

**Mississippi State University
Staff Council Meeting Minutes**

October 14, 2015 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

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

****Executive Board***

APPROVAL OF MINUTES: The September 9, 2015 minutes were approved as submitted (motion by Tina Brock and seconded by Mary Dikes). Please submit any corrections through email.

FINANCIAL REPORT: The September 30, 2015 financial reports (balance \$14,539.10) were distributed. The reports were approved as submitted (motion by Toni Roberson and seconded by Tina Brock).

CHAIR'S REPORT (Tamara Gibson):

- Executive Council: The Executive Council meeting was cancelled in September. It is scheduled to meet on October 26th.
- Housing Appeals:
 - One housing appeal was submitted through email requesting a lease extension until April 30th. The resident has been residing there for a year and has not yet sold his previous house. He is also having a hard time finding a new house in the area.
 - The committee weighed the situation to see if anyone else requested the house, and the extension was granted. The resident will have an additional cost for the extension.
- Information Technology and Security Council: No report.
- Master Planning: The Design Review Committee reviewed the action plans below:
 - Weir Warner Allen Architecture Firm presented plans for the Dudy Noble Field Renovations. This project is set to a \$40 M budget. There will be condominiums in the Left Lounge. The stadium is expected to seat up to 6500 people.
 - The motion was made for the project concept to be approved.
 - Pi Kappa Tau DRC
 - Classroom building

- This is the building behind the post office. It will become the largest building on campus. It is expected to be finished in March but will more likely finish in May. The proposed finished date is due in November for class scheduling.
 - The Mill Hotel completion date is still unknown.
 - Fresh Foods was open on time.
 - Signs will be placed out to direct student walking traffic at Fresh Foods.
 - Roberts Building is starting in October.
 - YMCA will start in May.
 - It will be an eighteen month project.
 - BSU has no updates, but it may be ready in January.
 - Library Addition
 - Enormous crane is up. They built a long canopy to protect students walking. They are working on installing lights.
 - Dr. Ryan mentioned a safety issue regarding the parking lot across from Etheridge. A flashing yellow light was installed for walking traffic. Eventually more will have to be done.
 - Tennis Stadium Renovations
 - Renovations are finishing up. January 31st is the expected completion date.
 - Carpenter Hall added a new fire escape and, the bench between George & YMCA was cleaned.
- Alumni Board: Met on October 9th.
 - Five new members were added to the board.
 - Tamara was assigned to the alumni engagement and membership committee.
 - She went to the meeting where they discussed ways to increase membership in alumni association. They realized there was not definite benefits to point out to people to why they should join. They are continuing to look for ways to attract graduates for future memberships. The membership is based on giving.
 - The committee also discussed ways to identify alumni at “alumni only” events.
 - There are currently 39,705 current members in the MSU Alumni Association, but they are wanting it to increase to 46,000 this next year.
 - Since 2010, the Foundation has raised \$560 million of the \$600 million goal. They may extend this goal for a couple of more years to try to become the first Mississippi school to raise \$1 billion in giving.
 - The #1 source of revenue for Alumni Association is the purchasing of car tags.
 - According to the bylaws, employees of MSU can no longer be voting board members. Employees will be changed to nonvoting members in the February meeting.
 - Dr. Keenum and Scott Stricklin spoke at the dinner.
- Executive Council:
 - Executive Council suggested to invite Dr. Keenum to do a Power Talk for staff council. They are hoping to have him speak in November or December.

STANDING COMMITTEE REPORTS

- **Athletic Council (Dan Whatley)** – Dan Whatley was absent, but Marc Measells presented information.
 - The athletic GPA for the spring was a 2.99. This is the highest it has ever been.
 - Christine Jackson is now the director of academic athletics.
 - Cost attendance for full head count sports
 - Athletes will receive an additional \$5,154 over ten months to cover cost of living
 - Student Athlete Money Management
 - Dave Ramsey college edition program titled Maroon Money Management
 - It will start in the spring and be attended once a month by athletes.
 - Scott Stricklin stated that the first home footballs games went very well. The traffic issues are currently being looked at.
 - Discussion on Satellite Camps
 - Satellite Campus were designed for colleges to come together to watch the game.
 - SEC has problem with this because of the competitive nature of the schools. However, SEC supports our approach.
 - Construction is going well for softball and golf facilities.
 - There was discussion about consolidating budgets between the Bulldog Club and Athletics. This is a total of \$88 M.
 - For the first time ever, there is no student fee or university support. We are the only school in the State like this. Money is coming from ticket sales, private donations, sponsorships, and the SEC network.
- **Calendar Committee (Susan Brooks)** – No report
- **Community Engagement Committee (Tina Brock)** – Will meet on October 20.
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee (Jennifer Burns)** –
 - Several game day dining schedules were approved through email.
- **Diversity Committee (Shauncey Hill)** – No report
- **Employee Benefits Committee (Mary Dikes)** – No report
- **Financial Aid Appeals Committee (Juli Rester)** – No report (Juli absent)
- **Game Day (Kenneth Graves)** – No report (Ken absent)
- **Health & Wellness Committee (Amy Burchfield)** – No report
- **Instructional Technology Advisory Committee (Darrell Easley)** – Met on January 22
 - The committee looked at classes that needed technology. They recommended technology should go into 6 large classrooms and 6 smaller classrooms.
- **President's Commission on the Status of Minorities (Toni Roberson)** –
 - Planning a project this year and hoping to partner with the President's Commission on the Status of Women.
- **President's Commission on the Status of Women (Blair Wilson)** – No meet

- The committee discussed events for planning in the fall and spring.
 - Hoping to plan a destressing event in the spring and partner with women athletes.
- There was a lot of discussion on lactation rooms and the legality of them.
- Dr. Holmes's 50th anniversary is tomorrow.
- Women in Leadership Conference is coming up on October 21st
- **Recreation Advisory Committee (Scott Cagle)** – No report
- **Traffic Appeals Committee (Doug Carpenter)** – Had thirteen (13) appeals this month.
 - 3 staff out of zone
 - 4 no permit
 - 1 overtime parking
 - 4 speeding
 - 1 non designated lines

Traffic Policy Committee (Hannah Burnett) – No report

Work-Life Balance Committee (Midge Davis) – Met on September 24th

- Staff should have received report through email. They will run it through race and gender specifications. 31% of employees have responded so far.
 - Committee discussed implementation of a Walking Club
 - Concern was addressed regarding pool hours in the Sanderson.
 - Child Care in the area was discussed. There are very few openings in child care facilities in the Starkville area.

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) –

- The t- shirt sale had a very successful turnout. \$2,300 total sales in pre-orders and \$4,000 total sales at Bost. Looking to sell 167 shirts to break even. Jackets sold out fast.
 - \$1 (small, medium & large) and \$5 (small and medium) shirts are still available in addition to all sizes of the long sleeve.
 - Feedback: There was small group that did not like STAFF across the back. Overall, people have liked them. However, the ice-cream was not too big of a hit.
- Mary, Nick, Jeffery, and Tony are scheduled to work from 11-12 tomorrow.
- Nick, Dan, Tony and Kylie are scheduled to work from 12-1 tomorrow.
- Hannah, Mark and Darrell are scheduled to work from 1-2 tomorrow. Doug and Kelly will also be there.
- The Ad Hoc Committee will meet to get started on planning events before December.
- Brett has verbally committed to Staff Appreciation Day.

Policy and Procedures Committee (Dan Whatley)- Dan was absent, but Tamara Gibson presented information.

- Tamara forwarded the recommendation letter that was discussed regarding academic achievements. It will be shared with Dr. Gilbert and will be presented to the vice presidents

at the upcoming meeting. Since it is a procedure, she can ask for feedback and approval from Vice Presidents. Tamara will follow up with Judy.

- Judy responded to the Tuition Remission letter. On the issue of increasing the hours per semester, the request could not be made due to a board policy limiting the hours to six. At that time, general council was going to follow up with the board to get approval of the increase. Tamara will check with her again to see if she was able to obtain any information. On the issue of allowing one class without making up leave time, the matter was presented to the Benefits Committee. Because tuition remission is a benefit, they were asked to weigh in on any changes. The committee took it back to their staff and did not get support. The consensus was that it is hard to replace employees that are out during the day causing others to pick up slack. There was also a discussion regarding benefit to all staff members and complaints. At that time, a report was obtained but the times of classes could not distinguished. Judy is willing to forward the recommendation back through if necessary. Staff Council agreed to forward it again.

Communications (Debbie Dunaway)

- The Ad Hoc committee met yesterday. The committee discussed Bully's Best Tip line for great acts for staff recognition. They discussed potential rules and regulations of the program. Nominees would be listed on Facebook page and a random number generator will be used to pick one of the nominees. A gift card will be given to the staff member picked. The committee also suggested getting all twelve winners together in the junction and having a grand prize. They are hoping to start the program in January.
- If you have a recommendation for another name to call it, let us know by Monday. Kylie also asked that staff council share the fb page to catch attention of staff. The committee is still looking at ways to better advertise.

OLD BUSINESS:

- Active Health Presentation: The Low Down on Diabetes, Presenter is Patricia Heflin Kelly made arrangements.
 - November 9th, Room 115 at the Franklin Center from 12-1 p.m.
 - Send a flyer/ postcard to all staff (Comm. Committee)
 - Postcards \$.03 per address, \$105 to mail all.
 - Decided that an email will be sent out for the Active Health Presentation, but will look into mailing something out for the Panel.
 - Volunteers are needed to work the event.
 - Kelly will send a doodle poll soon.

NEW BUSINESS:

- Email from Student Association Senate about the possibility of initiating non- smoking legislature within Senate
 - Tamara responded to her email stating staff council had already addressed this issue. She provided a link to website where the policy was presented.
 - Tamara spoke with JoJo Dodd at a meeting Friday. He provided clarification that SA Senate is hoping to include a non- smoking legislation. Staff Council's proposal is only tobacco free. JoJo will come to meeting to talk about specific details.

- Doug had someone approach him at t- shirt sale supporting a non-smoking campus.
- Proposal from Dr. Shaw to develop a new job category, Research Engineer will be presented to Executive Council for October 26th by executive board for members.
 - Staff Council Executive Board agreed on the proposal, 10/6/15
 - Jennifer asked if we should provide Research Associate promotion information that was approved earlier.
 - Staff Council is in agreeance with the proposal and to share other recommendation as suggestion
 - The motion was made by Amy and seconded by Toni.
- Program planning for the Staff Development Panel
 - Focus on professionalism and communication
 - Select panelists from SC members and division administrators
 - Target date & location: December 14-16
 - CAVS is available (holds 60):
 - 14th – 8am- 3pm
 - 15th – All Day
 - 16th – 8 am – 3 pm
 - 45- 60 minutes of moderated questions; 30 minutes of Q&A
 - Information reception to follow
- Guests for Staff Council Meetings will be limited to 15 minutes from now on.
- Scott Cagle
 - Next Friday in Chickasaw County will be an event benefiting TK Martin
 - Express yourself artist will be there
 - Dogs for Dogs – Benefiting retired service dogs
 - Raise money to cover additional medical cost for service dogs.
 - Inspired for Max, the current dog for the State of MS.
 - Tamara asked Scott to create an outline of information.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, November 11, 2015, 10:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,
Heather Andrews, Staff Council Secretary, October 22, 2015