

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

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

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

**Approval of Minutes:** The minutes from the June 15, 2016 and August 10, 2016 meetings were approved (motion by Marc and seconded by Scott).

**Finance Report:** The August 31, 2016 Financials were approved (motion to approve by Darrell and seconded by Doug).

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

**Executive Council Meeting:** Meeting on Aug. 22 (CANCELED)

Next scheduled meeting is on Monday, September 25, 2016

**Housing Appeals:** on August 4th, request for an extension - Declined request

**Information Technology Council:** No August meeting; met on September 6  
Meeting was chaired by Tom Ritter - attached

**Master Plan and Development Advisory Committee Meeting:** Met Sept 8, 2016.

Meeting was chaired by Dr. Bonner, Provost

The 7/14/2016 Minutes were unanimously approved with no edits.

a.) DRC – Consent Agenda Items – Tim Chamblee

i.) Parking Garage Sites – Jeremiah Dumas – Coliseum Boulevard will be the preferred site.

ii.) Partnership School – Bruce Wood, JH&H Tabled

iii.) Engineering/Science Building Site – Tim Muzzi : site approval, allows to retain 2 of the 3 music buildings. Otherwise will have to demolish them. Someone asked about an IT box – Tim Munzzi will check on this. Allows for future buildings for the department.

b.) YMCA Renovation – Pending IHL approval. Gregory Construction will be the contractor. Start mid Oct with Dec 2017 completion date

c.) Library Addition - Moving along on schedule with no issues. Completion expected January 2017. Bids have been taken for the exhibit, but unsure of a timeline for the exhibits to be completed

- d.) New Residence Hall – Occupied on August 6, Center for American Veterans was completed Aug. 29 and is now occupied
- e.) Aiken Village Demolition - On Schedule. Still removing asbestos. Demolished 8 buildings with 6 left. Daycare relocation has been advertised and bids open on Sept. 13.
- f.) Partnership School - Headed up by David Shaw and Devon Brenner. Working through schematics on the building. Received construction criteria from DRC. Changes being made to stay within budget. MSU taking the project through preplanning then it will be turned over to the SOCSD. \$27.5 mil budget but does not include furnishings
- g.) Russell Street Improvements – On hold - Waiting for MDOT to approve documents
- h.) Russell Street and Hwy 12 Improvements – Complete but lacking MDOT paperwork. Pedestrian safety improvement. Will monitor night games for sufficient lighting but may bring in additional lighting.
- i.) Engineering and Science Building – Design professionals have been selected. Structure approved by DRC. Schematic design concept continues to be reviewed.
- j.) Chadwick Lake – Complete. Waiting on rain to fill it up.
- k.) Eckies Pond i. The water was lowered to work on the dam that has been damaged by tree roots. Ready to advertise for construction. Bid dates Oct. 4th
- l.) nSparc - IHL did approve project. Construction to start end of Sept
- m.) Music Building – Bureau of Buildings ready to advertise for design professional. \$4 mil coming from the legislatures.
- n.) Dudy Noble Renovation – Scoreboard underway. Copeland Johns. Will be complete by Spring 2017. Rendering has been approved. \$55 mil budget. Design team will have construction documents ready by December. Largest scoreboard in NCAA baseball stadium.

**Agriculture, Forestry, & Veterinary Medicine Projects:**

- a.) Meat Lab - This building is being constructed near the Wise Center. \$8 Million project. Can see the project from 4<sup>th</sup> floor of Wise center. Completion date is expected to be around June 1, 2017
- b.) South Entrance Road - \$18 Million project. Project about 35-40% complete. 2 lane road with multipurpose gravel lane (bikes, walking). Completion date is expected for Fall 2017 (hopeful for first game)

Animal & Dairy Science building – building near Wise Center. Construction documents almost complete. Hopeful to have them by early Oct. \$18 mil project

**MSU on the Move Committee: met on August 10, 2016**

- First quarterly meeting
- Received a healthy four course meal prepared by Chef Greg Huerkamp of Aramark.
- The Initiative committee summarized the different initiatives and remarks were made by Sheila Grogan, Executive Director of Blue Cross Blue Shield Foundation of Mississippi.
- Discussed the recent Celebration Ceremony which was held on Monday, August 15th at 4:00 pm on the Drill Field. Standing desks and under desk exercise equipment was given out to the first 50 administration, faculty and staff present and in line with registration form completed – at least two Staff Council members received a piece of equipment.
- Alumni Board - Fall meeting scheduled for October 7<sup>th</sup> and the board will work the tailgate tent on Saturday, October 8<sup>th</sup> at the MSU vs. Auburn game.

- MASCO – Tamara still working on a date for the fall meeting
- African American Studies 10<sup>th</sup> anniversary planning committee will meet in October. Events will start in January 2017. Tamara is on the On-Campus Promotion Committee.

## **COUNCIL COMMITTEE REPORTS**

### **Event Committee Report – Doug Carpenter**

- The group selected a topic for the 2<sup>nd</sup> professional development event: Professionalism 2.0. Doug asked the ad-hoc and events committees to meet following the general meeting if time permits. Tentatively Bost is reserved for 2-3:00 p.m. for the event.
- The homecoming sales dates are Oct. 14 & 18 from 11-1 pm at Bost. Received four (4) quotes for a fleece, fitted jacket. Passed around two different fleece jackets to vote on for the sale along with a sign-up sheet to work the sales. Doug also presented a Yeti-like silver tumbler that will have the logo and STAFF and be sold at \$15.00 each. Jackets will be sold for \$25 each. This year will only order 500 jackets and 500 tumblers. Doug explained that there is a 12% royalty fee now but we will apply for an exemption from the MSU royalty fee for Staff Council since our sales are not profit driven.

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

- Committee met on August 25<sup>th</sup> and reviewed old business and accomplishments.
- Asked Tamara to check and see if a letter was sent from Staff Council to Judy Spencer (Benefits Committee) for the policy change for tuition remission for spouses. Susan will draft a letter.
- No action or response yet on two requests submitted to Judy Spencer in HRM: increase in tuition remission hours covered (6 to 8 credit hours) and policy changes for advancements for Office Associate positions.
- Will use the staff survey in October to get any other areas that may need to be addressed. Susan has set a standing meeting for the committee: 4<sup>th</sup> Thursday of the month at 3:00 p.m.

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

- Received 12 nominations for BullyWatch for August. Joy Holly in the Controller's office was selected, nominator was anonymous.
- Tamara reported that the website has been updated and a few more updates need to be submitted.

### **Old Business**

- Staff Council Meet and Greet Ice Cream Social, August 11<sup>th</sup>:
  - Members reported that a few comments received included not having the event during lunch, move location to center of campus, appreciated the opportunity to meet members and have free ice cream.
  - Overall event was successful and will be offered each year at a different location around campus. Leigh suggested Lee Hall as the location for 2017.
- Starting a Health U series. The first session, Clear the Air MSU for a Smokefree Campus, will focus on the smoke-free policy and cessation resources and will be held on Friday, September 30, 12-1 p.m., Hunter Henry Ballroom. Dr. Joyce Yeates and JuLeigh Baker

(MSU Health Promotion and Wellness) and Patricia Heflin of ActiveHealth will give the presentation and a light lunch/refreshments will be provided. No registration required but will ask for RSVP to get a head count for seating and food.

- a. Will offer at least one more session in the spring.
- b. Darrell will draft an email to go out this week and post to the Facebook page and the MSU main page in announcements

### **New Business**

- The Executive Council has reviewed the Staff Survey questions and made revisions.
  - a. Will delete duplicate sections and questions, add radio buttons for both importance of... and agree/disagree with... responses for each question, reorder the sections and add specific questions in the last section related to Staff Council
  - b. Working with ITS to publish in the portal and a company, Split Concepts, to do the data analysis for the reports
  - c. Target month for the survey is October.
- Tamara reported that Hannah Burnett has left MSU which leaves a vacancy in the ORED division and Avent VanHorn has moved from Student Affairs to Academic Affairs. Tamara did email Dr. Shaw in Research for nominees and will also email Dr. Hyatt so that the Executive Council can select two new members to fill these positions on the board.
  - a. Hannah was also the Secretary for Staff Council. Tamara asked for a volunteer for this officer position. Mashala Pulliam was nominated and voted in as the Secretary effective immediately.
- At the Aug. 11 event, Kenneth Graves suggested that Staff Council visit the Meridian campus to host meet and greet. This suggestion was presented to the board and all voted to travel to the Meridian campus to host a meet and greet (and give out the leftover ice cream from the social) for about 50 staff and tour the campus. Jeffrey offered to work on securing a van for the all day trip and Tamara will work with Dr. Cruse on a date and a schedule for the event.

**Guest Speaker for the meeting was RaSheda Forbes**, Interim Assistant Vice President for Multicultural Affairs, which includes overseeing the Holmes Cultural Diversity Center and the Office of Institutional Diversity and Inclusion. She shared statistics on the success of recent programs and events to help the students and upcoming diversity initiatives for faculty and staff including mentoring programs, community socials, and much more and will continue to work on revamping the Diversity Strategic Plan which includes the Diversity Council.

### **Other Business:**

- Susan Brooks asked for volunteers to serve as Staff pen-pals for 2<sup>nd</sup> graders in Indiana through a program offered by the Provost Office. Suzanne, Jenny, Jeffrey, Midge, Mary, and Shauncey volunteered. Susan will send an email and scanned copy of first letter.
- Doug Carpenter reported that there are parking lot issues at McArthur: Soccer field took handicapped parking, someone putting cones to block off spots and non-staff parking in staff area. Midge and Jeffrey will look into McArthur parking issues.
- Mashala Pulliam reported that she was asked about the Christmas schedule and that employees report back on Jan. 2 with no day to observe Jan. 1 which is on a Sunday. Staff

Council has received several emails regarding this issue. Proposal is to work on Dec. 21 and start the holiday Dec. 22 and return on Jan. 3<sup>rd</sup>. Jeffrey (Calendar Committee) and Tamara will check into this.

- Doug reported that someone asked about the quality of the retirement gifts. Darrell Easley (HRM) reported that the company changed and they are looking into better options for 20+ years of service gifts.
- Shauncey asked about navigating the On the Move website. Tamara will email JuLeigh Baker for clarification.

### **STANDING COMMITTEE REPORTS**

- Athletic Council – no meeting. Marc reported that the first meeting will be next week and Chris will attend.
- Calendar Committee – no meeting
- Community Engagement – no meeting
- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – Jenny reported that they did meet. Dr. Hyatt is over the committee and wants the committee to be more engaged in Dining Services. Wants to start meeting face to face more often and be involved with Aramark.
- Employee Benefits – has not met
- Financial Aid Appeals – no meeting (per Leslie, all fall appeals are completed)
- Game Day – No meeting
- Health and Wellness – Tiffany reported that she missed the meeting because the email was sent the day of the meeting and right before the meeting
- Instructional Technology Advisory Committee – No report
- Performing Arts Committee – no meeting (meets in the spring)
- President’s Commission on Status of Minorities – Shauncey reported that they met and are planning the Diversity Conference (Jan. 26-27, 2017) and need more faculty to join PCSM.
- President’s Commission on Status of Women – Kylie reported that there are new officers, may receive funding from OCH for lactation rooms, the website has been redone and will focus more in hosting own events instead of partnering.
- Recreational Advisory Committee – no meeting
- Sustainability Committee – no meeting
- Traffic Appeals – No meeting but had six (6) appeals
- Traffic Policy Committee – no meeting
- Work Life Balance – Mashala reported that they met last month and discussed the bring your child to work day event for April 2017. Also working on compiling a list of employee discounts to post on the website and wanted an update on the 50% tuition discount for spouses. Discussed the MSU on the move program and reported that Aiken Village and the Child Development Center are no longer separated and increasing from 8 to 18 infant slots (94 total capacity) and trying to increase the afterschool program for 10-12 year olds.

**Meeting Adjourned.**

**Next scheduled meeting:           Wednesday, October 12, 2016, 10:30 a.m.**  
**Sanderson Center Conference Room**

Respectfully submitted,  
Tamara Gibson, Acting Staff Council Secretary, October 10, 2016

**Information Technology Council  
September 6, 2016  
Minutes**

**Present:** Julia Hodges, Tom Ritter, Steve Parrott, Tabor Mullen, Kevin Edelblute, Tim Chamblee, Cody Coyne, Mike Richey, Sid Salter, Scott Willard, Vickie Brown, Tamara Gibson, Judy Spencer, Shameie Haynes, Hunt Walne

The meeting was called to order at 1:30pm in Etheredge Hall, room 336.

The draft minutes from the June 7, 2016 meeting were approved without corrections.

**Compromised Accounts**

Tom Ritter presented a graphic showing the increase in compromised accounts over time at MSU.

**Internet/Internet2 Network Traffic**

Tom Ritter presented a graphic which showed wide area networking traffic for the start of the Fall semester over a number of years. This graphic conveyed dramatic increases in beginning-of-year internet traffic from 2007 through 2016.

**PCI Incident Response Plan**

Kevin Edelblute gave a presentation on work being done to increase MSU's Payment Card Industry, or PCI, security, focusing on needed revisions to MSU's Information Security Incident Response Plan to handle PCI security incidents, should they occur. A self-assessment questionnaire has been completed, and MSU is now working with a consultant to determine how to handle weaknesses. Potential options are to stop accepting credit cards, which is not going to happen, physically segment the campus network to isolate devices that accept credit cards, or deploy new devices that will encrypt credit card data prior to transmission across the network.

Tom Ritter gave an overview of the current incident response plan and revisions that are being proposed to handle PCI security incidents.

Kevin Edelblute then made a motion to recommend acceptance of the revised Information Security Incident Response Plan, and Sid Salter seconded. The Council voted unanimously to approve the recommendation, which will be submitted to the Provost and Executive Vice President for approval. Once approved, the revised Information Security Incident Response Plan will be available on the Information Security webpage, [infosecurity.msstate.edu](http://infosecurity.msstate.edu).

Kevin discussed PCI training that is being developed. The current plan is to roll this training out in November to be offered as an annual training and also offer some online training for the new encryption devices. 25 devices have been ordered. Altogether, there will be approximately 85 devices purchased. These devices connect to a PC via USB and they have a keypad and card swipe. Once credit card information is entered, it is encrypted and transmitted directly to Nelnet.

**Security Incident**

Tom Ritter presented a security incident for the committee to review. This incident is security case number 2016.08.17-01 which happened on August 17, 2016. After a detailed presentation to the

council, Tom asked that the Information Technology Council make a recommendation on how to handle this incident. The council determined that MSU identified and handled the issue internally, and that since there was no evidence of exposure found, that Internal Audit direct the campus unit on how to proceed going forward.

#### **Other Business**

Steve Parrott spoke briefly about the semester start-up. He discussed the roll-out of Lifesize technology in classrooms at the Meridian campus. Steve and Amy Berryhill traveled to Meridian to train faculty on how to operate the equipment. Faculty will be able to utilize this technology to record and upload lectures to MyCourses. This is the first instance of this technology being in an MSU classroom. This technology will also be in the new classroom building on campus. Judy Spencer referenced MSU policy 60.401 that prohibits individuals from being recorded without their consent.

Steve also briefly spoke about fourteen classrooms that were upgraded with attendance scanners for the Fall semester.

There was no other business.

The meeting was adjourned at 2:35pm. The next scheduled meeting will be on October 4, 2016 at 1:30pm in Etheredge 336.