

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

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

P Amy Adkerson	A Kenneth Graves	P Yvette Roby
P Heather Andrews*	P Stephen Green	P Leigh Stewart*
P Zac Ashmore	P Nathan Gregory	A 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
P Midge Davis	P Kelly LaSalle	P Tiffney Williams
P Stacy Davis	A 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: Jason Townsend introduced our guest speaker, Scott Maynard, President and CEO of the Greater Starkville Development Partnership. Mr. Maynard updated the members on new developments in Starkville, as well as current and upcoming events. He encouraged members to shop local and “live, work, play, and learn” in the Starkville community.

APPROVAL OF MINUTES: The minutes from the August 9, 2017 meeting were approved (motion to approve by Darrell Easley and seconded by Jason Townsend).

FINANCE REPORT: The August financial reports were approved (E&G fund balance of \$14,315.04 and Foundation balance of \$30,140.80) (motion to approve by Tamara Gibson and seconded by Jason Townsend).

CHAIR’S REPORT (Susan Brooks)

Alumni Association National Board: The Fall Alumni Board meeting is scheduled for October 13.

Faculty Housing Appeals Committee: No appeals are pending at this time.

Faculty Senate: President Brent Fountain contacted me regarding membership on Faculty Senate. He noted that as the Faculty Senate Executive Council reviewed the governance documents they realized that the Presidents of Staff Council, Student Council and Graduate Council had inadvertently been excluded from notifications of the meetings over the last few years and that each was considered a non-voting member of the Senate.

Faculty Senate met September 8, 2017. The next meeting is scheduled for October 13, 2017.

- Dr. Bonner provided an update on legislative appropriations, current enrollment numbers, and comparative data regarding incoming freshman ACT scores.
- Dr. Bourgeois provided an update on the students affected by Hurricanes Harvey & Irma, the MSU Student Relief Fund, Title IV, DACA, ROTC and military students, as well as information about students on academic suspension.
- Dr. Bruce provided an update on the graduate student enrollment compared to historical data and discussed modification to policies related to the maintenance of enrollment in the final semester after the dissertation defense and the removal of the participant status for graduate faculty.
- Other relevant business: Faculty Senate is currently reviewing university committees to make certain that faculty are represented on all of the necessary committees.

Information Technology Council: The IT Council met on September 5. The next meeting is scheduled for October 3, 2017.

- Update: Old Main Academic – two rooms with video conference capabilities. All classrooms have lecterns/technology that is supported by ITS. The Wayfinder monitors only have video capabilities currently. The Auditorium has some audio issues because the room transitions between one large lecture hall for M-W-F classes and two medium sized rooms for T-TH classes.
- Other Classroom upgrades – Two classrooms in Swalm (room 140 & 200) will be updated after final exams this semester.
- Duo – Two Factor Authentication – Currently have 837 employees enrolled. All 2700 users who have category one data access will begin to get nag screens mid-October reminding them to sign up. This is an important transition for MSU employees and will help to reduce ability for cyber thieves to steal paychecks, etc. PDRCDUO is the new BANNER report that business managers can run to see who is signed up in their departments.
- A recent Phishing attempt was very successful at gaining MSU login and password information. On the first day of the attack, 249 students and 13 faculty/staff were affected. The second day 37 students and 1 faculty/staff. The attempt was an exact duplicate of the Exchange page, except the URL was different, and because the originating email address was a MSU address it was not caught as quickly.
- CANVAS visit to MSU campus on August 25. So far, the survey is leaning strongly toward CANVAS as opposed to a new contract with Blackboard.
- Faculty online evaluations will be piloted this semester by two departments, Poultry and Food Science. MSU is the last SEC school to utilized paper forms for this process. The online forms will be open for students to complete during the last three weeks of class and results will be sent to the faculty member after finals are complete.

Master Plan and Development Advisory Committee Meeting: August meeting canceled. MPDAC will meet September 14. The next meeting is scheduled for October 12 and Heather Andrews will attend that meeting as the SC Representative.

Mississippi Association of Staff Council Organizations (MASCO): The fall meeting is scheduled for November 7, 2017 at MUW. Susan, Jason, and Heather will be attending for MSU.

President's Committee on Planning: No meeting.

President's Executive Council Meeting: The committee met on August 28. The next meeting is scheduled for September 25, 2017.

- AOP 12.20 Undergraduate Academic Forgiveness – Approved.
- AOP 13.02 Selection of William L. Giles Distinguished Professors – Approved with a change (5 years to 10 years) to the number of years employment at MSU needed for award eligibility.
- AOP 13.03 Faculty Responsibilities in Instruction and Curriculum – Approved with minor change.
- AOP 13.04 Attendance at Classes: Teaching Faculty – Rescinded. The AOP is redundant, covered in AOP 13.03.
- AOP 13.23 Faculty Workload – The request was made to strike a paragraph. After discussion, this AOP was tabled for further discussion in Faculty Senate.
- OP 80.12 Distribution of Recovered Facilities and Administrative Costs – approved, no changes, new signatures.
- OP 91.109 Dissent, Disruption, and Academic Freedom – the language was combined into OP 91.304 and this OP rescinded.
- OP 91.304 Free Speech and Assembly – approved with the added language from OP 91.109.
- OP 91.311 Electronic Safety and Security – tabled/removed from consideration.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

Fall Jacket Sales: Jason presented the jacket executive council selected for the sale. The entire council would usually select from several options, but due to time restraints, the executive council made the decision. Seven hundred fifty (750) jackets have been ordered. Jason advised that the price point for the jacket sale would be around \$30.00. The jackets should be in by September 26 and stored at the Sanderson Center. Volunteers will be needed to sort jackets. Jacket sales are scheduled for September 29 and November 1 at Bost. Staff will have the option to pay by credit card this year.

Staff Council Day in Meridian: Staff Council is meeting on the MSU campus in

Meridian on October 11 at 10:00 am. In conjunction with the meeting, there will be a mini staff appreciation day, to include an ice cream social and door prizes. Staff are invited to tour the Meridian campus at 1:30pm. Extension employees from counties surrounding Meridian are invited to attend. Staff will depart from the Palmeiro Center parking lot at 7:30 am. Ronnie White will provide transportation. MSU/Extension employees that are driving down separately will have a parking pass to park. Contact Kelly Lasalle for more information.

Speakers: Jason announced that MSU women's basketball coach, Vic Schaefer will be our guest speaker for the November meeting.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- An inventory of committees on campus is being conducted. Goal is to ensure that there is SC representation on each committee.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

- Kylie advised that four nominations for BullyWatch came in this morning. The BullyWatch winner for August, Faye Smith, was appreciative and excited about her nomination and win. Kylie sent an email regarding the Homecoming Jacket Sale. She has also updated the flyer for the October meeting in Meridian. The SC website is continuing to be updated/rearranged as needed. Bully Watch winners will now be posted on the website.

OLD BUSINESS

- Jason recapped the August 10 ice cream social at Barnes and Nobles. He was very pleased with the staff attendance, the location of the event, and the door prizes. Suggested hosting the ice cream social at Barnes and Nobles again next year.
- Midge Davis, chair of the ad hoc committee to review survey results, requested that SC address the concerns that were mentioned. The most common concerns to staff are parking, raises and benefits. Susan Brooks proposed hosting an information session to address these concerns and have representatives from different department's address staff.
- Kenneth Graves voiced a concern from a retired faculty senate member regarding the raising of parking fees and the lack of raises. Ronnie White addressed the concern stating that parking will continue to rise for the next two years with the increase going toward a 500 space parking garage.
- Heather Andrews is representing SC on the ITS/CIO search committee. She reported that the committee met in August and have four applications for review to date.
- Susan reminded council to review website for member information accuracy and also asked that each member check for j drive access.

NEW BUSINESS

- Susan Brooks asked the council to review survey results passed out by Midge, and make suggestions on various ways to address staff concerns. She asked that she or Kelly be emailed suggestions to be discussed at next executive council meeting.

STANDING COMMITTEE REPORTS

Athletic Council – Meeting set for September 14, 2017

Calendar Committee – No meeting.

Community Engagement Committee – Meeting set for September 19.

Conflict of Interest – No meeting.

Dining Advisory Committee – Meeting set for September 13.

Employee Benefits Committee – No meeting. Darrell Easley reminded the council about open enrollment in October and that September 28 is Benefits Day in the Union ballroom. Benefit vendors will be present.

Health and Wellness – No meeting.

Instructional Technology Advisory Committee – Motion made to make a proposal to administration to move from blackboard usage to canvas. Plan to make the transition within a year. Survey shows canvas is easier to use. The committee was given a comprehensive list of technology needs. Fourteen classrooms were identified as critical and in need of a complete overhaul.

Parking and Traffic Regulations Committee – Wise Center parking continues to be an issue. Students are asked to use the shuttle more. However, students have voiced that do not feel as though using the shuttle system ensures they get to class on time. Discussions to find solutions continue. Garner Hall has 18 available pay station spaces. Permit parking for staff has been limited by this. Jeremiah is checking to ensure those spaces are being used. Discussion tabled.

Performing Arts Committee – No meeting.

President's Commission on Status of Minorities – No meeting

President's Commission on Status of Women – Visiting Scholars on MSU Campus hosted by the Center for Diversity and Inclusion. Gender Studies will be hosting a Feminist Fest in November. More information to follow. Currently eleven lactation rooms on campus. Discussion if PCSW should pay for these or individual departments.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – This committee will meet again in November/December.

Special Events and Game Day Committee – Meeting set for September 13.

Sustainability Committee – No meeting.

Traffic Appeals Committee – 12 appeals were reviewed.

Work Life Balance Committee – Committee met September 7.

The committee members discussed the following:

- Childcare- this issue has been on the agenda for WLB for several years and will remain. The current plan to construct a childcare facility in the old Aiken Village area will be an important topic for the WLB committee. Concern was expressed by David Hoffman that without the Head Start component, diversity in the center does not reflect the campus community. The committee agreed this is certainly an important aspect in planning a new facility. The WLB committee can be instrumental in advocating for opportunities for more diversity in the population served.
- Elder Care- This issue has been discussed at previous meetings and remains an important topic to address. In an effort for the committee to gain more insight into the resources available to the campus community and community at-large, Julie Parker will invite Dr. Joe Wilmoth to share with the committee about his work in gerontology and community resources.
- After-school care- the issue of after-school care, much like overall childcare, is an important WLB topic. In considering our position for the future development of Aiken Village, we may want to consider advocating for additional space that would include after school care. The WLB committee discussed the amenities that the campus community may offer to after schoolchildren (e.g., instruction in foreign language, music, etc.). When the Partnership School is finished, it may lend an opportunity to establish afterschool care and programming.
- Online Education- Kim Thomas suggested the WLB committee provide information or links to the Distant Education Department in an effort to promote opportunities for employees to advance careers and or personal growth.
- Faculty Lounge- Discussions regarding a faculty lounge on or near campus have occurred in other committee groups. The WLB committee supports discussions regarding a lounge space for faculty/staff.

Campus Events Reported:

- Kim Thomas reported the HR Benefits Day would be September 28 in the Union from 9-4. Benefits Day will include focused workshops on specific benefits in an effort to provide information leading up to open enrollment in October.
- There is a new telemedicine benefit. More information can be found on the HR webpage under *Know Your Benefits*.

JuLeigh Baker reported the following events sponsored by the Department of Health Promotion and Wellness:

- Genetic testing is now available for state employees
- The Mothering Rooms across campus have been upgraded with a grant from OCH.
- Prescription drug take back program will be held on campus September 18 on the Drill Field from 9:30 – 2:30.
- The Department of Health Promotions and Wellness will again collaborate with BCBS to sponsor the Healthy Dawgs program for faculty, staff, and students. The focus this year will be on increasing physical activity and healthy nutrition. The Fun Run will be April 14, 2018.

Hannah Owens reported that the posting of the Employee Discounts webpage was approved. WLB will start gathering information from local businesses and posting them. Staff Council can then link to this page from their website.

Meeting adjourned at 12:00 p.m.

Next scheduled meeting: Wednesday, October 11, 2017 at 10:00 a.m.
MSU, Meridian Campus

Respectfully submitted,
Leigh Stewart, Staff Council Secretary, September 21, 2017