limit the number of pages for the nomination form submission.

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

- Susan indicated that the tuition remission for spouses policy letter is finished and will be printed on letterhead for signatures from Tamara and Dr. Coyhen. Then, it will be ready to send on for review and approval. The committee gathered information for the Office Associates promotions and skilled craft position from the other Mississippi schools and the other SEC schools. Will discuss this information at the next P&P meeting.

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

- The newsletter email went out on yesterday, February 7<sup>th</sup>. Darrell mentioned that we had around 11 nominations for BullyWatch for December and January. Jana Hill in the Library won. We will take all the winners and have a grand prize drawing at SAD 2017. He also mentioned that they are working on getting the website updates completed soon. Susan asked a question about the SC Facebook feed. Tamara indicated that she would update it since Kylie is out.

#### **Old Business**

- 2016 Staff Council Survey – deadline for the survey is February 10<sup>th</sup>. As of today, around 650 people have completed the survey. The final invoice for survey updates was less than \$300 from Mr. Latham. We will give out 10 prizes in a random drawing from the survey completions. Marc mentioned that we should make sure to put a completion due date.

#### **New Business**

- Tamara mentioned that SC needs to offer an event focused on diversity. She will contact PCSM to discuss partnering with them. She asked that any topic/format ideas be emailed to her. Shauncey suggested a format that divides the staff up into different groups to discuss diversity topics and do activities.

- Take Our Daughters and Sons to Work Day April 27<sup>th</sup> – SC will partner with Work-Life Balance. Tamara will meet with Melanie McQuirter (WLB Chair) to discuss the plan. They will meet with Dr. Keenum on February 24<sup>th</sup> for his approval.
- Guest speaker for the March 8<sup>th</sup> meeting is Dr. Judy Bonner and April 12<sup>th</sup> meeting is John Cohen.

### **STANDING COMMITTEE REPORTS**

- Athletic Council – met January 18<sup>th</sup>. During this meeting, they introduced the baseball coach, discussed the student athlete overall GPA for Fall 2016 which was a little over a 3.0, had 31 student athletes that graduated Fall 2016, and had 205 athletes that made the Bulldog Honor Roll. They also discussed future projects. 2 preplanning – The Hump (concessions) and Davis Wade stadium (ADA compliance). The other project is the Dudy Noble stadium. The scoreboard is completed and they will start the 2<sup>nd</sup> phase in June.
- Calendar Committee – no meeting
- Community Engagement – Amy was absent but Tamara reported for her. She mentioned that the committee met on February 17<sup>th</sup> so the subcommittees could discuss their progress. Amy’s subcommittee did not meet.
- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – No meeting
- Employee Benefits – No meeting
- Satisfactory Academic Progress Committee – no meeting
- Game Day – no meeting
- Health and Wellness – no meeting
- Instructional Technology Advisory Committee – No meeting.
- Performing Arts Committee – Suzanne was absent but Tamara reported for her. The first meeting will be February 15<sup>th</sup>. They sent an email out to the committee for everyone to give their input on the events. Suzanne will not be able to make the meeting but Toni will attend in her place.
- President’s Commission on Status of Minorities – no meeting
- President’s Commission on Status of Women – no meeting
- Recreational Advisory Committee – no meeting
- Sustainability Committee – Jason attended this meeting and they discussed the Dudy Noble renovations. They will repurpose the chair backs offsite. Approved the plans for LED lights. The Green Committee will meet soon. Marc mentioned that this Friday is Arbor Day and they will be doing a tree planting that day.
- Traffic Appeals – did not attend meeting
- Parking and Traffic Regulations Committee – did not attend meeting
- Work Life Balance – subcommittees were setup to place different people on different committees.

Meeting Adjourned.

**Next scheduled meeting:                    Wednesday, March 8, 2017, 10:30 a.m.  
   Sanderson Center Conference Room**

Respectfully submitted,  
Mashala Pulliam, Staff Council Secretary, March 3, 2017