

**Mississippi State University
Staff Council Meeting Minutes**

April 14, 2016 @ 10:30 a.m.

Sanderson Center OTC Classroom, Starkville, MS

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

P Heather Andrews*	P Mary Dikes	P Leslie Lloyd
A Tina Brock	A Debbie Dunaway*	P Marc Measells
P Susan Brooks	P Darrell Easley	P Mashala Pulliam
P Amy Burchfield	A Kylie Forrester	P Juli Rester
P Hannah Burnett	P Tamara Gibson*	A Toni Roberson
P Jennifer Burns	P Nick Gordon*	P Avent Vanhorn
P Scott Cagle	P Kenneth Graves	P Dan Whatley*
P Doug Carpenter*	P Jeffrey Guess	P Tiffney Williams
P Midge Davis	P Shauncey Hill	P Kelly LaSalle

***Executive Board**

GUEST SPEAKER: Dr. Regina Young-Hyatt, Vice President of Student Affairs and Roxie Raven, Student Association President, discussed the MSU Executive Council's approval of the MSU Smoke- Free Policy. The Smoke- Free Policy is expected to be in full implementation by August 1st. Dr. Young- Hyatt opened the floor for suggestions on how to best communicate the new policy. Staff Council comments will be relayed to a small committee working on the implementation of the new policy. Members of Staff Council suggested hosting a frequently asked questions seminar to discuss the changes and procedures on the MSU campus regarding smokeless tobacco, e- cigs, enforcement, and consequences. Dr. Young- Hyatt mentioned that the police will not be enforcing the policy. They are hoping for a cultural change instead. However, repeated violations will be referred to department supervisors or the Dean of Students. The athletics department is still working on ways to communicate with attendees on the policy. Dr. Regina Young- Hyatt also requested advice on promoting programs to help those with a smoking addiction. Staff Council suggested passing out information cards on how to access and enroll in cessation programs as well as use former smokers as spokespeople for the programs. The committee is still working on campus signage for the policy.

APPROVAL OF MINUTES: The March 9, 2016 Staff Council meeting minutes including the chair's report were approved as submitted (motion by Mary Dikes and seconded by Juli Rester).

FINANCIAL REPORT: The March 31, 2016 financial reports were distributed. The reports were approved as submitted (motion by Marc Measells and seconded by Nick Gordon).

CHAIR'S REPORT (Tamara Gibson):

- Executive Council: Met on March 28, 2016
 - The council discussed the new policy regarding the delegation of signature authority. An e-form will be used now for internal documents only. This policy will expire each year and be up for renewal on June 30th. All policies are posted online now for access.

- Revisions were made to the summer school teaching policy. Composition pay will increase from 8% to 8.33%. It was approved by the budgeting and planning committee.
- The Smoke- Free policy was discussed. Dr. Keenum requested to review campus signage before it gets distributed. The policy only applies to the MSU and Meridian campuses. It will not apply to MSU Extension.
- Dr. Shaw updated the policy regarding minors in labs. The policy allows for minors under 18 to visit labs with parental consent. This policy does not apply to MSU students.
- Housing Appeals: Will meet next week
 - The committee had two lease extension appeals for March 1 thru April 1. Both were denied.
- Information Technology Council: Met on April 5, 2016
 - Tom Ritter presented information on Ransomware. Three MSU departments have been compromised. He suggested using network drives for documents for better safety. He focused on user awareness as new viruses develop every day that can compromise Windows software.
 - Mike Rackley (CIO) mentioned that it is time to upgrade to Windows 10 when purchasing new computers. Migration from Novell to Microsoft is still taking place.
 - The security assessment included 48 compromised accounts.
 - The Lumis software upgrade (mystate portal) was presented. The program will go live over the summer.
- Master Planning: Met on March 10, 2016
 - Aiken Village demolition has started.
 - The committee discussed changes to Greek Housing.
 - The Classroom Building is expected for completion in September 2016.
 - The Roberts Building for Parking and the Post Office should be completed soon.
 - The YMCA building is expected for completion in July.
 - The Library construction is still ongoing.
 - Magnolia, Deavenport, and CAV should be ready for the fall.
 - The Meat Science Building is expected for completion by May/June 2017.
 - The south entrance is expected for completion in fall 2017.
- MASCO: Met on March 30, 2016
 - The MASCO committee met at Jackson State regarding the tuition remission waiver. The committee drafted a policy to discuss with each school's CFOs.
 - Tamara met with Don Zant last week where he stated that it would not affect MSU, but it would be a financial hit for smaller schools.
 - A statement was released from IHL where it stated, IHL supports the intent of the proposal but due to financial constraints, it is not a time to present such a policy.
 - Tamara was nominated as chair for the MASCO committee. Staff Council approved Tamara as chair. (motion by Scott Cagle and seconded by Midge Davis)
- Anti-Bullying Committee:
 - Two subcommittees were formed (policy and training).
- Provost Search Committee:
 - Nine candidates are being interviewed next week. Campus interviews will follow.

- Center for Distance Education Executive Director Search Committee
 - Director of Distance Learning---Dr. Hodges sent out an announcement that Dr. Witt Salley, Ed.D. from Clemson will fill the position starting June 1, 2016. He was the founding director of Clemson Online.
- Racial Dialogue will address racial relations on campus. They will meet on April 18, 2016 to discuss upcoming forums in the fall for faculty, staff and students.
- Associate Vice President for Multicultural Affairs and Chief Diversity Officer Search Committee
 - No new news to report
- Director of Recreational Sports Search Committee (Marc Measells)
 - Three candidates have been chosen.
 - They are scheduled for campus visits on April 25th and April 29th. Marc will forward schedules for events.
- Earth Day Fair and workshops will take place on April 22, 2016 in the Union. The program will look at recycling on campus. There are currently only 12 locations on campus with recycling.
- Avent Vanhorn will replace Tina Brock on the Community Engagement Committee. Susan Brooks will be the backup. Kelly will forward changes to the committee.

STANDING COMMITTEE REPORTS

- **Athletic Council (Dan Whatley)**
 - The last meeting was cancelled, but the fall schedule should be sent out shortly.
- **Calendar Committee (Susan Brooks):** No Report
- **Community Engagement Committee (Avent Vanhorn)**
 - The committee had a virtual meeting where they discussed the definition of community engagement.
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee – (Jennifer Burns)**
 - Dining Schedule for Finals Week was sent out for approval.
- **Diversity Committee (Shauncey Hill)** – No report
- **Employee Benefits Committee (Mary Dikes)** – No report
- **Financial Aid Appeals Committee (Juli Rester)** – No report
- **Game Day (Dan Whatley) –**
 - Super Bulldog Weekend will be very busy.
 - MSU Baseball will be playing against Texas A&M. MSU is expecting high attendance.
 - The Spring Football Game will take place from 11-1 on Saturday. Four buildings will be open for public restrooms and access to the stadium will be both gates on the west side. Road closure will be similar to football game days.
 - The Howell parking lot will be closed for the annual cooking competition.
- **Health & Wellness Committee (Amy Burchfield):** Will meet on April 19, 2016
- **Instructional Technology Advisory Committee (Darrell Easley):** Met on April 12, 2016

- The committee discussed whether to keep the unstable older version of Blackboard Collaborate or upgrade to a new version and lose a couple of features.
- **President's Commission on the Status of Minorities (Toni Roberson)**
 - The 2016 Diversity Program Awards took place on March 31. It was a great success.
- **President's Commission on the Status of Women (Kylie Forrester)**
 - The committee discussed initiatives for child care resources for infants and paid maternity leave. Vacancies are open for one executive, one faculty, one graduate student and one undergraduate student.
- **Recreation Advisory Committee (Scott Cagle):** No report
- **Traffic Appeals Committee (Doug Carpenter):** 6 appeals
 - 4 staff out of zone
 - 2 overtime parking
- **Traffic Policy Committee (Hannah Burnett)**
 - The committee discussed marking off motorcycle spaces.
 - A request for reserved space at the Humphrey Coliseum was denied.
 - The committee will do a study on the turn lane at Collegeview for the next meeting.
- **Work-Life Balance Committee (Midge Davis) –**
 - The healthy cooking class had a great turnout. 34 people attended, and the program received great feedback.
 - The committee elected new officers. They will not replace some members to keep quorum.
 - The committee discussed the donating leave policy where the state policy and the MSU policy are different. Human Resources is aware and, they are looking into it.
 - The committee is also interested in supporting spouse tuition assistance.

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) –

- Breezeway Blowout was held on March 31, 2016 and raised \$1200 in sales.
- Staff Appreciation Day shirts are light grey this year, and Geiger will be making them. If you would like a shirt, please let Doug know your shirt size. They should come in April 25. If you would like to help with sorting, please contact Doug.
- Staff Appreciation Day shirt sale will be on Thursday, April 29, 2016 from 11-1 at Bost and Monday, May 2, 2016 from 11-1 at Allen. Please sign up for a shift if you are interested.
- Staff Appreciation Day- Luncheon in the Junction: Friday, May 13, 2016
 - Door Prizes will be held from 10- 1 at Lloyd Ricks. The event has received a lot of donations so far including \$300 worth of merchandise from the Athletic Department. Please remember to ask for names and addresses for thank you cards.
 - Campus Services funded \$1000 for Bingo. Eight rounds of Bingo will be played this year. A maximum of 75 people can play at a time. If you know of anyone that would be willing to call bingo, please let Doug know. He is looking for two callers.
 - Bully will be at Staff Appreciation Day from 10-12.

- Lynette is donating the flowers for the event.
- SAD Activities Committee (Tiffney) – The committee is still working on the wheel for Showcase Showdown and the PVC pipes for Tic Tac Toe. Other games for the event will include Cornhole, Horseshoes, Hula Hoop, Jump Rope, Sack Race, Egg Toss and Dawg Day Relay. The committee suggested using MAFES donations as the prize for the Hi Lo game.
- SAD Entertainment Committee (Amy) – The photo booth and band are set. The Alumni Foundation will be donating \$2000 for the event. The committee is still working on Price is Right props.
- SAD Food Committee (Kenneth) - Aramark is cooking every item but meat. Collegiate Cattlemen’s Club will be cooking meat as well as assisting us with service. Sno cones and ice-cream are both taken care of. The committee will receive a discount from Aramark and is only expecting to pay the same amount as last year, totaling around \$8276.
- SAD Zacharias Awards committee (Marc) - 80+ nominations have been received so far. The list has been sent to HR to make sure everyone is eligible. Will be meeting tomorrow at 10:00.
- SAD Volunteers Committee (Heather) – The event has received a lot of volunteers so far.
- SAD Publicity Committee – (Darryl) The committee is still working on the flyers and will meet again to discuss email bursts to send out to promote SAD.

Policy and Procedures Committee (Dan Whatley) – Met April 13, 2016

- The spouse’s tuition remission policy was discussed. Half of the SEC schools do have a policy set in place. The committee will draft a policy for Human Resources that will include a 50% waiver for spouses up to 140 credit hours or one conferred degree. This policy is very similar to other institutions. The proposed policy will then be up for Staff Council review and vote.
- The donated leave policy was also discussed. There is a difference between MSU and state policy. The committee is looking for the attorney general’s statement to compare. The policy states those eligible must have a catastrophic illness or for an immediate family member. MSU policy is for 720 hours (90 days) of donated leave for a life time benefit.

Communications (Darrell Easley)

- The committee is working on finalizing the flyer for SAD and a flyer was distributed to all to promote Bully Watch.

OLD BUSINESS

- The Executive Board approved financial support of \$1200 for the MSU Support Staff Conference to be held in June.
- The Partnership with Work Life Balance Committee for Take Your Kids to Work Day has been placed on hold until 2017 due to lack of planning time.

NEW BUSINESS

- The Executive Board voted to return a Meridian representative as a board member making the total vacancies three: Campus Services, President's Office and Meridian. Revisions to the constitution included the addition of "and branch campus" in Article III, Section I. A quorum of three-fourth votes is needed so the vote will be sent out in an email.
- The Nomination committee for officer elections include Dan Whatley, Shauncey Hill and Tina Brock. A vote will take place at the May 11th meeting.
- The Staff Survey will be delivered in June 2016. If you have any suggested changes, please let Tamara know.
- Mark your calendars for the executive council meeting on June 7, 2016 and the general meeting/luncheon on June 15, 2016. The new members will be invited to this meeting.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, May 11, 2016, 10:30 a.m.
 Sanderson Center Conference Room

Respectfully submitted,
Heather Andrews, Staff Council Secretary, April 27, 2016