

**Mississippi State University Staff  
Council Meeting Minutes**

April 10, 2019 @ 10:30 a.m.  
Sanderson Center Conference Room

**ATTENDANCE: (P) = Present (A) = Absent Attendance information not available at time of minutes**

Amy Adkerson*	Nathan Gregory*	Leigh Stewart
Caleb Alford	Jan High	Jessica Thornton
Heather Andrews*	Angela Hill	Jason Townsend*
Zac Ashmore	Kelly LaSalle	Ronnie White
Amanda Baine	Paul McKinney	Tiffney Williams
Susan Brooks*	Suzanne Parker	Lynn Wyman
Julie Burt	Kenner Patton	
Austin Dillard	Chris Pulliam	
Tamara Gibson	Mashala Pulliam	<b>*Executive Board</b>
Stephanie Green	Yvett Roby	
Savannah Greenlee	Anna Sparks	

**APPROVAL OF MINUTES:** The minutes from the March 2019 meeting were not available at the April meeting.

**FINANCE REPORT:** The March financial reports were not available at the April meeting.

**Guest Speaker:** The Council did not have a guest speaker for the April meeting due to the need to have ample time to discuss Staff Appreciation Week.

**CHAIR'S REPORT (Susan Brooks)**

**The Alumni Association National Board** – Nothing new to report.

**Blue Cross & Blue Shield of MS Foundation** – Nothing new to report.

**The Faculty Housing Appeals Committee** – No appeals.

**Faculty Senate** – No report. The Senate will meet on April 12.

**Information Technology Council** – No report.

**Master Plan and Develop Advisory Committee** – Meeting was canceled.

**President's Committee on Planning** – The final version of the strategic plan is now with Dr. Keenum. Staff Council members have received the document via email.

**President's Executive Council** – No meeting.

## **VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)**

### Staff appreciation week notes

- A flyer noting the week's events is under development by OPA.
- SAW will feature discounts from Juva, Subway, Sanderson & B&N.
- Power Chat has been renamed "Healthier You"

### Staff Appreciation Day notes

- A walk-through of the set up has been done. Adding three 20x20 tents. Hope to be able to create some shade for the band on stage. Will work on some adjustments to Bingo, and some new games have been ordered.
- Menu is set: brisket, hot dogs, baked beans, potato casserole, macaroni salad, roll. Drinks are ordered, as well as ice cream and snow cones. Hot dogs will be moved closer to the buffet line.
- Staff will receive 3 tickets: meal, hot dog, door prize.
- All council members need to be working to collect door prizes around town. Ask departments in your divisions also. Volunteers will be needed for shopping/sorting prizes
- Newell Grissom is the bad weather back up plan. Tarp and stage will be in place from a graduation the previous night.

### Zacharias Awards

- The Application is online. Mrs. Zacharias cannot attend the event this year. Deadline to apply is April 19. Committee will meet on April 23 to get instructions.
- Ruberic has been revised to address some issues and to suggest that examples be given. Committee will separate into two groups. One will review support/trade apps; the other will review professional apps.
- Everyone should encourage nominations in your areas.

T-shirts will be sold May 10 and May 15 in the Bost Breezeway, from 11 to 1 p.m.

Assignments for SAD will be made at the May 8 SC general meeting.

## **POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)**

- No updates on stages for advancement. PPC is talking to Darrell Easley about the feasibility of staff doing supervisor evaluations.

## **COMMUNICATIONS COMMITTEE (Nathan Gregory)**

- Social media can be used to promote SAW and give prizes. Daily trivia, "like & share," FB Live for the Healthier You chats.

## **AWARDS & SCHOLARSHIPS COMMITTEE (Amy Adkerson)**

- Deadline for summer scholarship awards is July 5.

## **ONGOING BUSINESS**

- Support Staff Conference – Dec. 17, 2019 in Old Main Academic Center. SC and HRM working jointly.
- Staff Satisfaction Survey Subcommittee - 10 prizes were given. Data analysis has not taken place

- Member nominations/interviews
  - o Susan will send a reminder to division heads that nominees are needed.
- Search Committees
  - o Provost & Executive VP – 10 airport interviews will be conducted and 3-4 finalists will have on-campus interviews.
  - o Associate Dean of the Grad School – 2 oncampus interviews
  - o Chief HR Officer – Description has been finalized. Meeting May 22 to review applications. On campus interviews will be held after the new Provost is chosen.

## **NEW BUSINESS**

In new business, Chairman Brooks led a discussion on the Officers slate. It was noted that handling all events is too much for the Vice Chair to take on in addition to the typical vice chair duties. It was proposed to split the position into two separate roles. SC members were asked to vote “yes” if they agree with splitting the position and “no” if they do not agree.

Also on the ballot were two names for vice chair: Zac Ashmore and Anna Sparks. Members were permitted to write in additional names for Chair or Vice Chair on the ballot. Amy Adkerson has agreed to remain in the role of recording secretary.

## **STANDING COMMITTEE REPORTS**

Athletic Council – No report available.

Calendar Committee – NO meeting

Community Engagement Committee – Met on 4/2. Carnegie application is due on April 15.

Conflict of Interest – no meeting

Dining Advisory Committee – no meeting

Employee Benefits Committee - no meeting

Health and Wellness – no meeting

Instructional Technology Advisory Committee – no meeting

Parking and Traffic Regulations Committee- Reviewed two requests for Visitor exceptions. These were received from the Welcome Center and Admissions. Both requests were denied.

Performing Arts Committee – no report.

President’s Commission on Status of Minorities – no report.

President’s Commission on Status of Women – Met March. This group will be restructured into a

Diversity committee.

Recreational Advisory Committee – no meeting.

Satisfactory Academic Progress Committee – Appeals are done for now.

Special Events and Game Day Committee – Met via email to vote on whether to allow Athletic Marketing to set up a “fan zone” near the stadium on SBW.

Sustainability Committee – met on March 27. Adding 12 solar panels to the new Engineering building and LED lighting to Perry cafeteria. Looking into solar partnerships. Preparing for Earth Week later in the month.

Traffic Appeals Committee – no meeting

Work Life Balance Committee – no report

**Meeting adjourned at 12:00 p.m. Next scheduled meeting: Wednesday, May 8, 2019.**

Respectfully submitted,  
Amy Adkerson, Staff Council Secretary