

**Mississippi State University
Staff Council**

May 14, 2014

10:30 a.m.

Present: Amy Burchfield, Mary Dikes, Sherry Fisackerly, Penny French, Kenneth Graves, Lisa Hearn, Sharon Hewlett, Marc Measells, Jenna Mosley, Natalie Ray, Toni Roberson, Ann Carr, Shauncey Hill, Jane Lewis, Adrienne Washington.

Other Present: Casey Finch

Absent: Alex Washington, Jessica Northcutt, Susan Brooks, Tamara Gibson, Mandy Netadj, Cade Smith, Dan Whatley.

APPROVAL OF MINUTES

Minutes were approved as submitted.

FINANCIAL REPORT

The financial report was approved as submitted.

CHAIR'S REPORT

- **Executive Council**
 - Judy Spencer reported a new policy on Employee Work Hour Limits (HRM60.124). This new policy is being created due to the changes in individuals working an average of 28 hours per week to receive health insurance. This policy puts something in writing for this change. Spencer explained that 28 is an average for the year only. HRM is working with ITS to get a Banner program in place that will pre-populate the hours for graduate assistants and this will give each department the ability to keep up with employees time easier. HRM has to submit reports to the IRS so they will be working with the Controller and Treasury for reporting. There are approximately 5000 employees whose hours need to be monitored. HRM monitor hours on a quarterly basis.
 - Dr. Greg Bohach introduced the Ag Division Wireless Device Acquisition and Management Procedure. This formal procedure is created due to a legislative change last year. It will allow Division of Ag faculty (instructors, Assistant/Associate and Full Professors) or agents to be eligible to get a cell phone through MSU. All phones will be purchased with non-appropriated funds and individuals will have to be approved based on a list of general requirements to receive a phone. All phones will be inventoried and audits will be done on phone usage.
 - Dr. Bill Kibler presented the Cost of Attendance Budget for 2014-2015. This is an annual document regarding fees and tuition for students. He explained that changes were made from last year with amounts being broken down into billed and out of pocket expense and then personal

transportation being added to the list. There were concerns that there could be confusion since the numbers comparing MSU to other SEC schools did not indicate if they broke down their totals in the same way. The basic numbers were approved but an adjustment will be made on how they numbers are presented before it goes live on the website.

- A proposal for rename Coliseum Drive to Baily Howell Drive was presented by Dr. Keenum and passed. The only concern was taking away a naming opportunity for Foundation and John Rush did not have any concerns.
- **Faculty and Staff housing Appeals**
 - There was one appeal where a faculty asked for a 1 month extension since his lease would be up while he was out of the country. The Committee voted not to give the extension.
- **Information Technology Advisory Committee** – no report
- **Master Planning**
 - A 2100 square foot Library addition schematic plan was approved. This will add a 4th floor to the Library for Special Collections. Street closures to Hardy street were discussed.
 - A Band Hall Landscape Plan was approved. This plan will fix the marching field with new turf and add landscaping around the building.
 - Allen Hall Classroom Wing renovations passed to update ADA standards in the building. This will include adding ADA restrooms and adjusting the slop in 3 classrooms, taking asbestos out, and adding sprinklers. This will be a \$50,000 project.
 - A renovation to the Thompson Hall Parking Lot is planned. This is in the pre-planning stages and will give handicapped parking spaces to meet ADA compliance due to a slope in the parking lot.
 - A sidewalk connecting the Bost Building to the Soccoer Field Parking Lot was added this past winter. Extension paid for this; however it was already on the Master Plan to be done.
 - A new dog walk at the Vet School was approved. This had to be added to meet accreditation issues. A fenced in area with an overhang on the building was added. This will be two dog walk areas.
 - Aramark is paying for a Juva Juice stand to be added to the front lobby of the Sanderson Center. Sanderson Center will be responsible for electrical and upkeep but nothing permanent will be done to the space so when Juva Juice moves out, the space can be put back the way it is with minimal to no construction and changes.
 - YMCA schematics renovation plan was approved. The architects are working with History and Archives on the process and they are planning to connect all floors of the building.
 - The Division of Ag presented a Meat Science Lab to be built in front of the Vet School. This is the first of three buildings to be built in this area. This was approved
 - MAFES Sales Store got a patio addition approved. This will be a mirror image of the current patio there just on the other side of the store. This will help with patrons not having somewhere to eat their ice cream.

President's Committee on Planning – has not met

STANDING COMMITTEE REPORTS

Athletic Council – has met – no report

Calendar Committee – representative absent

Community Engagement Committee –has not met

Conflict of Interest – has not met

Dining Advisory Committee – has met discussed dining schedule for summer

Diversity Committee – meeting rescheduled

Efficiencies & Innovations Advisory Committee – has not met

Employee Benefits Committee – has not met

Health & Wellness Committee – representative absent

Financial Aid Appeals Committee – has not met

Game Day – has not met

Information Security Committee – has not met

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

Recreation Advisory Committee – has not met

Traffic Appeals Committee – has not met

Traffic Policy Committee –representative absent

Wayfinding Working Group – representative absent

Work-Life Balance Committee – has not met

COUNCIL COMMITTEE REPORTS

Events Committee –

- Entertainment budget - \$1,095
- Food - \$14,700.00
- Zacharias Awards - \$710.00
- Set up - \$2,639.0
- Grand Total - \$19,144.0

Policy and Procedures Committee – nothing new to report

Communications – T-shirt sales Friday at the Union.

OLD BUSINESS – Staff council members pick-up shirts.

NEW BUSINESS – Shopping day May 28th at 12:30

MEETING ADJOURNED

Respectfully submitted,

Toni Roberson, Staff Council Secretary

May 14, 2014

Financials 5/2014

100000-341800-046000

Date: 05/14		Itemized Transactions Prior Month	Sum of Budget by Category	Remaining
Balance	\$10,162.24			
Salaries	\$3,125.64			
		SM 9 \$781.21 SM 10 \$781.21		
			<u>Salaries Spent</u> \$1,562.42	<u>\$1,563.22</u>
Travel	\$0.00			
			<u>Travel Spent</u> \$0.00	<u>\$0.00</u>
Contractual	-\$172.50			
		Phone-May \$21.50		
			<u>Contractuals Spent</u> \$21.50	<u>(\$194.00)</u>
Commodities	\$7,209.10			
		MISSISSIPPI PHOTOBOOTH \$495.00 WALMART REFRESHMENTS \$10.96 WALMART SUPPLIES \$15.35		
			<u>Commodities spent</u> \$521.31	<u>\$6,687.79</u>
			-	-
	<u>\$10,162.24</u>		<u>Ending Balance 05/14</u>	<u>\$8,057.01</u>