General Meeting Minutes

Date: October 11, 2023

Time: 10:30 AM

Location: 301 Research Blvd

Latara Arterberry P

Darrell Banks P

Sophia Barnett P

Dominique Belcher P

Joni Branning P

Lateshia Butler A

Amber Box P

Melanie Chesser A

Jason Cory P

Lisa Dye P

Libbi Havelin A

Courtney Headley P

Timothy Hopkins A

Melissa Inmon A

Veronika Jelinkova P

Ogorchukwu Johnson P

Cambrie Johnston P

Natalie Krol A

Kelly LaSalle A

Matthew Mackey P

Summer Mord P

Ashley Patterson P

Kenner Patton A

Cindy Ratcliff A

Chantel Solis-McCoy A

Elizabeth Standley A

Cristi Stevens P

John Michael VanHorn P

Anna Webb A

Catherine Williams P

Orly Hardin P

1. **APPROVAL OF SEPTEMBER MINUTES** For a motion to approve the September minutes, Lathara provided the first with Lisa providing the second. The motion passed unanimously, and minutes were adopted.
2. **APPROVAL OF SEPTEMBER FINANCIALS** For a motion to approve the September financials, Matthew provided the first with Lathara providing the second. The motion passed unanimously, and financials were adopted.
3. **COMMITTEE REPORTS**
	1. Chair – Jason Cory
		* Master Plan and Develop Advisory Committee – met. A long-time former Facilities worker, Sam Hogue, who recently passed away, left the money, $70,000, for an interactive Kugel fountain to be placed at the university walkway between the Hand lab and the library. The proposal to place a fountain was approved and it will be a part of the renovation.
		* Alumni Association National Board – met last Friday. The members are all volunteers organized in chapters. 3 chapters that were inactive for two years were consolidated.
		* President’s Executive Council - the September meeting was cancelled due to lack of agenda items.
* Faculty Senate – met last Friday. AO Policies 12.08, 12.29, 13.20 and OP 01.01 were reviewed and all passed with no changes. Two resolutions were proposed.
	+ - Standing Committee Review Board – some movement in action. Dr. Dunne is asking all university committee chairs to fill out an annual report which he attached in his email to collect the information. It is due October 15.
		- Conflict of Interest Committee – met in person Sep 22. SC Chair is a member of this committee. There is a new SOP 01.07, which is an internal policy to research compliance. It is a guidance to conflict-of-interest review committee (CIRC) to conform to federal research requirements. SOP 01.05 was altered.
	1. Vice-Chair – Anna Webb – no report, Anna provided an excuse for her absence.
		+ Faculty Housing Appeals Committee
		+ Information Technology Council – Jason attended for Anna. Information Security Program will introduce a 16-character passphrase in 2024 to log into the university system, because it’s been recognized that it is the length of the password what is important not the special characters.
		+ Blue Cross & Blue Shield of MS Foundation
		+ Staff Performance Evaluation Task Force
	2. Events Committee Chair – Cristi Stevens
		+ Fall Sales – finished selling sweatshirts. We sold more than we ever sold before. Dominique designed the logo and Latara pushed the sale. This year we sold 354 shirts, last year we sold 287, year before we sold 251 long sleeve shirts, which is a significant increase. SC members will assist with sorting once the sweatshirts are delivered. Second sale will be offered.
		+ Fall Meet & Greet – “Pick up your sweatshirt” is a designated meet and greet this season and will be offered on November 1 to all staff members. Staff will be able to pick up their sweatshirts in person during 2 sessions offered on the same day – one in the morning 7.30 – 10.00 am and one in the afternoon 4.00 – 5.30 pm, at Memorial Hall Conference Room. The people will need to bring their order receipt and/or staff ID to pick them up. Umbrellas will also be available for purchase. Snacks options were discussed.
	3. Policies and Procedures Committee Chair – John Michael VanHorn – shared documents and provided feedback on constitution and bylaws that were reviewed for consistency and clarity. 7 days must pass before SC members can vote to approve any changes.
	4. Communications Committee Chair – Latara Arterberry
		+ BullyWatch – there were 3 nominees in September with one being recognized.
		+ Newsletter – went out in September. Plan is to have a newsletter sent out every month.
		+ Website, Facebook – We have started posts on FB including sales for sweatshirts. Sale of umbrellas will also be advertised on FB.
		+ Twitter – no access.
	5. Awards & Scholarships Committee Chair – Veronika Jelinkova
		+ Fall Awards - Next round of SC scholarship applications will be announced in November, which Latara already advertised in the current SC newsletter.
		+ Fundraiser – With Fall sale of sweatshirts accomplished, funds will be moved to fund SC scholarship with $2.00/unit being a minimum.
1. **Ongoing Business**
	1. Staff Development Conference – Day of conference is December 13 which falls on Wednesday. SC General meeting scheduled for Dec. 13 will be rescheduled. We can start working on details and what our selections are going to be. Conference venue will be the Old Main. Preparatory arrangements were discussed.
2. **New Business** – none.

**11:06 AM Motion to Adjourn** Next scheduled meeting: November 8, 2023

**University Committee Assignments 2023-2024**

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

Athletic Council – Met last month. Lisa Dye (Lateshia Butler)

There will be a meeting Oct. 18.

Calendar Committee Natalie Krol (Courtney Headley)

Community Engagement Committee Joni Branning (Darrell Banks)

Conflict of Interest Summer Mord (Melissa Inmon)

Dining Advisory Committee\* - Will meet Oct 25. Libbi Havelin (Cristi Stevens)

Employee Benefits Committee Orly Hardin (Cindy Ratcliff)

Health and Wellness Melanie Chesser (Timothy Hopkins)

Inclusive Excellence Leadership – Will meet Ogorchukwu Johnson (Summer Mord)

sometime in October.

Instructional Technology Advisory Committee Darrell Banks (Kenner Patton)

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

Performing Arts Committee Cambrie Johnston (Amber Box)

Recreation Advisory Committee Catherine Williams (Sophia Barnett)

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

Not met yet.

Special Events & Game Day Melissa Inmon (Libbi Havelin)

Sustainability Committee Matthew Mackey (Natalie Krol)

Will meet Nov. 8.

Traffic Appeals Committee Timothy Hopkins (Chantel Solis-McCoy)

Work-Life Balance Committee 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