

**Mississippi State University**

**Staff Council**

March 20, 2013

10:30 a.m.

**Present:** Amy Burchfield, Ann Carr, Allen Cooperwood,, Mary Dikes, Sherry Fisackerly, Kenneth Graves, Jane Lewis, Sam Manning, Marc Measells, Calvin Mosley, Linda Babcock, Natalie Ray, Toni Roberson, Cade Smith, Faye Smith, Angela Waller.

**Absent:** Penny French, Lisa Hearn, Sharon Hewlett, Debbie Huffman, Mandy Netadj, Jessica Northcutt, Rebekah Sparks, Adrienne Washington.

**VOTING OF NEW OFFICERS**

Discussion was made on whether or not to allow absentee motions. Further discussion was to add description to the by-laws to clarify the exact format of nomination/voting process.

Angie Waller motioned to allow the present members to vote on officers and leave the election open until Friday for members that are absent. Sherry Fisackerly second the motion. After further discussion of the by-laws, motion was withdrawn.

Angie Waller presented the process of nomination for each officer.

Cade Smith opened the floor for nominations from the floor. No nominations were made from the floor.

Each nominee was allowed to speak in regards to being nominated.

Voting will take place throughout the duration of the meeting. Ballots will be counted and reported to Casey immediately following the count.

**APPROVAL OF MINUTES**

Minutes from the February 13, 2012 meeting were approved as submitted.

**FINANCIAL REPORT**

The financial report was approved as submitted.

**CHAIR'S REPORT**

- **Staff Council Executive Council**
- **Master planning**
- **President's Committee on Planning**

- **Information Technology Council**
- **Special Events and Game Day Operations**
- **MSU Dining Advisory Group**

## **COUNCIL COMMITTEE REPORTS**

Events Committee – Natalie confirmed that the stadium has been reserved. The bookstore will not be providing a discount this year. They are providing bags. Events committee is working on Eat with Us and MSU Florist discounts. So far, the Lodge has agreed to a 10% discount and donation of bags possibly. Campus Bookmart will also allow the 10% discount.

Send a list to Bekah Sparks about anyone that has contributed to SAD as we are keeping a record for thank you notes.

Committees will have a walk-through for setup. Date pending Angie Waller. Stage will need to relocate.

Nominations for ZDA have been sent out, but the links were inactive, and the text fields were not editable. However, the website received many hits immediately. Post cards will go out next week.

Purchase of Frisbees as give aways with Staff Council Logo for purchase of Staff Council (not a part of SAD expenses) 200 frisbees for approximately \$250.

Food: Sam is waiting on Aramark's response about food. Aramark offers about \$1000-\$1500 less than all competitors. Hotdogs will be increased by 100-150. They also will be served earlier. Has contacted someone else about snow cones and cotton candy.

T-shirt design has been decided on, but University Screenprint said that it is a very popular color, so there will be a delay on the shirt. If that doesn't work, the next option is the dark heather grey. The shirt will be the soft-blend t shirt like last year.

DDD List and the VP lists have been sent in. Most have responded with the same amount or more. Angie said that she talked to Amy Tuck this morning. Due to moving from Academic Affairs, the funds might not be available in foundation for contribution.

T-shirt sale dates: May 1<sup>st</sup> 11-1 Bost breeze-way. May 2<sup>nd</sup> 11-1 on the Drill field.

Deadline for all info for flier to be mailed out is March 25.

Games: Not sure what specifically  
 -tattoos (not booked yet)  
 Baseball game tickets will be discounted.

Band- Bill Cook's bunch is \$450, Amy has booked them.  
Photobooth has been secured. Amy will request that the logo be put on the bottom of the pictures. (Sam mentioned that all photos are available on the website)

Zach Awards: Question of any special presentation since Dr. Zacharias passed? Family will still be invited.

Policies and Procedures –

Medical Certification form has been updated.

Wellness committee has been forwarded to Bill Broyles, but have not received word on formation of the committee.

Staff Evaluation: Cade reported that Student Affairs is willing to pilot a program. Having it from a professional development and communication stand point would be important. This would take place in the Fall out of order purposely.

Office Associate and Program Coordinator Position- will be discussed at the next general meeting.

Next meeting will be the week of March 25<sup>th</sup>.

Communications – The communications committee has not had a face-to-face meeting recently. All of the communication that has happened through email.

Updates:

1. Staff Council website has been updated with new logo, updated constitution and new pictures.
2. In the process of moving the Zacharias Awards to a more noticeable section of the website.
3. Currently, there is no information for a newsletter. I plan on holding off on it until later this month where we can announce information for Staff Appreciation Day.
4. Hal Teasler at University Relations is working on some designs for Staff Appreciation Day, but I also have a meeting with Phillip Smith in Ag Comm this afternoon.
5. Getting note cards printed with new logo so we can write thank you notes to those who are helping with Staff Appreciation Day.
6. Working with Holley at University Screen Print to get quotes on Frisbees, tablecloth, and a banner with new logo on it.

## **STANDING COMMITTEE REPORTS**

Minorities-Need to come up with an event for the Spring. Currently leaning toward the area of volunteerism.

Employee Benefits- Met, but haven't been sent the minutes.

Work-Life Balance-meets today.

## **OLD BUSINESS**

## **NEW BUSINESS**

Cade Smith discussed the option of purchasing a web-based opportunity to absolutely resolve the excessive hours of manually creating tables in result to collected data from the Staff Council Survey. The initially fee of setup will be up to \$3,200. Annually renewed at around \$700 with bank hours each month that can be used for an upgrade without additional costs.]

## **MEETING ADJOURNED**

Respectfully submitted,

Casey Finch, Office Associate  
March 20, 2013