General Meeting Minutes

Date: November 8, 2023

Time: 10:30 AM

Location: 301 Research Blvd

Latara Arterberry P

Darrell Banks P

Sophia Barnett P

Dominique Belcher P

Joni Branning A

Lateshia Butler P

Amber Box P

Melanie Chesser A

Jason Cory P

Lisa Dye A

Libbi Havelin P

Courtney Headley P

Timothy Hopkins P

Melissa Inmon P

Veronika Jelinkova P

Ogorchukwu Johnson P

Cambrie Johnston P

Natalie Krol P

Kelly LaSalle P

Matthew Mackey P

Summer Mord P

Ashley Patterson A

Kenner Patton A

Cindy Ratcliff P

Chantel Solis-McCoy A

Elizabeth Standley P

Cristi Stevens P

John Michael VanHorn A

Anna Webb P

Catherine Williams P

Orly Hardin P

1. **APPROVAL OF OCTOBER MINUTES** For a motion to approve the October minutes, Elizabeth provided the first with Melissa providing the second. The motion passed unanimously, and minutes were adopted.
2. **APPROVAL OF OCTOBER FINANCIALS** For a motion to approve the October financials, Elizabeth provided the first with Catherine providing the second. The motion passed unanimously, and financials were adopted.
3. **COMMITTEE REPORTS**
	1. Chair – Jason Cory
		* Master Plan and Develop Advisory Committee – had a meeting on the 12th to discuss a new Chiller plant, the location of which would be between Ag&Bio Engineering building and Dorman Hall which is central on campus so there was a concern about noise level. The engineering company is going to do a study on similar facilities. The reasoning for placement there is mostly cost to extend the piping. It was approved to move onto the design subcommittee but will come back for the final approval.
		* Alumni Association National Board – no meeting.
		* President’s Executive Council – OP 91.122 Students with Disabilities, that Jason also shared with all SC members through email for review, did pass as it was presented to all.
* Faculty Senate – will have a meeting this Friday.
	+ - Standing Committee Review Board – Anna sent a report for SC to Dr. Dunne as he requested.
		- Conflict of Interest Committee – no meeting.
	1. Vice-Chair – Anna Webb
		+ Faculty Housing Appeals Committee – Jason handled an email.
		+ Information Technology Council – Jason sat for Anna yesterday. There were couple of updates. Home page refresh is in the works with OPA and will be coming in the future. JAGGAER implementation is getting close, maybe the beginning of next fiscal year. They are still looking at the Information Security Program policy, which will be an internal policy for ITS and the final approval will come from Dr. Shaw. University is moving toward a 16-character passphrase and along with it Duo 2 factor is pushing forward an additional level of security to log into the university systems.
		+ Blue Cross & Blue Shield of MS Foundation – no meeting.
		+ Staff Performance Evaluation Task Force – they are meeting again tomorrow. The challenge is to change the performance evaluations to make them more useful. Anna reported in detail on the broad discussion the committee had, including the 3 charges from the Provost to the committee. Clemson’s evaluation tool is the model they are looking at.
	2. Events Committee Chair – Cristi Stevens
		+ Fall Sales – 2nd Sale

Fall Meet & Greet – “Pick up your sweatshirt” was a great success and everybody loved their sweatshirt. There were only a couple of dozen left that still need to be picked up. Because there were many requests for more, we are doing a 2nd round of sale. A new Foundation website will be up and going to open the sale in November 13 - 17. The pickup location will be TBD. An online store option for staff development products was discussed as many people wish there was one, and it is worth looking into having one.

Staff appreciation day next year will be based on Dr. Keenum availability.

* 1. Policies and Procedures Committee Chair – John Michael VanHorn – excused his absence, no report.
	2. Communications Committee Chair – Latara Arterberry
		+ BullyWatch – there was one very deserving nominee in October.
		+ Newsletter – is with OPA, includes information on save the date for Staff Development Conference.
		+ Website, Facebook – ITS has a new logo to update on our website. TV Center will provide cost estimate on their assistance with Staff Development Conference to stream Dr. Keenum and a keynote speaker.
	3. Awards & Scholarships Committee Chair – Veronika Jelinkova
		+ Fall Awards – SC scholarship fall application will be opened a day after the last day to drop a class and announced via ITS mass email, which requires approval by the VP/Provost. The email to obtain that approval was already sent earlier this week. The executive board approved 4 awards for this semester.
		+ Department Donations/Fundraisers – a letter to solicit money to support staff scholarship will be sent in December.
1. **Ongoing Business**
	1. Staff Development Conference – December 13th
		* Executive Committee – Jason Cory
		* Programming – John Michael VanHorn
		* Catering & Venue – Cristi Stevens
		* Communications & Marketing – Latara Arterberry
		* Operations/Logistics – Veronika Jelinkova
		* Financial – Kelly LaSalle

All committees met and are busy with work discussing and planning all details for the conference, which include reaching out to Facilities, TV Center, Police, and Event Services to find out costs and receive estimates. A walk through the Old Main will be organized to determine the needs. For promotional items, 2 quotes we received from the Coleman group and Geiger were shared. Lunch, dessert, coffee and water, and snacks options were discussed. There only will be one vendor providing food. Meal tickets will be color coded. A hot chocolate bar will be offered in the afternoon. Tall signate will be purchased and will be reused in the future. Vendors will be placed on 3d floor with some of the high demand classes there.

Executive committee is meeting tomorrow. To eliminate lunch time congestion, it was suggested to have lunch first and then a keynote speaker. The parking during the conference was discussed.

1. **New Business** –
	1. December Meeting/Luncheon – Due to a conference on December 13, the general meeting will be moved to the 12th followed by SDC setup. Everyone will come and help set up in the Old Main after the luncheon.

**11:40 AM Motion to Adjourn** Next rescheduled meeting: December 12, 2023

**University Committee Assignments 2023-2024**

**University Committee Staff Council Representative (Backup)**

Athletic Council – Lisa (excused her absence), Lisa Dye (Lateshia Butler)

gave the meeting notes to Lateshia, who read the whole report.

Calendar Committee – no meeting Natalie Krol (Courtney Headley)

Community Engagement Committee - Joni Branning (Darrell Banks)

Dr. Keenum is in Meridian, so Joni was staying there, no report.

Conflict of Interest Summer Mord (Melissa Inmon)

Dining Advisory Committee\* - Lisa attended Oct 25 Libbi Havelin (Cristi Stevens)

meeting, provided a report.

Employee Benefits Committee – no meeting Orly Hardin (Cindy Ratcliff)

Health and Wellness Melanie Chesser (Timothy Hopkins)

Inclusive Excellence Leadership – met for a first meeting, Ogorchukwu Johnson (Summer Mord)

and there will be another meeting on Nov 27. ADI shared their Heritage calendar opportunities to collaborate across campus

Instructional Technology Advisory Committee - will Darrell Banks (Kenner Patton)

meet November 14.

Parking and Traffic Regulations Committee - meeting Elizabeth Standley (Chantel Solis-McCoy)

was cancelled.

Performing Arts Committee – no meeting Cambrie Johnston (Amber Box)

Recreation Advisory Committee – no meeting Catherine Williams (Sophia Barnett)

Satisfactory Academic Progress Committee\* Dominique Belcher (Elizabeth Standley)

No emails.

Special Events & Game Day- had one meeting Melissa Inmon (Libbi Havelin)

and requests after that. One was for having a tent, and another one to put a photobooth, both were approved. Also, two tailgate requests were approved.

Sustainability Committee – met Nov 8. Matthew Mackey (Natalie Krol)

Solar farm is being constructed next to Blackjack, will be operational in summer 2024. The new residence hall was approved. Goal is to get more staff involved in the work of this committee as it is driven mostly by the students now.

Traffic Appeals Committee – no meeting, Timothy Hopkins (Chantel Solis-McCoy)

just regular email process.

Work-Life Balance Committee – no meeting Cindy Ratcliff (Ashley Patterson)

\**not an official university standing committee*

**Staff Council Committee Assignments 2023-2024**

**Communications Committee**

Latara Arterberry – CHAIR

Darrell Banks

Sophia Barnett

Dominique Belcher

Cambrie Johnston

Ashley Patterson

**Policies and Procedures Committee**

John Michael VanHorn – CHAIR

Summer Mord
Matthew Mackey

Orly Hardin

Melanie Chesser

Amber Box

**Awards & Scholarships Committee**

Veronika Jelinkova – CHAIR

Joni Branning

Lateshia Butler

**Events Committee**

Cristi Stevens – CHAIR

Libbi Havelin

Timothy Hopkins

Melissa Inmon

Cindy Ratcliff

Chantel Solis-McCoy

Lisa Dye

Catherine Williams

Ogorchukwu Johnson

Natalie Krol

Kenner Patton

Elizabeth Standley