General Meeting Minutes

Date: September 13, 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 P

Courtney Headley P

Timothy Hopkins A

Melissa Inmon A

Veronika Jelinkova P

Ogorchukwu Johnson A

Cambrie Johnston P

Natalie Krol A

Kelly LaSalle P

Matthew Mackey P

Summer Mord P

Ashley Patterson P

Kenner Patton A

Cindy Ratcliff P

Chantel Solis-McCoy P

Elizabeth Standley A

Cristi Stevens P

John Michael VanHorn A

Anna Webb A

Catherine Williams A

Orly Hardin P

1. **APPROVAL OF AUGUST MINUTES** For a motion to approve the August minutes Lisa provided the first with Cristi providing the second. The motion passed unanimously, and minutes were adopted.
2. **APPROVAL OF AUGUST FINANCIALS** For a motion to approve the August financials Lathara provided the first with Lisa providing the second. The motion passed unanimously, and financials were adopted.
3. **COMMITTEE REPORTS**
	1. Chair – Jason Cory
		* Master Plan and Develop Advisory Committee – did meet in August.

There was a proposal by Saunders Ramsey, Ex. Director for Campus Services, to recognize prestigious scholars through a scholar’s outdoor memorial monument. It was determined it may not be the best to have it outdoor and it should be better to have it housed indoor. A plaque on the wall should be installed instead at Lee Hall on first floor after an update is provided to the committee.

* + - Alumni Association National Board – no meeting
		- President’s Executive Council: met August 28.

Policies 60.123, 60.227, 80.12, 91.350 were reviewed and all passed with no changes.

* + - Faculty Senate – met on September 8.

Dr. Regina Hyatt came to present to the Senate about Bulldog Bundle about book packages delays due to various reasons. She had staff from her office helping in the bookstore to sort out the problems. Dr. Tracy Baham highlighted the upcoming reaffirmation for SACS accreditation. Dr. Dana Franz spoke about contact hours and how is that factored out. The university committee on courses and curricula approves all courses, and they will be looking at this issue more carefully to formalize it to better meet the federal requirements. AOPs 12.08, 12.29, 10.05, 13.20 will be reviewed. Two letters of request were received, one from Dr. Shaw. He suggested to change bylaws to expedite policy approval process. Another request was from engineering faculty about a policy having to do with the way time is allocated to faculty who are submitting research proposals, so they are more competitive for these research grants.

* + - Standing Committee Review Board – has not met. Jason reached out to Dr. Dunne but have not received a response yet. There is supposed to be a meeting this semester. The conflict-of-interest committee reached out to Jason. Chair of SC will be a part of this committee in ex officio capacity. There was a request to this committee to approve a new standard operating policy, which will give guidance for decision making.
	1. Vice-Chair – Anna Webb – no report
		+ Faculty Housing Appeals Committee
		+ Information Technology Council
		+ Blue Cross & Blue Shield of MS Foundation
		+ Staff Performance Evaluation Task Force
	2. Events Committee Chair – Cristi Stevens
		+ Fall Sales – timeline is set but we still need to narrow down the design for sweatshirts which will be heavy blend in maroon with white ink and provide feedback to Cristy. The plan is to distribute at one location at 2 different times so everybody who orders a sweatshirt will receive a notice to pick up. The option to distribute the sweatshirts in Memorial Hall was suggested as the best way to get these to people in timely manner. Sale price will be inflated for SC scholarship fundraiser. Normally we do $2.00 for SC scholarship. Only few extras (4 or 5 of top sizes) should be purchased. If first sale goes well, there could be a 2nd sale. Minimal quantity to order is 250. Sales should open is Sep.
		+ Fall Meet & Greet – will be a combo of meet and greet and distribution is same location so 2 things would be accomplished. We will get coffee and donuts for staff who come get their sweatshirt.
	3. Policies and Procedures Committee Chair – John Michael VanHorn – not present. Short summary on bylaws feedback was provided by Matthew, there were no major changes.
		+ Staff/SAD Survey
		+ Graduating Staff Recognition
	4. Communications Committee Chair – Latara Arterberry
		+ BullyWatch – there were 3 nominees in August with one being recognized.
		+ Newsletter – there is a plan to send one out for September, after we get the sweatshirt design. The form from Foundation was requested but there was no response yet. Any useful Staff related information should be shared with the Communication committee so they can include it in the newsletter.
		+ Website – was updated. Any corrections needed can be requested by email to Latara.
		+ Facebook, Twitter – no access to these.
	5. Awards & Scholarships Committee Chair – Veronika Jelinkova
		+ Summer/Fall Awards: Summer SC award season was successfully accomplished with 4 scholarships awarded from a pool of 76 applicants. $300 was distributed to each awardee’s student account after their summer class participation was verified.
1. **Ongoing Business**
	1. Staff Development Conference - proposal was attached.

It is officially a SC responsibility. Dr. Keenum approved SC proposal after Jason met with Dr. Shaw, who asked him to submit it. The day has not been chosen yet. The Committee Structure for Staff Development conference is our new operating policy. We are going to utilize our committees’ structure as we have it. We will use executive board to handle the financial stuff, and we will use the other committees for communications, programming, marketing, operations, logistics and catering. Day will be chosen, and speakers will be identified.

Operating budget is $25,000 for this professional development event. SC budget will not be used.

1. **New Business** – none.

**11:11 AM Motion to Adjourn** Next scheduled meeting: October 11, 2023

**University Committee Assignments 2023-2024**

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

Athletic Council – there will be a first meeting Lisa Dye (Lateshia Butler)

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 in October Libbi Havelin (Cristi Stevens)

Employee Benefits Committee – contact was made, Orly Hardin (Cindy Ratcliff)

this committee’s work is based on HR as needed request.

Health and Wellness Melanie Chesser (Timothy Hopkins)

Inclusive Excellence Leadership Ogorchukwu Johnson (Summer Mord)

Instructional Technology Advisory Committee – will be

restructured and reevaluated. Darrell Banks (Kenner Patton)

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

There hasn’t been a meeting yet.

Performing Arts Committee Cambrie Johnston (Amber Box)

Upcoming events schedule was shared in email.

Recreation Advisory Committee Catherine Williams (Sophia Barnett)

Sophia will reach out.

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

Special Events & Game Day Melissa Inmon (Libbi Havelin)

Sustainability Committee Matthew Mackey (Natalie Krol)

Met July 26. There will be quarterly meetings. There is no full-time sustainability coordinator. 4 events were discussed: glass recycling, cowbell clean up, green week (fall semester) and Earth week (spring semester.)

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