

**Mississippi State University
Staff Council Meeting Minutes**

February 10, 2016 @ 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*	A Marc Measells
A Susan Brooks	P Darrell Easley	P Mashala Pulliam
P Amy Burchfield	A Kylie Forrester	A Juli Rester
P Hannah Burnett	P Tamara Gibson*	P Toni Roberson
P Jennifer Burns	A Nick Gordon*	P Avent Vanhorn
P Scott Cagle	A Kenneth Graves	P Dan Whatley*
P Doug Carpenter*	P Jeffrey Guess	A Tiffany Williams
P Midge Davis	P Shauncey Hill	P Kelly LaSalle

****Executive Board***

GUEST SPEAKER: Dr. Bailey presented information regarding the MSU Ombudsman program.

- Ombudsman programs originally started in 1700 in Sweden to ensure fairness between government officials and the population.
- Michigan State University was the first college to incorporate this program.
- The MSU Ombudsman program serves as a resource for outreach and communications, issue resolutions, and identification of areas on a macro scale in the system to prevent problems from becoming larger than they should.
- The MSU Ombudsman program does not serve as a point of notice. However, the program will help with resources on how to report a problem.
- MSU Ombudsman Mission Statement: The MSU Ombudsman will provide a confidential way for members to voice concern, develop options, and access problem solving information. They will promote a culture that is ethical and civil where differences can be resolved.
- For more information regarding the ombudsman program, please visit <https://www.ombuds.msstate.edu/>.

APPROVAL OF MINUTES: The January 13, 2016 Staff Council meeting minutes were approved as submitted (motion by Mary Dikes and seconded by Debbie Dunaway).

FINANCIAL REPORT: The January 31, 2016 financial reports were distributed. The reports were approved as submitted (motion by Scott Cagle and seconded by Toni Roberson).

CHAIR'S REPORT (Tamara Gibson):

- Executive Council: Met on January 25th
 - The minor protection policy was discussed. The committee decided to completely rewrite this policy and add more detail to protect children visiting campus through invited sponsor events. It now will include a section on reporting abuse. The committee is working with Joy Graves's office for training and background checks

for all covered programs. Dr. Coyne asked for clarification on gender reference in the policy. Joanne Lucas suggested that it came out of state stature but will check into it. The policy will go into effect immediately by March and all training will take place online.

- The Tuition Remission, Dependent Children of Employees Policy was not ready to be presented yet and was removed from the agenda.
- The Traffic and Parking Rules Regulation Policy was modified. Dr. Hyatt presented modification regarding hoverboard exclusion in all buildings including faculty housing. Hoverboards may be carried in buildings but may not be charged. Students may no longer carry hoverboards into resident halls. There is no general safety policy in place yet, but Jojo Dodd, SA President, suggested that hoverboards are only a fad stating that many students no longer have them. The modifications were approved.
- John Rush presented Service Recognition for Azalia North Residence Hall. He nominated Earnest and Mary Deavenport as possible candidates for the renaming of the residence hall for their recent commitment of \$3M. The recognition was approved.
- Housing Appeals: No appeals
- Information Technology Council – Met on February 2
 - The council reviewed ITS security stats. Students had the majority of the compromised accounts.
 - Parking Services is procuring a new system for parking management and nSPARC is pursuing a contract for quality assurance software.
 - ITS is working on the Banner renewals, mainly a continuation of our current contract in place for the last twenty years.
 - ITS is working on an RPF for an emergency notification system which is currently used for maroon alerts. MIR3 is the current system, which we will have for another year. In the new system, more emphasis will be placed on posting to social media sites.
 - ITS is working on an RPF for campus standards for digital signage. An example of this can be found in McCool Hall. Over time, this will be another way to post Maroon Alerts.
 - ITS is working on RFP for campus standards for security cameras. This will allow MSU Police to monitor campus locations from one central location. There are currently some examples throughout campus but they are contained on different video systems.
 - Cellular Exception Request to change from CSpire. Request is good for one year.
 - ITS is required to do an ITS Security Assessment Audit effective as of July 1, 2015. Mississippi State University will have to hire a third party to conduct the audit every three years. The cost will be about \$50,000. ITS is requesting that the audit be ongoing and done in phases over the next three years. Lisa Bryant is working on an RFP at the request of the IHL Board. More details will come later.
 - File Locker is replacing DropBox as of February 8th. This system allows departments and employees to share large sensitive documents including social security information. It can be accessed by visiting filelocker.msstate.edu. Employees will log in with net ID and netpassword. It encrypts files as they are uploaded. The system

can also be used to communicate and share files outside of university using email addresses. The system is designed for sharing, not storage.

- ITS is testing the Ellucian mobile App. It will go live later this spring or summer. This app will allow access of Banner on mobile devices. Everything online will be on the app except registration. All android devices and IOS devices, including apple watch will be compatible.
- Judy Spencer announced that Human Resources has a new talent management software system. It will be ready by March 1st and will later go out to campus.
- Master Planning- Will meet on February 11th.
- President's Committee on Planning- No report
- Alumni Board – Conference will be held February 12th & 13th
- Anti-Bullying Committee - Will meet on March 10th
- Provost Search Committee – Will meet with the consulting firm for instructions on how to review applications
- Distance Learning Coordinator Search Committee
 - The committee has invited three candidates to campus from February 10th to 27th.
 - The candidates will meet with Dr. Keenum, Dr. Hodges, and a few campus departments.
- Faculty Senate
 - Faculty Senate has requested Tamara attend a meeting to present staff council's general responsibilities and any new developments this year. She will attend their March meeting.
- Smoke Free Legislation
 - Faculty Senate has not yet voted on legislation.
 - Dr. Potter emailed asking whether staff council approved or voted to change the policy. The minutes were forwarded to him.

STANDING COMMITTEE REPORTS

- **Athletic Council (Dan Whatley)**
 - The volleyball team had their 1st winning season since 2006. The volleyball team's new coach has made a great impact.
 - The soccer team won 3 SEC games this season.
 - The women's basketball team is ranked in the top 15. They have broken state records for attendance with 10,600 fans.
 - The men's basketball team is moving up.
 - Both men's and women's basketball attendance is ranked in top 30.
 - The MSU softball team's first game is tomorrow. They will be starting in their new stadium. MSU will also be hosting the SEC tournament in May for softball.
 - The MSU baseball team is ranked top 20 for pre- season. Games start on February 19th.
 - Super Bulldog Weekend will be held April 15th – 17th
 - MSU Athletic Academics
 - The All Athletic GPA is 2.94.
 - 26 athletes finished with a 4.0 GPA last semester.

- More than 50 % of athletes were on the Honor Roll (3.0 or better)
- **Calendar Committee (Susan Brooks)** – No report (Susan absent)
- **Community Engagement Committee (Tina Brock)** – No report (Tina absent)
- **Conflict of Interest (Marc Measells)** – No report (Marc absent)
- **Dining Advisory Committee (Jennifer Burns)** – No report
- **Diversity Committee (Shauncey Hill)** – Met on January 21st
 - The committee is currently reviewing bylaws for the Diversity Council. The position and role of the VP for Multicultural Affairs is still being defined. There was concern for duplicate efforts with diversity council and the new position. The diversity council's purpose was tabled until the position is defined.
 - The committee will still meet quarterly but will not move forward with any new programs until it is decided.
- **Employee Benefits Committee (Mary Dikes)** – No report
- **Financial Aid Appeals Committee (Juli Rester)** – No report (Juli absent)
- **Game Day (Kenneth Graves)** – No report (Kenneth absent)
- **Health & Wellness Committee (Amy Burchfield)** – No report
 - Kelly emailed the Chair to update Amy as contact for committee business.
- **Instructional Technology Advisory Committee (Darrell Easley)** – No report
- **Master Plan Development & Advisory Committee (Tamara Gibson & Nick Gordon)** – will meet February 11.
- **President's Commission on the Status of Minorities (Toni Roberson)** – Met Feb. 9th
 - The Diversity Awards Banquet will be held on March 31st from 2-4 p.m.
 - Deadline for nominations will be February 16th or 17th
 - The committee is still working on programs for the event.
 - The Diversity Conference will be held at The Mill on November 10- 11th starting at 8:30 a.m.
- **President's Commission on the Status of Women (Kylie Forrester)** – Met in January
 - The Safezone training will be held on February 12th
 - The Southern Smash event for eating disorder awareness will be held on Monday, February 22nd at Sanderson and February 24th at the DawgHouse Student Center
 - March will be Women's History Month and different events will take place to spread awareness. The committee is looking for a speaker during this month.
 - The Outstanding Women and Student Leadership Awards are scheduled for April 6th at 2:00 p.m. This date may change.
- **Recreation Advisory Committee (Scott Cagle)** – No report
- **Traffic Appeals Committee (Doug Carpenter)** – 3 appeals this month
 - 1 - disregard for traffic device; 1 - no permit; 1 - non designated by lines
- **Traffic Policy Committee (Hannah Burnett)** – Met in January
 - The committee had a request to reconsider the barrier at Barr Avenue. The committee denied the request as submitted but are exploring other options to compromise.

- **Work-Life Balance Committee (Midge Davis) – Met February 9th**
 - Staff is encouraged to use 15-minute breaks for physical activity.
 - MSU on the Move
 - 45.3 miles and 261 laps (6 laps = 1 mile) were walked
 - Healthy Cooking Class
 - The committee is still working on dates for the event.
 - Two sessions will be available for demonstration on how to prepare healthy meals.
 - The Aiken Village new facility will double for both toddler and infant care rooms. They are looking to finish in 2017.
 - Bring Your Child to Work Day will be held on April 28th.
 - Staff Council is interested in helping with this event.

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) –

- Professionalism Panel Program
 - 111 attended the program.
 - Please refer to Kelly's email for survey.
- Staff Appreciation Day: Luncheon in the Junction will be held May 13th.
 - All subcommittees have been determined and chairs have been selected. Doug will send out final list of subcommittees and chairs.
 - The committee is still working on the t-shirt for the event.
 - Subcommittees and chairs will meet soon to discuss what entertainment they will incorporate for the event. Let Amy and Darryl know about entertainment.
 - Mark commented that the Zacharias Awards Committee will meet in early March.

Policy and Procedures Committee (Dan Whatley) –

- Tuition Policy
 - The current policy states that employees are eligible for 100% covered tuition and dependent children are eligible for 50% covered tuition. If both parents work for the university 100% covered tuition would be granted to the child.
 - The last part of the policy is unique to Mississippi State.
 - The committee is looking into recommending tuition coverage for spouses.
 - The committee has gathered information and is reviewing other state and SEC institutions current policies.

Communications (Darrell Easley) –

- Bully's Watch
 - 12 submissions in January - Angela Knight was the January winner.
 - 7 submissions for February so far
- Committee met last week and reviewed theme options for Luncheon in the Junction
 - The themes suggested were as follows:
 - Game Show Theme ex. Price is Right, Family Feud, Minute to Win It
 - Beach Party

- Superheroes
- Staff Council voted on the themes. The Price is Right was approved.

OLD BUSINESS:

- Letters for VPs will go out hopefully this week.
- Professionalism Panel Event Evaluation Results
 - Comments were very good for the most part.
 - Some constructive criticism was given.
- Step Process for Office Associates
 - Human Resources is looking at it but the software upgrade will take priority.
- MASCO is still working on “tuition remission policy” between universities. MSU still supports moving forward. However, that is an IHL issue.

NEW BUSINESS:

- Elections Committee for new officers
 - Members will be appointed, and Tamara will email those selected. 3-5 members usually stand on the committee.
- The roster was passed out containing staff council members and term years.
- Staff Council members have the option to continue to serve on council.
- There are a few changes regarding membership. Tamara emailed Human Resources and received an email back with new numbers for professional and support staff from each division. The executive council will review numbers for the percentage from each division.
- Address Extension attending Staff Appreciation Day
 - Questions were raised concerning travel expenses and personal leave.
 - A significant amount of extension staff would benefit from this event, but they are unsure of the cost for going.
 - Tamara will follow up with Dr. Bohach from an administration stance to determine the effective route to ensure clarification for extension staff.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, March 9, 2016, 10:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,
Heather Andrews, Staff Council Secretary, February 26, 2016