

Mississippi State University
Staff Council Meeting Minutes
August 9, 2017 @ 10:30 a.m.
Sanderson Center Conference Room

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

P Amy Adkerson	P Kenneth Graves	P Yvette Roby
P Heather Andrews*	P Stephen Green	P Leigh Stewart*
P Zac Ashmore	P Nathan Gregory	P Jessica Thornton
P Susan Brooks*	P Crisler Herndon	P Jason Townsend*
P Charlie Bush	P Jan High	P Avent Vanhorn
P Scott Cagle	P Shauncey Hill	P Ronnie White
P Midge Davis	P Kelly LaSalle	P Tiffney Williams
P Stacy Davis	P Suzanne Parker	P Lynn Wyman
A Darrell Easley	P Chris Pulliam	P Sykes Zimmerman
P Kylie Forrester*	P Mashala Pulliam	
P Tamara Gibson	A Toni Roberson	*Executive Board

Susan Brooks welcomed everyone. Introduction of current and new council members.

Suzanne Parker presented Tamara Gibson with a recognition plaque for her service to Staff Council as chair for two terms.

APPROVAL OF MINUTES: The minutes from the June 14, 2017 meeting were approved (motion to approve by Kenneth Graves and seconded by Tamara Gibson).

FINANCE REPORT: The June and July financial reports were reviewed (E&G fund balance of \$10,238.29 and Foundation balance of \$30,413.91 for June - \$15,225.09 and \$30,413.91 for July) and approved (motion to approve by Jason Townsend and seconded by Avent Vanhorn).

CHAIR'S REPORT (Susan Brooks)

Executive Council Meeting: The committee met on June 26, 2017. The July 24 meeting was cancelled and the next meeting is scheduled for August 28.

- Voted to rescind AOP 10.07 U.S. Department of Veterans Affairs, as the policy is no longer relevant because all students have the same academic regulations.
- Discussed changes to AOP 13.01 Emeritus/a Appointments. The item was tabled and will be discussed with the Dean's and brought back to Executive Council at the next meeting.
- A proposed adjustment to the minimum credit hours needed to initiate review or interruption of academic progress as outlined in OP 12.16, Academic Suspension and Dismissal, was discussed and passed.

- OP 91.113 Administrative Withdrawal and Readmission was introduced and the motion passed. This policy simply codifies what is already in practice on campus.

Faculty Housing Appeals Committee: No appeals are pending at this time.

Information Technology Council: The IT Council met on June 23 and August 1, 2017. The next meeting is scheduled for September 5.

- The shipment of ADA (raise/lower) lecterns ordered for the Old Main Classroom Building was late. The first shipment arrived July 24 and was incomplete, the second shipment is expected August 3rd. ITS working diligently to get them installed before the start of classes. The building is equipped with Wayfinding and room minder screens as well as attendance tracking software.
- On July 16 two more modules of the BANNER 9 update were completed – position control and HRM. ITS is working to compress the schedule such that all updates are finished by December when the Oracle forms will no longer be supported.
- ITS has adopted Pharos as the new departmental “For-Fee” printing system (printing was the only thing left on Novell). This will provide consistency in printing fees across campus (.10 for B&W and .40 for color) and is already in test mode in the Library.
- Blackboard expires June 2018. Going forward we will utilize a cloud version. It was presented to some campus users on July 21 and faculty will have the opportunity to view in late August.
- Duo – Two factor Authentication is now available. For approximately 2709 users with identified levels of access, category 1 data, it will become required. On October 16, these users will start getting a “nag screen” when they log in to add the two-factor authentication which will be required by the end of the year. A fob will be provided (first one free) for users without a cell phone.

Master Plan and Development Advisory Committee Meeting: MPDAC met July 13; Susan and Jason attended. The August meeting was cancelled and the next meeting is scheduled for September 14.

- Reviewed the current plans for the Engineering/Science Building. Design phase currently; break ground January 2018, will be an outdoor, separate facility for chemicals
- Announcement that McComas flooded again with the heavy rain the night before – from roof and underground.
- Project Updates:
 - a. Old Main Academic Center – The first review of the building went well. Podiums will not be ready by start of the semester, when first shipment arrives; they will be placed in the larger classrooms. There will be 11K students per day utilizing that building.
 - b. YMCA Renovation – on schedule. There will also be a canopy walk-way between the building and Old Main

- c. Library Addition – the final inspection is done. Hardy Street reopened. Some signs needed along the road, esp. to prevent right turns into the road that was created for the detour.
- d. Partnership School – complete 2019
- e. Russell Street Improvements – sidewalks 75% complete; center islands in the works; complete next month
- f. Eckies Pond – Behind due to weather; project complete end of July
- g. NSPARC – on schedule for completion October 2017
- h. Music Building – Design Professionals identified
- i. Dudy Noble Renovation – live viewing and demolition and work updates every 15 minutes online via athletics web site. Over 50% of demo done (complete by Aug 8). Water, sewer lines and foundation work started. February 2018 lower bowl will be completed. Using LED lights – new to the industry.
- j. Kress Plaza – Ribbon Cutting August 4 on Meridian Campus – Riley Campus Courtyard is the final correct name
- k. Meat Lab – 70-75% complete, done early October
- l. South Entrance Road – weather has delayed; paving starts Monday at Stone; August 7 the stop signs will be removed, Sept opening date. Unofficial name of the road is Hail State Blvd.
- m. Animal and Dairy Science Facility – 14 ½ million dollar project. May 22 date to proceed; Sept. 22, 2018 completion.

Alumni Board: Board members were asked to participate in one of the fall 2017 Send-off parties, which are held in most counties across the state as well as several hubs across the U.S. The Fall Alumni Board meeting is scheduled for October 13.

Anti-Bullying Committee: Judy Spencer contacted Susan and advised that the charge of the committee had been fulfilled and committee will no longer meet.

VICE CHAIR/ EVENT COMMITTEE REPORT (Jason Townsend)

Ice Cream Social: Jason discussed the ice cream social scheduled for August 10 at Barnes and Nobles from 12-1:30. Encouraged all members to attend. Thanked Kylie and Kelly for their contribution to this event. Stated he would need volunteers for the raffle and for directing staff to the meeting area.

Staff Appreciation Day: Kenneth Graves agreed to serve as the Staff Appreciation Day Co-Chair. The SAD event is scheduled for May 11 and Dr. Keenum has the time blocked out on his calendar.

Fall Jacket Sales: Jason asked for suggestions for new items to put forth at the Homecoming Sale. Council members gave various suggestions. Jason asked if he could get quotes and ideas from various vendors and make proposal to the council. Council agreed to this. Homecoming is scheduled for October 21. Sale will begin around October 1.

POLICIES AND PROCEDURES COMMITTEE (Heather Andrews)

- Staff Council together with Faculty Senate submitted a new policy proposal to Dr. Bonner, Provost and Executive Vice President for the tuition remission of spouses. Dr. Bonner stated that due to budget cuts it was best to table this until another time.

COMMUNICATIONS COMMITTEE (Kylie Forrester)

- Kylie encouraged members to nominate someone for Bully Watch. She asked if we would encourage our coworkers to do the same, reiterating that this is a great way to recognize good work.

OLD BUSINESS

- The Staff Survey results from the spring semester were received by Tamara and are being formatted.
- Midge Davis agreed to chair an ad hoc committee to review the results and make suggestions to the entire committee of the issues that were submitted in the survey comments for potential professional development options or policy reviews that Staff Council should pursue. Susan asked for five to seven volunteers to work with Midge. Tamara Gibson, Suzanne Parker, and Sykes Zimmerman volunteered to assist.
- The staff Council website has been updated. Each member was asked to review their information to ensure it is correct and send any changes/corrections to Kelly and Susan and copy Kylie.

NEW BUSINESS

- Jason asked for recommendations for speakers to the council. Some names suggested were Scott Maynard with Starkville Partnership; Brian Locke, Center for American Veterans; and Dr. Jeremy Baham, AVP student success and well-being. If anyone has ideas for a speaker, please email Jason.
- Staff Council would like to have the meet and greet on the Meridian campus again this year. We will combine the meet and greet with our usually October meeting. Members need to plan to be out all day. We plan to invite extension employees from the surrounding counties to attend.
- Human Resources has requested that a HR representative come speak to the Council regarding a new benefit – online doctor visits.

STANDING COMMITTEE REPORTS

Athletic Council – No meeting.

Calendar Committee – No meeting.

Community Engagement Committee – No meeting. Next Meeting set for September 19.

Conflict of Interest – No meeting.

Dining Advisory Committee – No meeting.

Employee Benefits Committee – No meeting.

Health and Wellness – No meeting.

Instructional Technology Advisory Committee – No meeting.

Parking and Traffic Regulations Committee – Met July 27. Voted to give head coaches' three reserved parking spaces/they are to decide who gets the spots. Current parking meters will be replaced with pay stations that will allow customer to use debit card and tag number. Proposed cost is \$1.25 for first hour and \$2.00 for additional hours with a 3 hour limit. Garner Hall plans to remove some of the metered parking to make room for employee parking. Student representative proposed a traffic forgiveness program – two hours of community service in exchange for forgiveness of first ticket – that was tabled until the next meeting.

Performing Arts Committee – No meeting.

President's Commission on Status of Minorities – No meeting.

President's Commission on Status of Women – No meeting.

Recreational Advisory Committee – No meeting.

Satisfactory Academic Progress Committee – This committee corresponds and votes by email and has over 300 financial aid appeals for fall 2017.

Special Events and Game Day Committee – The new golf cart policy was discussed and committee was informed that Southern Tailgate is the sole tent provider this year.

Sustainability Committee – No meeting.

Traffic Appeals Committee – 2 appeals were reviewed.

Work Life Balance Committee – No meeting.

Meeting adjourned at 11:40 a.m.

Next scheduled meeting: **Wednesday, September 13, 2017, 10:30 a.m.**
Sanderson Center Conference Room

Respectfully submitted,
Leigh Stewart, Staff Council Secretary, August 15, 2017