

**Mississippi State University  
Staff Council Meeting Minutes**

November 11, 2015 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews*	P Mary Dikes	P Leslie Lloyd
A Tina Brock	P Debbie Dunaway*	P Marc Measells
P Susan Brooks	P Darrell Easley	P Mashala Pulliam
P Amy Burchfield	P Kylie Forrester	P Juli Rester
P Hannah Burnett	P Tamara Gibson*	P Toni Roberson
P Jennifer Burns	P Nick Gordon*	P Avent Vanhorn
P Scott Cagle	P Kenneth Graves	P Dan Whatley*
P Doug Carpenter*	P Jeffrey Guess	P Tiffany Williams
P Midge Davis	P Shauncey Hill	P Kelly LaSalle

*\*Executive Board*

**The meeting ended at 11:05 a.m. The remainder of the meeting was an informal talk and discussion with Dr. Mark Keenum, MSU President.**

**APPROVAL OF MINUTES:** The October 14, 2015 minutes were approved as submitted (motion by Nick Gordon and seconded by Amy Burchfield). Please submit any corrections through email.

**FINANCIAL REPORT:** The October 31, 2015 financial reports were distributed. The reports were approved as submitted (motion by Mary Dikes and seconded by Marc Measells).

**CHAIR'S REPORT (Tamara Gibson): [The agenda of all action items is attached]**

- Educational Achievement Program Salary Adjustments were approved by the President and Vice Presidents on Monday, October 26, 2015.
  - The adjustments will start July 1, 2015.
- Status of the Tuition Remission Policy Changes
  - Judy will set up a meeting with the benefits committee and general counsel. She will update staff council once the meetings take place.
- Executive Council:
  - There was a submission for policy change for external employment consulting.
    - There are two Mississippi State University policies currently related to this.
    - Dr. Bohach suggested the policy to be revised to the university wide policy.
    - There are a few issues with the current policy including that consultant activities are restricted to faculty only. However, it was modified, so staff will also be allowed to do consulting.
    - It was recommended that this policy falls into a HRM policy rather than an operating policy they were suggesting.
    - Amy Tuck also inquired about a \$5000 cap on earnings from outside employment. This only applies to vendors or contractors.

- The policy will be revised and presented at next meeting for review and/or approval. Until then, the current policy is still in place.
  - Separation of Employment
    - A checklist will be created for employees leaving and transferring from Mississippi State University.
    - Specific wording was modified to “... appropriate for removal of technical access.”
    - Leaving employees will also be asked to turn in their parking pass when they leave MSU.
    - Staff Council suggested that there is a need for better communication between the university and the leaving employee.
  - The Research Engineers new policy was approved by the Executive Council.
    - This will not be considered a faculty position.
  - The Rotunda in the new Classroom Building will be named after Robert E. Wolverton, a staff member at Mississippi State.
    - Approved by Executive Council
- Housing Appeals: No appeals were submitted
- Information Technology Council – *Tamara missed October meeting. Tamara will add notes from the meeting to the minutes.*
  - Notes from the October 6<sup>th</sup> ITC Meeting taken from the minutes:
    - There is a new Guide to IT Services for Faculty and Staff which includes a quick reference list for new employees. The next guide to be processed will be for students.
    - MSU bandwidth was increased by 25% with no price increase thanks to a 25% reduction in commodity internet bandwidth pricing from AT&T.
    - The number of comprised email accounts continues to grow. ITS has a report called Top Talker that detects large amounts of data being sent and received. This report will alert ITS that someone has given their username and password out.
    - The August 27<sup>th</sup> incident was discussed. An RFP is being solicited to bring in a security consulting firm. Questions regarding the timing of text messages received by Maroon Alerts and why they are not all received at the same time were addressed.
    - IT purchases involves approval by the state IT department. Submissions should be made early to get it processed in time.
    - Cyber Security Awareness is the week of October 26<sup>th</sup>. The email address is [www.infosecurity.msstate.edu](http://www.infosecurity.msstate.edu)
    - Windows 10 has not been certified yet for use with all university software. The ITS website has a list of software that has/has not been certified for use.
    - Kevin Edelblute provided an overview of the Payment Card Industry Data Security Standards (PCI DSS). Currently working with Campus Guard to develop procedures, revamp policies and implement training. The consequences of not being compliant are huge financials penalties and MSU’s credit card privileges can be revoked.

- All employees now have one email address since the Exchange conversion. Mike suggested that the myBANNER page needs to be modified so that the email address is not typed and the system will only display the employee's valid MSU email addresses. No other email address should be acceptable. The committee agreed Mike should move forward with this proposal.
- Notes from the ITC meeting on November 3, 2015:
  - There were a couple of reasons people did not receive Maroon Alerts messages:
    - Phone numbers on the "Do Not Call" list will not receive messages.
    - Those with delinquent accounts will also not receive messages.
    - C- Spire blocked premium text messages to approximately 30 people. ITC reached out to them, and the problem was resolved.
    - Affiliates can now get Maroon Alerts messages.
  - The employee email format will be changing as of November 6, 2015. You will now be able to access the portal to choose available information in the directory.
  - The chair approval is no longer necessary for SSN request forms.
  - ITS training
    - All employees will be required to recomplete training every 2 years.
    - Starting November 16, employees will receive an email if training is necessary this year.
- Master Planning- Did not meet
- President's Committee on Planning- Did not meet
- Alumni Board
  - Tamara was asked to work the pregame tailgate this Saturday, Nov. 14th.
  - The Alumni Board will not be meeting until February.
- Anti-Bullying Committee – Meeting on December 4 to discuss creating a new policy

### **STANDING COMMITTEE REPORTS**

- **Athletic Council (Dan Whatley)** – Met in October
  - The first basketball game of the year was held Friday.
  - Student Conference Committee
    - Students will no longer be accepted into Mississippi State University if conduct issues arose at previous school.
  - MSU tests athletes once a year for street drugs. SEC only tests athletes for enhancement performance drugs.
  - Ben Howland
    - New head coach for MSU basketball team
    - He expressed gratitude towards Mississippi State University and reasons he chose this university to coach.
  - Bulldog Club
    - 24 board members
    - 11,500 members
    - Received \$26 million dollars in gifts last year

- **Calendar Committee (Susan Brooks)** – No report
- **Community Engagement Committee (Tina Brock)** – No report (Tina absent)
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee (Jennifer Burns)** – No report
- **Diversity Committee (Shauncey Hill)** –
  - Took suggestions to Dr. Gilbert
- **Employee Benefits Committee (Mary Dikes)** – Susan will email notes from the meeting
- **Financial Aid Appeals Committee (Juli Rester)** – No report
  - Dr. Gilbert checked in on committee.
  - The committee discussed inclusion of more faculty members on the committee to provide insight for academically related factors.
  - An orientation will be given to new committee members.
- **Game Day (Kenneth Graves)** –
  - SEC Nation
    - The street next to Dorman will be closed starting tonight for SEC Nation.
  - Some gates will be open to allow for better accommodations for traffic.
- **Health & Wellness Committee (Amy Burchfield)** – No report
- **Instructional Technology Advisory Committee (Darrell Easley)** – No report
- **President’s Commission on the Status of Minorities (Toni Roberson)** – Met on November 10
  - The Diversity Snapshot
    - Will take place November 16- 20 for students
    - Students will submit a video of themselves stepping out of their comfort zone
    - Prizes will be given for the most creative videos
  - Diversity Conference
    - Still in the planning stages. A date has not been set yet.
- **President’s Commission on the Status of Women (Blair Wilson)** –
  - Healthy Samples and Recipes
    - Will take place on the Drill Field from 11-1 pm today
  - Lactation rooms
    - Committee will meet with Dr. Hyatt to begin discussion of inclusion.
- **Recreation Advisory Committee (Scott Cagle)** – No report
- **Traffic Appeals Committee (Doug Carpenter)** – Had ~~thirteen~~ eighteen (18) appeals this month.
  - 2 - OT parking
  - 7 - no permits
  - 3 - staff out of zone
  - 3 - side walk parking
  - 2 - speeding
  - 1 - non-designated area
- **Traffic Policy Committee (Hannah Burnett)** – No report

- **Work-Life Balance Committee (Midge Davis)** – No report

### **COUNCIL COMMITTEE REPORTS**

#### **Events Committee (Doug Carpenter)** –

- Many shirts were sold raising a lot of money.
- The committee is still planning the event in February.

#### **Policy and Procedures Committee (Dan Whatley)** - No report

#### **Communications (Debbie Dunaway)** – Report was given by Darrell Easley

- BullyWatch
  - Kylie is working with ITS to include a simple nomination form on the website.
  - Darrell is working with public affairs to get an image for the program.
  - The program budget was approved, so the winner and nominator will both receive a \$25 gift card.
  - The budget also allows for a gift to the overall monthly winner drawing at Staff Appreciation Day.
  - The program is set to start in January.

### **OLD BUSINESS:**

- Active Health Presentation: The Low Down on Diabetes, Presenter is Patricia Heflin Kelly made arrangements.
  - November 9<sup>th</sup>, Room 115 at the Franklin Center from 12-1 p.m.
  - The event was successful.
- The proposal from Dr. Shaw to develop a new job category, Research Engineer, was approved by the MSU Executive Council, October 26, 2015

### **NEW BUSINESS:**

- Feedback from meeting with Roxanne Raven, Vice President of Student Association, regarding smoke- free campus legislation
  - A motion was made to take a vote in favor of supporting a smoke free campus at Mississippi State University (motion by Doug Carpenter and seconded by Juli Rester)
  - The vote was unanimous ~~A unanimous vote was taken~~ in favor of supporting a smoke free campus at Mississippi State University.
- Christmas celebration will be held at the December 9<sup>th</sup> meeting
  - Bring your favorite dish

### **MEETING ADJOURNED.**

**Next scheduled meeting:** Wednesday, December 9, 2015, 10:30 a.m.  
Sanderson Center Conference Room

Respectfully submitted,  
Heather Andrews, Staff Council Secretary, November 17, 2015