

**Mississippi State University
Staff Council Meeting Minutes**

December 9, 2015 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

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

****Executive Board***

APPROVAL OF MINUTES: The November 11, 2015 minutes were approved with correction as submitted (motion by Marc Measells and seconded by Nick Gordon).

FINANCIAL REPORT: The November 30, 2015 financial reports were distributed. Kelly reviewed the reports and indicated the items in parenthesis are from previous months. McAlister's charges were recently added along with a \$25 credit (ice cream) from the MSU Dairy Plant. The reports were approved as submitted (motion by Nick Gordon and seconded by Juli Rester).

CHAIR'S REPORT (Tamara Gibson):

- Update of MASCO tuition reciprocity request
 - Policy change calls for tuition remission for employees from any state institution. Discussion is still being held about the addition.
 - On November 18, Karen Reidenbach, representative for USM, attended the IHL board meeting. No action has taken place, but most comments were not opposed to the idea. The board is gathering more information regarding the financial implications before making a final decision.
 - Mississippi State University provided the board with numbers of employees taking classes for the year of 2014-2015. See handout for more information.
 - The CAOs and CFOs will be putting together a plan that will include policies, limitations and oversight.
 - Doug Carpenter met with ~~Dun~~ Don Zant recently. ~~Dun~~ Don Zant made the comment that unless institutions agree to pay, the process will most likely not move forward.
- Update on a Nonsmoking Campus
 - Staff Council voted in favor of a smoke free campus last month.

- Tamara emailed information to Roxanne from the Student Association who then reported to Dr. Hyatt.
- Tamara is still awaiting feedback. However, she received a call from Bill Broyles. She will follow up with him and report back to Staff Council.
- Executive Council: Met on November 30
 - Reviewed the External Employment/ and Consulting Policy presented in October
 - The policy was modified to clarify that staff can do consulting only as external employment
 - Current Policy HRM 60.415 was rescinded
 - New policy 56.02 will be renamed as an OP policy rather than a HRM policy.
 - Outside Employment e- form will be revised to match the policy update.
 - Drug and Alcohol Free Work Place, HRM 60.118
 - The policy was modified to add screening for new MSU police hires
 - Only testing mandated will be those mandated through the Federal Law
 - Biosafety, OP 79.02
 - Formatting and language changes were approved
 - Softball and Tennis Facility Gift-Related Naming
 - John Rush presented a letter to name the softball facility after Tommy and Terri Nusz. The naming was approved. The new softball facility will be named Nusz Park.
- Housing Appeals: 2 appeals
 - One Lease extension through August was approved
 - One Lease extension was declined
 - Appeals are granted depending on information regarding vacancies and degrees of capacity.
- Information Technology Council – Met in December
 - CIO Report
 - Email has sent regarding employee training. Each employee must complete every three years. So far over 400 employees have completed training and feedback has been very professional.
 - Department telephone (LDS) bill printing will stop this year. In the past, over 5000 bills were printed in one month. Bills will now be sent through email.
 - Math Lab had a recent license change allowing only 100 concurrent users per license. Students will no longer be allowed to download personal computer to license. Instead, students will have to buy personal software or use the lab computers.
 - New system will be implemented in the Human Resources Department
 - Talent management system replaces the previous employment system and will include training and development.
 - The new system will be implemented January 26.
 - Total Card software will be updated soon.
 - Software provides services for MSU ID cards including access and security
 - Door managers will have to undergo additional training.
 - The next meeting will be in January.
- Master Planning - Met on December 9th

- Polk Dement Stadium and the Soccer Locker Rooms were approved.
- Roger Baker presented the Greek housing guidelines which will be used for expansion and construction for Greek housing in the future.
 - However, the guidelines were not voted on. Roger wanted three more hearings.
- Campus Updates
 - Classroom Buildings
 - The completion date is expected near the end of April. However, it may be pushed to the fall. Permanent canopy will be constructed for faculty and students.
 - Barr Avenue - May be opened by August.
 - Mill - Reviewing restaurants for Lot 3 located between Hwy 12 and the Mill.
 - Roberts Building - HVAC is almost complete. Expected to finish in April.
 - Post Office - Will have a new color scheme: maroon and white (not red, white and blue). Expected to move in in May
 - YMCA - Contract documents are being reviewed; Expected to start on July 2016 and end in fall 2018
 - BSU - On schedule
 - Project Wet - Close to finishing finalizing funding
 - Library - On schedule
 - New Residence Hall and Center for American Vets building
 - Construction is 3-4 weeks behind schedule but, it is still moving along.
 - Even though the CAV building will be completed soon, move in date will be after Residence Hall completion due to steel work.
 - Stadium Renovation - January 30th is the expected completion date. Seats will be installed this week.
 - Aiken Village
 - Contracts will be done in January, and construction will start in February. Demolition may take up to 6 months. Asbestos has been addressed
 - President's Committee on Planning- Did not meet
 - Alumni Board
 - The Alumni Board will not be meeting until February.
 - Anti-Bullying Committee
 - Brett Harris (Ombudsman) from the University of Mississippi presented information regarding their policy on anti-bullying.
 - Dr. ~~Cohen~~ Coyne and the committee will decide whether the current policy will be implemented, modified or if channels will be set in place. The committee will discuss what measures are needed to take.
 - Provost Search Committee
 - Meeting on December 10th

STANDING COMMITTEE REPORTS

- **Athletic Council (Dan Whatley)** – Met on November 18th
 - Mary McClendon, Director of Sports Medicine for the Athletic Department, presented guidelines regarding performance enhancing drug testing for MSU and NCAA.
 - Cross country
 - Finished 2nd in SEC
 - Finished 17th in Nation
 - MSU will be attending the Belk Bowl
 - The game will take place in Charleston on December 30th at 2:30.
- **Calendar Committee (Susan Brooks)** – No report
- **Community Engagement Committee (Tina Brock)** – No report (Tina absent)
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee (Jennifer Burns)** – No report (Jennifer absent)
- **Diversity Committee (Shauncey Hill)** – No report
- **Employee Benefits Committee (Mary Dikes)** – Met on October 23rd
 - Kim Thomas discussed open enrollment that was ongoing at time.
 - Committee discussed the recommendation put forth by staff council in 2013 regarding the hours staff may take at MSU.
 - A letter will be sent to the provost office requesting the policy change from 6-8 hours.
 - Spouse Tuition Remission:
 - Would staff be able to transfer hours to their spouse, or is there a state law that prevents the inclusion of schooling for a spouse?
 - Policy and Procedure Committee will look into this in the spring.
- **Financial Aid Appeals Committee (Juli Rester)** – No report
- **Game Day (Kenneth Graves)** – No report (Kenneth absent)
- **Health & Wellness Committee (Amy Burchfield)** – No report
- **Instructional Technology Advisory Committee (Darrell Easley)** – No report
- **Master Plan Development & Advisory Committee (Tamara Gibson & Nick Gordon)**
- **President's Commission on the Status of Minorities (Toni Roberson)**
 - Diversity Awards
 - Prizes given in 4 categories
 - \$1,000 per winner and plaque
 - Deadline for packets middle February
 - Review/Selection/Notification: March 1 – March 11
 - Ceremony/Reception usually occurs last Friday in March (that's good Friday this year so the date is still uncertain)
 - Recommended guest speaker? President Keenum preferred but we are not sure if he's available so looking for other suggestions just in case

- Reviewed by Committee (looking for volunteers to review packets independently and convene to discuss)
 - Goal is to send out announcement by the end of the semester (12/18)
- Update of Diversity Conference 2016
 - Looking for suggestions on themes for the conference
 - Committees: Sponsorships, marketing (social media, outside institutions, flyer prep), programming and logistics
 - Need volunteers
- **President's Commission on the Status of Women (Blair Wilson) –**
 - Natoya met with Dr. Hyatt regarding lactation rooms at MSU.
 - Dr. Hyatt is looking in to updating the two current rooms with better furnishings and a new lock system.
 - The new lock system will cost approximately \$6300.
 - Dr. Yates stated that all the grant money has been divided, so unfortunately, the grant money will not be of use for this project.
- **Recreation Advisory Committee (Scott Cagle) – No report**
- **Traffic Appeals Committee (Doug Carpenter) – Had nine (9) appeals this month.**
 - 5- no permit
 - 1- obstruction for wheel chair ramp
 - 2- speeding
 - 1- staff out of zone
- **Traffic Policy Committee (Hannah Burnett) – No report**
- **Work-Life Balance Committee (Midge Davis) –**
 - The Partnership School is still waiting on funding but, the estimated date is in 2018.
 - Aiken Village, the child development center, will move to Human Sciences and be part of the early childhood education
 - The center will be expanded to include afterschool scholarship and expected to be finished by January 2017.
 - Wellness Challenge starts on February 1st
 - Will be competing in the challenge against Ole Miss.
 - The program encourages people to walk the Hump and maybe the Sanderson Center.
 - Primary Care Co-pay starts in January.
 - It does not apply to specialist.

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) –

- Homecoming T-shirt sales have surpassed \$10,635 with a total net gain of \$1,090.87.
- The Professional Panel Program is coming along. The email was sent out December 9, 2015.
 - The speakers will include Dr. Bohach, Dr. Hyatt, Cedrick Gathings, and Diane Alexander.
 - Doug is looking for moderated questions. Please reach out to him if you have any ideas.
 - The program will be in the Bost Theatre on January 26 from 2-3:30 p.m.
 - The committee is planning on ordering food when a total of 50 people have registered.
 - Staff Council is encouraged to register.
- Staff Appreciation Day
 - Staff Council is encouraged to sign up for a subcommittee.

Policy and Procedures Committee (Dan Whatley) - No report

Communications (Debbie Dunaway) –

- BullyWatch
 - BullyWatch card is designed and will be ordered tomorrow.
 - Staff will nominate on the Staff Council website by clicking on the BullyWatch link next to Facebook. Kylie will be able to export all nominations from the website.
 - The committee is hoping to add a highlight for each winner in the newsletter.

OLD BUSINESS:

- Last meeting's PowerTalk by Dr. Keenum was successful.

NEW BUSINESS:

- If Staff Council has any suggestions for guests in the upcoming year, please email Tamara.
 - Looking into having Dr. Bohach and ITS speak in upcoming meetings
- Vet for Vets
 - A program set up specifically for retired military and police dogs
 - Please share with departments about this new program.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, January 13, 2016, 10:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,
Heather Andrews, Staff Council Secretary, December 10, 2015