

**Mississippi State University
Staff Council**

April 9, 2014
10:30 a.m.

Present: Susan Brooks, Amy Burchfield, Sherry Fisackerly, Penny French, Tamara Gibson, Kenneth Graves, Lisa Hearn, Shauncey Hill, Jane Lewis, Marc Measells, Mandy Netadj, Natalie Ray, Toni Roberson, Cade Smith, Faye Smith, Angela Waller, Alex Washington, Dan Whatley

Other Present: Casey Finch

Absent: Ann Carr, Mary Dikes, Sharon Hewlett, Jenna Mosley, Jessica Northcutt, Adrienne Washington

APPROVAL OF MINUTES

Minutes approved as submitted with corrections.

FINANCIAL REPORT

The financial report was approved as submitted.

CHAIR'S REPORT

- **Executive Council –**
 - New policy on Unmanned Aerial Systems (UAS).....Dr. Shaw
This is a new policy to be put in place so that MSU has a policy to reference when instances come up regarding unmanned craft. The policy addresses the Certificate of Authorization Approval, which give the procedure for a unit or employee that needs a COA and it has the process for getting a Letter of Agreement Approval, which is our agreement with the other entity saying we have given them permission to use a UAS on campus.
 - A Steering Committee will be put in place to review COA's and Letters of Agreement.
- **Housing Appeals-**
 - There were 2 cases asking for 6 month extensions-both have a lease signed, but cannot move in until August time frame. Both were granted the extension.
- **Information Technology Council-** has not met
- **Master Planning-**
 - **Phi Mu House Addition-**Passed; were looking to sell house, but buyer backed out. Now working on addition with fountain, internal/external courtyard, and study with a July 2015 completion date. Students can live in house while renovations are being done.
 - **Orientation Leader and Road Runner Park Resolution-** Michael Hogan said the student fund had \$21,000 left and they discovered the pavers from the

Orientation Leaders and Road Runners with their name on them that use to be around Lee Hall are currently in storage with no plans to be displayed. SA wants to use the left over money to install the pavers and the old fountain that was behind Lee prior to renovation. The construction contract for Lee is too far in the process regarding the hardscape at this point and would cost extra to break contract and delay things. It was decided that Roger Baker would work with Michael Hogan to see about installing the pavers either around Lee or in front of Montgomery Hall and to see how best the money can be used in the project.

- **Design Review of Governance Document-** The committee reviewed wording concerns that had been submitted regarding section 2 of the updated document. The committee was concerned with making sure that the Pres or Provost had an overriding signature authority in case of emergency and that individuals could not miss-interpret the reasons to go before the MPDAC for approval.
- Discussion
 - **Campus Project Updates:**
 - **Classroom Building:** Storm drainage installed; issue will be coming regarding the chilled water loop connection which will cause traffic issues that will have to be addressed; will be a 2 ½-3 week problem for post office area. Sept. 2015 is scheduled completion date with January 2016 first classes.
 - **Mill at Mississippi State:** Ground breaking went well on March 20; completion is scheduled in 2015.
 - **Fresh Foods Facility:** under construction; old tennis courts destroyed, a temp sidewalk is scheduled to be put in since students are making their own path in the street.
 - **Lee Hall Renovations:** tour on April 22 at next meeting
 - **Stadium Expansion:** all on track; laydown pad N. of Bost will turn back in July. Laydown pad at B&N and opening of Hood drive will reopen in Aug; tentative idea of projection system on back of new jumbo-tron.
 - **Post office to Roberts Building:** There is still a delay in this regarding permission to move the post office; Paperwork is with DC attorneys regarding move and permission; Roberts bldg. is and IHL project not a Bureau of Buildings.
 - **General Discussion:** took place regarding the sidewalk in front of florist; no one on committee remembered this coming before them and there are issues with ADA and access to Subway and The MSU Bakery. Tuck said this was part of repair and renovation money (2.2 million for Leg); a sidewalk up grade was the plan but then when the money came in and had a deadline of June 30 to be spent or we lose it, it was decided that the sidewalk would not only be repaired but built to match the sidewalk in the junction.

President's Committee on Planning– has not met

Alumni Association Board Meeting – has not met

University Committee:

Athletics Council – has not met, but will provide Kenneth with minutes from the meeting.

Calendar Committee – has not met

Community Engagement Committee – has not met

Conflict of Interest – has not met

Dining Advisory Committee – Email communication took place regarding Easter weekend and closings.

Diversity Committee- has not met

Efficiencies & Innovations Advisory Committee – has not met

Financial Aid Appeals Committee – has not met

Game Day – Committee met to discuss Super Bulldog Weekend and parking on game days. Announcement has been put on the website.

Health and Wellness – Alex informed the group that Tamara had put information on the website about the wellness announcements about Active Health.

Information Security Committee – Discussed departments need business contingencies plans and disaster recovery type plans.

Information Technology Advisory Committee – has not met

Master Planning – see chair reports

President's Commission on the Status of Minorities – has not met

Recreation Advisory Committee – has not met

Traffic Appeals Committee – Natalie read a report that Sharon sent by email: employee of the month parking at Wise Center has been changed to a service space and will no longer be used as the employee of the month parking. Cut through traffic at McArthur

was discussed. They decided to put saw horses to observe and see if the problem improves. Several committee members observed and the saw horses remain in place and this significantly reduced people using the parking lot as a short cut to avoid the intersection by Architecture while construction is taking place.

Way Finding Work Group – has not met

Work Life Balance Committee – Patricia Heflin talked about the adoption policy; dual employment.

Council Committee Reports:

Events - Entertainment: Black Voices and Custodial Choir were scheduled to perform, but when Amy called to confirm, the Black Voices backed out. The custodial choir will sing about 3 songs. She tried the choral department they will be in Paris. Kenneth was going to talk with a student he knows and see if she can lead us to some students who could perform. There are other leads of possible bands. Amy is continuing to look for MSU oriented performers. Mandy will send Amy information for a possible option.

Cade mentioned that there was some disruption and that the administration was looking into the noise level and other issues when events are put on. Executive leadership is pushing for a sound control plan for all events. Natalie said she would check with the Provost Office and see if there was something in the works.

Food Committee Meeting:

The committee is waiting on a quote from Aramark. There will be a meeting next week to finalize food plans. Dan is checking on the stadium for accommodations.

Activities:

Intramural sports with the Sanderson will be helping with the activities and games. We will need a Staff Council volunteer to keep time for the Dawg Day Shuffle.

Volunteers:

Volunteers will report to the Junction prior to the event and pick-up nametags and be told where they need to be.

ZDA: 43 nominations, Friday deadline. Meeting 21st April 3:00 p.m.

Policies and Procedures: has not met; Following up on the Tuition Remission Policy.

Communications:

T-shirts – 3 colors; Front – Staff Council Logo ; Back – round or square
University Screen Print will be the vendor we purchase from.

Voting results were as follows:

Heather – 2 Logo – round – 8

Slate – 8 Square - 9

Beige – 9

Megaphones to match the Staff Council them The Voice will be the table decorations
and free giveaways.

The florist wants to do something, but hasn't finalized plans.

Old Business – None

New Business – A storage facility has been delegated to Staff Council, free of charge on
the North Farm to store large items. Casey's office is not big enough to store Staff
Appreciation Day Games in along with extra t-shirts and jackets. The need to have a
storage area that did not move as people rotated off the council every year will be very
helpful to maintain what we have and to help new people on the council know what they
have to work with every year. The facility is a secure location.

The Division Staff Advisory Council, which is the Division of Agriculture, Forestry and
Veterinary Medicine's Staff Council representatives, is planning on attending the Delta
Research and Extension Centers Staff Appreciation Day (or better known as "Dawg
Days") on May 22, 2014. This trip will help open communication with off campus units
and allow members from our Staff Council to get to meet and work with the Delta's
Advisory Council, which is basically a Staff Council for that side of the state.

Cade said the Staff Council Survey will launch for 2 weeks after the event. Possibly send
post cards and emails to department heads.

Reminder: We will meet June 11th for the make-up meeting.

Meeting Adjourn

Respectfully submitted,

Toni Roberson, Staff Council Secretary

May 7, 2014

Financials 04/2014

100000-341800-046000

Date: 04/14		Itemized Transactions Prior Month	Sum of Budget by Category	Remaining
Balance	\$11,958.23			
Salaries	\$4,688.30			
		SM 9 \$781.15 SM 10 \$781.15		
			<u>Salaries Spent</u> \$1,562.30	\$3,126.00
Travel	\$0.00			
			<u>Travel Spent</u> \$0.00	\$0.00
Contractual	\$209.00			
		Phone-April \$21.50		
			<u>Contractuals Spent</u> \$21.50	(\$209.00)
Commodities	\$7,269.45			
			<u>Commodities spent</u> -	\$7,269.45
			-	-
			Ending Balance 04/14	\$11,958.23