

**Mississippi State University**  
**Staff Council Meeting Minutes**  
November 12, 2014 @ 10:30 a.m.  
Sanderson Conference Room

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

P Andrews, Heather	P Davis, Midge	P Hill, Shauncey
P Brock, Tina	P Dikes, Mary	P Measells, Marc (Events Chair)
A Brooks, Susan	P Dunaway, Debbie	A Rester, Juli
P Burchfield, Amy	P Fisackerly, Sherry	P Roberson, Toni
P Burns, Jennifer	P French, Penny (Chair)	A Smith, Cade
P Cagle, Scott	P Gibson, Tamara (Secretary)	P Stewart, Kelsey
P Carpenter, Doug	P Gordon, Nick	P Waller, Angela
A Carr, Ann	P Graves, Kenneth (Vice Chair)	P Whatley, Dan (P&P Chair)

**APPROVAL OF MINUTES:** October 8, 2014 minutes were approved as submitted (motion by Jennifer Burns and seconded by Toni Roberson).

**FINANCIAL REPORT:** The October 31, 2014 financial report (balance \$8,978.32) was distributed with a report showing the request to move the funds to correct the negative line items. Report was approved as submitted (motion by Mary Dikes and seconded by Debbie Dunaway).

**CHAIR'S REPORT (Penny French):**

- **Executive Council:** Did not meet
- **Housing Appeals:**
  - There were two appeals for extensions. No decision yet to approve or deny.
- **Information Technology Council:**
  - Cyber Security Week (Nov. 4-7, 2014)
  - Classroom attendance system going well; will double in the spring.
  - New technology upgrades for 8 classrooms; currently have 113 technology classrooms
  - Overall push for consistent look of university websites
  - Announcement of Campus Bird (google mapping with 3D overlays) (Athletics has paid to have a find your seat feature with the view from your seat). Phase 1 is complete. Phase 2 may be paid for by individual units, could add evacuation routes, post-game routes...endless possibilities.
  - Update on Microsoft Migration (70-75% complete) – will be completed by Christmas, Phase 2 involves moving from Novell to Microsoft platform and Phase 3 is a “catchall” phase (Sharepoint and OneDrive – like cloud storage but on campus).
  - FERPA Release and Parent Portal – once release is signed parents will have all student information available for viewing (grades, absences, GPA, academic standing, accounts receivable status, financial holds).

- In 2018 all telephones will have to be replaced with IP equivalents (Voiceover Internet Protocol); cost may be absorbed by each department.
- **Master Planning** (Dan Whatley reporting):
  - New fence at Pi Kappa Phi fraternity house. Replacing old fence with updated look.
  - Discussed new site location for the Starkville School District 6-7<sup>th</sup> grade school. Presented to committee to use the site of the old Longest House (42 acres of land that was donated to the University) and a new road will be built to connect the North Entrance Road over to East Lee Blvd. Site was approved by the committee. No start date.
  - Updates on several construction projects
  - New Classroom building will open now in Fall 2016 due to 4 month delay
  - Fresh Food opening this fall on move in day
  - Mill project is on schedule
- **President's Committee on Planning:** Did not meet
- **Alumni Board:** Did not meet

## **STANDING COMMITTEE REPORTS**

**Athletic Council (Dan Whatley)** – No meeting

**Calendar Committee (Susan Brooks)** – No report (rep absent)

**Community Engagement Committee (Ann Carr)** – No report (rep absent)

**Conflict of Interest (Marc Measells)** – No meeting

**Dining Advisory Committee (Sherry Fisackerly)** – No meeting (but have approved more game day operations via email)

**Diversity Committee (Shauncey Hill)** – Diversity Conference (Nov. 13-14), Office of Public Affairs has services for departments needing printed materials, advertising, etc. and will start redesigned university websites, Women of Color Conference is March 5-6, 2015, MLK Writing Contest is open to all students in the State of MS (deadline 12/31/14), presentation of the Library's new Diversity Website and asking departments to link to the diversity website.

**Efficiencies & Innovations Advisory Committee (Cade Smith)** – No report (rep absent)

**Employee Benefits Committee (Mary Dikes)** – No meeting (Did meet with Kim Thomas in HRM about the Delta Dental Plan. Delta Dental will increase reimbursement to 12% for non-participating dentists. Premium will be increasing by \$50/month for smokers and tobacco users starting July 1, 2015. Kim and Mary decided to meet every couple of months for updates).

**Financial Aid Appeals Committee (Juli Rester)** – No report (rep absent)

**Game Day (Kenneth Graves)** – Several parking and traffic issues due to high game attendance. Committee asking for everyone to “be patient”. Shuttles working well but the main problem is traffic after football games. Discussed post-game day trash and asked people to report anyone selling inappropriate t-shirts to MSU Police on game day. Committee will continue to work to make improvements for next year.

**Health & Wellness Committee (Angie Waller)** – No meeting (Received monthly newsletter. New program, Quest to Quit. Angie suggested bringing in Patricia Heflin to present the program at a meeting).

**Information Security Committee (Amy Burchfield)** – Report of a department scanning data with SSNs that was open to the Internet but there was no security breach; staff member's password and username was used by a student to download illegal music; and a URL redirection will be in place to redirect phishing emails to MSU website.

**Instructional Technology Advisory Committee (Tamara Gibson)** – Meeting 11/17/14.

**President's Commission on the Status of Minorities (Toni Roberson)** – Met 11/11/14; preparing for Diversity Conference.

**Recreation Advisory Committee (Scott Cagle)** – No meeting

**Traffic Appeals Committee (Alex Washington)** – No report (rep absent)

**Traffic Policy Committee (Doug Carpenter)** – Had one request for a parking space around Allen Hall for Testing Services which was denied.

**Wayfinding Working Group (Dan Whatley)** – No meeting

**Work-Life Balance Committee (Debbie Dunaway)** – Met 10/9/14. Kim Thomas talked about new changes to the insurance for smokers. Work Life Survey is going out soon. Discussed QRP as a program topic and they recommended David Buys from Extension as a resource on mental health. Penny asked about the next step: Will WLB start the process or should Staff Council? Penny will contact David for more information/direction. Next meeting for tomorrow has been canceled.

### **COUNCIL COMMITTEE REPORTS**

**Events Committee** – Marc reported on the jacket sale: no full zip jackets left but still have 155-160 pullovers left. Sherry suggested a sale next Friday (11/21/14) at Lloyd Ricks from 12:00-4:00 p.m. (last home football game). Need 5 volunteers each hour. Passed around a signup sheet. Tamara will send out an email to all staff and publish the announcement. Old SAD t-shirts will be sold for \$5. Will reorder thirteen (13) 4XL jackets for employees that put their name on the reorder list. They should be here by 11/21/14. Will start planning for SAD 2015 at the next meeting.

**Policy and Procedures Committee** – Dan reported that the committee is still discussing how to proceed with the three (3) current issues: tuition remission, pay increases for educational accomplishments and program for Office Associate advancement. Addressed the Research and Extension Associate position policy changes and came up with recommendations. Will add the recommended wording to the policy and present it to Staff Council at the next general meeting for approval.

**Communications** – Tamara reported that the website updates have been made and asked all members to go online and review. The committee decided to stop publishing a newsletter and instead use the website News page, Facebook and email for news and announcements. Asked members to periodically poll their unit for topics, issues, concerns, etc. to bring before Staff Council. Select or rotate the contact person and use the same format/template when communicating with employees. Scott and Midge will send the email they send out to their unit to be used as a template/guide.

### **OLD BUSINESS:**

- Penny talked to the Student Body President regarding the Smoke Free Policy. They want to get momentum going again to vote on the policy. The insurance changes for smokers coming July 1, 2015 may help to get a vote in favor of the smoke free policy.

### **NEW BUSINESS:**

- Penny distributed a summary report of the Staff Survey results. No major changes from last year. Asked each member to review the results, share with the divisions and identify topics for a town hall meeting in the spring. Will email the report to the board and Tamara will get it published on the website. Cade and Penny will meet to discuss the new system for the survey results.
- Penny reported that the December meeting will be a Christmas potluck. A signup sheet was distributed during the meeting and a follow-up email will be sent later.
- Penny reminded everyone how important it is to attend the monthly meetings and send an email if you cannot attend.
- Susan Brooks will be out on medical leave with her spouse for a while.
- Jenna Mosley (taken a position in another division) and Alex Washington (leaving the university) have resigned from the board.
- Scott Cagle reported topics from the County offices:
  - Can Extension employees receive a discount at their local wellness facilities?
    - Suggested meeting directly with each local business to ask for the discount
    - Mary will discuss this with the Benefits Committee at the next meeting

### **MEETING ADJOURNED.**

**Next scheduled meeting:** Wednesday, December 10, 2014 at 10:30 a.m.  
Sanderson Center Conference Room

Respectfully submitted,  
Tamara Gibson, Staff Council Secretary  
December 2, 2014