

**Mississippi State University Staff
Council Meeting Minutes**

January 9, 2019 @ 10:30 a.m.
Sanderson Center Conference Room

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

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

APPROVAL OF MINUTES: The minutes from the December 2018 meeting were approved. Motion to approve by Jason Townsend and seconded by Nathan Gregory.

FINANCE REPORT: The December financial reports were reviewed. MSU balance was \$16,854.32 and Foundation balance was \$13,288.78. The Scholarship fund currently shows \$32,181.12. Motion to approve by Leigh Stewart and seconded by Lynn Wyman.

Guest Speaker: Patricia Helfin, an onsite health coach with Active Health, delivered the program this month. She shared with the group about benefits all are eligible for under Active Health, as a result of having the Mississippi state employee insurance. These include lifestyle coaching for weight loss and tobacco cessation, disease management coaching provided by registered nurses, maternity management, and an onsite health coach to support wellness in the workplace (group programs, presentations, health fairs, etc.) Active Health also provides numerous digital resources through its digital wellness platform. Lastly, a personal tele-medicine benefit is available, offering the ability to facetime with a physician, dietician or mental health counselor. There is a small fee per call for using this benefit.

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 – one January appeal approved.

Faculty Senate – no December meeting. Next meeting is January 11.

Information Technology Council – Jason Townsend attended for Staff Council. Items discussed included:

- The launch of Everbridge this semester
- Office 365 – integration this semester. There is no longer a SPAM folder; there is an internal SPAM blocker. Built-in virus protection. O365 is hosted in a cloud environment
- DUO – 6,000 students not enrolled. Will be blocked later in January, after registration ends.
- WebEx – 140 classrooms have been outfitted so far.
- Canvas – 6,300 sections loaded and 700 instructors trained.

Master Plan and Develop Advisory Committee – The December and January meetings were held via email for a consent vote. In December we voted to (1) send out a RFQ for engineering professionals to perform an environmental and land use assessment regarding site feasibility on the CAVS Autonomous Vehicle Test Track, (2) to table the motion regarding placement of the HAILSTATE lettering for some information by Landscape Architecture regarding the design and positioning, and (3) to approve the placement of an outdoor freezer at the Clay Lyle Building. In January the committee voted on several items related to the Music Education and Performance Facility. The vote will be finalized tomorrow regarding (1) the elimination of the service entrance onto Hardy and use of the engineering service entrance to access the parking lot and Music Building services, (2) regarding the real entrance in the grass area to ensure proper drainage which will include adjusting the elevations of the detention ponds to keep water away from the building and replacing the existing service drive with grass, (3) adjusting the ADA parking to have a sidewalk and dedicated crossing, and (4) adjusting the sidewalk from Blackjack to parallel Hardy and setting the parking lot and sidewalk back to accommodate the future widening of Hardy.

President’s Committee on Planning – Nothing new to report.

President’s Executive Council – Next meeting is scheduled for Jan. 28.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

Spring social event will be January 17 11:30-1:30 at Barnes & Noble. Event will be health-focused and sponsored by Sanderson Center. Registered attendees will receive a two-month membership to the Sanderson. Gift cards will be given as door prizes, and Barnes & Noble will offer a discount on certain items.

Staff Appreciation Week will continue the health theme. We will develop daily events that require little man-power from SC. A sign-up sheet for committees was circulated. Selling T-shirts through pre-order was discussed.

Lynn Spruill and Joe Moorhead are scheduled to be the spring speakers.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- No updates

COMMUNICATIONS COMMITTEE (Nathan Gregory)

- The Twitter handle for SC will be @msstate_staff. January newsletter will go out Jan. 10.

AWARDS & SCHOLARSHIPS COMMITTEE (Amy Adkerson)

- Committee has chosen two recipients and they will be notified this week. The deadline for summer term applications needs to be determined.

ONGOING BUSINESS

- Support Staff Conference – nothing to report.

Zacharias Staff Awards Review – sub committee will meet again soon to continue discussing rubric adjustments. Topics of particular are related to awards received and community service.

Staff Satisfaction Survey Subcommittee - No report

Strategic Plan town Hall for MSU Staff will be Jan. 16 in Fowlkes Auditorium. An open session will be held February 13 at 2 p.m. Susan asked Council members to attend a session or complete the online survey form.

NEW BUSINESS – Camp Kesem will take place Jan. 28 - Feb. 1.

STANDING COMMITTEE REPORTS

Athletic Council – next meeting set for January 16.

Calendar Committee – No meeting. Next meeting set for February 11.

Community Engagement Committee – Will meet Feb. 5. Carnegie application is due April 15.

Conflict of Interest – no meeting

Dining Advisory Committee – no meeting

Employee Benefits Committee - no meeting

Health and Wellness – no report

Instructional Technology Advisory Committee – no meeting

Parking and Traffic Regulations Committee- no report

Performing Arts Committee – no meeting.

President's Commission on Status of Minorities – Will meet on Jan. 9. Registration is open for

Diversity Conference Jan. 31 – Feb 1.

President's Commission on Status of Women – no report

Recreational Advisory Committee – no meeting. Next meeting scheduled for March.

Satisfactory Academic Progress Committee – Spring appeals are underway. Ten appeals have been handled so far.

Special Events and Game Day Committee – no report

Sustainability Committee – no report. Next meeting scheduled for January 30.

Traffic Appeals Committee – 30 new appeals have been reviewed.

Work Life Balance Committee – Chair of the committee is no longer at MSU. The Vice-chair has stepped into the leadership role.

Meeting adjourned at 11:44 a.m. Next scheduled meeting: Wednesday, February 12, 2019.

Respectfully submitted,
Amy Adkerson, Staff Council Secretary