

**Mississippi State University
Staff Council Meeting Minutes**

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

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews*	P Mary Dikes	P 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
A 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 – Kim Thomas, HRM: Ms. Thomas presented the Benefits Plan for MSU employees. The Human Resources website is one of the best resources for information regarding the Benefits Plan. Open enrollment will start October 1st and end October 30th. Human Resources will be notified of financial changes regarding the benefit plans September 10th. Human Resources may present changes at later date for 5 to 10 minutes. HR encourage MSU employees to join employee assistance programs, and 24/7 counseling sessions. Employees pay zero premium for EAP.

Health Insurance Plan

- Every MSU employee holds the same health insurance plan and benefits. There are two different plans available: base and select. Open enrollment gives employees the opportunity to change their coverage.
- There is a new program available as a retirement planning resource, Health Savings Account. In order to qualify, MSU employees must have a high deductible plan. HSA is very similar to health plan IRA. Employees must sign up at their bank.
- HR is unaware of the premium changes yet. MSU has had same rates since 2012. The Health Plan is administered through the Department of Finance and Administration in Jackson. The Health Plan is a centralized plan and covers 200,000 lives. Blue Cross Blue Shield is the claims administrator for MSU employees. They are not considered MSU's insurance entity. MSU is self-insured. Please reach out to HRM with questions or concerns. HR will know plan changes tomorrow. MSU employees should get information in mail about changes as well. The plan document will also be published on DFA's website.
- HR encourages employees to do wellness visits for flu shots, shingles vaccine, etc. MSU employees are unable to go to table clinics because claims cannot be done there. Wellness benefits are age bracketed. Explore DFA website for more information.

Delta Dental

- Delta Dental has two plans: high and low. The high plan covers 80% while the low plan covers 50%.

- Delta Dental insurance is extremely network sensitive because Starkville is a small town. Dentists usually need a good reason to participate. Delta Dental is very different than the health plan. Dustin Smith is the new PPO provider, the highest tier of network providers in Columbus. He is also a MSU graduate. Currently the Delta Dental network in Starkville consists of 2 general dentists. MSU employees need to keep in mind that an out of network provider will likely incur higher out of pocket cost. They can also balance bill you for procedures. Plans are suspected to increase slightly in 2016. There are currently 2,400 participants and, it is increasing steadily. HR is still working on reducing the one year waiting period. Employees may not want to join Delta Dental if they are not interested in going to the network providers.

Vision Care- Davis Vision

- The employee premium will increase up to \$7.81 for an individual, 14.08 for a family, and \$21.89. The benefits have not changed on this plan. Refer to the website for more information.

Cancer Insurance and Intensive Care through AFLAC

- This plan is not network sensitive.
- Intensive care plan has been pulled. It will become the critical care plan. It does not require hospital admittance and, it will cover a lot more. More information will be given in October.

Life Insurance

- This plan has not changed overtime. It will be twice the annual salary and capped at \$100,000.

Supplemental Life Insurance

- Supplemental Life Insurance is available to enhance the life insurance plan.
- It is under \$10 per month.

Optional Retirement Plans

- Deferred comp and 403B can be joined anytime of the year, not only during open enrollment.

Flexible Spending Plans

- There are two plans: Care Flex and Medical Flex. Both are pretax.

WELCOME AND INTRODUCTIONS:

- **New Staff Council Member Introductions**
 - Avent Vanhorn (Student Housing) representing Student Affairs
 - Mashala Pulliam (HPC2) representing Research and Economic Development

APPROVAL OF MINUTES: The August 12, 2015 minutes were approved as submitted (motion by Nick Gordon and seconded by Mary Dikes). Please submit any corrections through email.

FINANCIAL REPORT: The August 31, 2015 financial reports (balance \$14,539.10) were distributed. The reports were approved as submitted (motion by Juli Rester and seconded by Kenneth Graves).

CHAIR'S REPORT (Tamara Gibson):

- Executive Council:
 - Policy Review:
 - Executive Council approved changes to revise undergraduate course load. The maximum number of hours was changed to 16 for students on academic probation.
 - Brett Harvey presented the new Sexual Misconduct Policy.
 - It was approved by the Executive Council.
 - Policy applies to everyone at Mississippi State University.
 - The definition of misconduct was made clear and examples were presented.
 - The safeline was modified and will be monitored for 24 hours.
 - The use of alcohol or drugs does not constitute punishment for those who have offended or those where physical assault occurs.
 - An email was sent to employees and students regarding training. As of July 1, 2015, all new employees and 3,000 students have completed this training. MSU is looking into getting a software to track the training and having consequences to students who do not complete the training.
 - Dr. Gilbert presented a new policy for International Travel to Destination with State Department of Warnings.
 - This policy was established for faculty, staff, and students traveling internationally.
 - Students were added to this policy.
 - Dr. Coyne, Faculty Senate Chair, asked about steps to protect intellectual property presented internationally.
 - He asked that MSU employees traveling nationally be educated more on the appropriate disclosure procedures.
 - Dr. Shaw and Dr. Bohach presented a summary of revisions to the Intellectual Policy at MSU.
 - The Plant Variety Protection was approved.
 - Dr. Shaw presented a policy for Human Subjects in Research
 - Editorial changes were made to this policy to meet federal guidelines.
 - Dr. Hyatt presented revisions to the Student Code of Conduct Policy
 - She clarified that the conduct applies to both on campus and off campus students regarding sexual misconduct.
 - Dr. Coyne asked if espionage and sabotage should be added to the policy.
 - The current policy was approved and updates will be added once language is approved.
 - Dr. Hyatt presented revisions to policy for students of university organizations. It was combined with the financial policies.
 - Housing Appeals: Did not meet
 - Information Technology and Security Council: Did not meet

- Master Planning: Will meet on September 10th.
- President's Committee on Planning: Did not meet
- Alumni Board: Did not meet. Will meet on October 9th.

STANDING COMMITTEE REPORTS

- The University Standing and Staff Council Committee Assignments were updated.
- Avent Vanhorn and Mashala Pulliam were added to committees.

Athletic Council (Marc Measells)

- The Athletic Council discussed the compliance update.
 - Several colleges were trying to form unions for football players.
 - It was denied by the National Labor Relations board.
- MSU was 52nd in the director's cup points. MSU had 11 of 15 sports that made post season in the last year.
- The Athletic Department added 16 new employees.
- Facility Updates
 - Facility updates for the Softball and Tennis facilities were announced.
 - The Davis Wade punch list was reviewed. The addition of a video room for ESPN, etc. in the North Endzone was announced.
 - A new awning will be constructed for the Baseball and Track facilities.
 - A new ticket office will be constructed for the Humphrey Coliseum.
 - A new golf facility will be constructed at Old Waverly.
 - New updates to Newell Grissom were discussed.
 - The Mize weight room is in the process of being updated. The older equipment will be given to other sport teams at MSU.
- Full scholarship for athletes
 - An additional \$5K will be added to spread over 10 months

Calendar Committee (Susan Brooks) – No meeting

Community Engagement Committee (Tina Brock) – No report (Tina absent)

Conflict of Interest (Marc Measells) – No meeting

Dining Advisory Committee (Jennifer Burns) – No report (Jennifer absent)

Diversity Committee (Shauncey Hill) –

- Cedric Gathings decided to place regular meetings on hold.
- The steering committee will meet to determine the direction of committee since there is new administration. Shauncey Hill serves on this committee as well.

Employee Benefits Committee (Mary Dikes) – No meeting

Financial Aid Appeals Committee (Juli Rester)

- They are finished for the semester. They will pick up in Spring.

Game Day (Kenneth Graves)

- Game Day has weekly meetings.
- Horsepark Parking
 - They are still unsure whether more parking will be available.
 - 153 RVs are already parked at the Horsepark.

- The Mill may have the parking garage up by game day.
- Tent regulations
 - All tent companies signed contracts and know the MSU rules and regulations.
- Traffic
 - Dr. Keenum met with the highway patrol, sheriff's department, city and campus all together. Everyone is on the same page with communication. They communicate much better on game days with exiting the stadium, getting off campus, and closing different roads.
 - Patience will be the key.
 - People will not be able to get on campus until an hour after game ends.

Health & Wellness Committee (Amy Burchfield) – No meeting

Instructional Technology Advisory Committee (Darrell Easley) – No meeting

Master Plan Development & Advisory Committee (Tamara Gibson & Nick Gordon) – Meeting September 10th.

President's Commission on the Status of Minorities (Toni Roberson) – No meeting

President's Commission on the Status of Women (Mashala Pulliam) –

- There are multiple opportunities and events coming up.
- Look out for an email regarding the events.

Recreation Advisory Committee (Scott Cagle) – No meeting

Traffic Appeals Committee (Doug Carpenter) - met online

- Had seven (7) appeals this month.
 - 5 no permit
 - 1 overtime parking
 - 1 out of zone parking

Traffic Policy Committee (Hannah Burnett) – Met on August 27th

- The addition of “No Texting and Driving Signs” on campus was not approved.

Work-Life Balance Committee (Midge Davis) – No meeting

COUNCIL COMMITTEE REPORTS

Events Committee (Doug Carpenter) – Met September 8, 2015

- Long sleeve T- shirt sales are coming up.
 - October 2 in Allen from 11:00- 1:30
 - October 15 in Bost from 11:00- 1:30
 - A Doodle poll will be sent out for time sign- ups. Looking for five people per hour.
 - They will be sold for \$15 each.
 - Long sleeve shirts will be maroon and feature the state of MS on the front pocket. “Family” will be written across it using the msstate “M.” They will have Staff written across the back of the shirt.
 - Geiger may not be used this year because they do not have the color, maroon, and do not accommodate plus sizes.
 - Doug has talked to Dog Pound Printing in Starkville, University Screenprint and a couple of others in Starkville about ordering through them.
- Older shirts and jackets will also be sold during this time for the amounts below:

- Staff Appreciation t-shirt from last year - \$5
- Staff Appreciation t- shirt from two years ago - \$2
- Staff Jackets from last year - \$10

Policy and Procedures Committee (Dan Whatley) –

- The Policy and Procedures Committee is formally recommending again to MSU administration from the council to amend the Tuition Remission Program.

Tuition Remission Program

Current Policy: MSU employees can enroll with administrative approval up to 6 credit hours each semester with a maximum of 18 credit hours per year to receive tuition remission. Only one of the classes may be in normal working hours with prior approval of the department head. Lost time to work is made up in the same work week or compensated for leave time. All other courses must be taken in non- working hours. The committee would like the council to consider approving the recommendations below:

1. Provide employees tuition remission for up to two classes per semester not to exceed 8 hours, 6 classes not to exceed 24 hours in a year.
 - The reasoning behind this is to provide more beneficial classes for graduate level students. Many graduate classes are only offered as four hour classes. When working through a course study, the current policy only allows employees to take one class per semester.
 2. MSU employees are allowed to attend one class without compensation for the missed work time or using leave.
 - The reasoning behind this is due to the lack of ability to enforce evenly throughout campus. It is often perceived as unbalanced or unfair to many employees.
- Doug Carpenter raised the motion to vote. Marc Measells seconded the motion.
 - There is also an appeal process through this policy.
 - A formal recommendation letter will be drafted and given to Tamara Gibson to sign and submit to HRM.

Education Achievement Program

The Educational Achievement Program is part of the Human Resources Compensation Plan. If an employee achieves a certification, license or registration that is related to their field of study, there is a set amount of pay that they are allocated to receive.

Rates were established in 1994 for the pay increase for professional achievements.

- Certification or License - \$250
- Associates Degree - \$250
- CPA License - \$1000
- Professional Architect/ Engineering License - \$1000
- Bachelor's Degree - \$800
- Master's Degree - \$1000
- Doctorate Degree - \$2000

- After comparing to other universities (University of Mississippi & University of Alabama) and analyzing inflation rates, the committee is proposing new rates. It was approved through the council last year.

Rates recommended:

- Certification or License - \$400
- Associates Degree - \$500
- CPA License - \$1000
- Professional Architect/ Engineering License - \$1300
- Bachelor's Degree - \$1000
- Master's Degree - \$1500
- Doctorate Degree - \$2750

Dan Whatley presented the formal recommendation letter to Tamara Gibson to be signed and submitted to HRM.

Communications (Debbie Dunaway) –

- Email went to Spam for some employees.
 - Tamara will look into from ITS side.
- Next thing to advertise will be the T- shirt event.
 - Marc will work with the communication department to come up with an appropriate advertisement.
- MSU Webpage
 - Darrell will be adding to it.
- Committees are updated on website.
 - Still need pics for Avent Vanhorn and Mashala Pulliam

OLD BUSINESS:

- Recap of the Staff Council Meet and Greet Event
 - Meet and Greet Event was great!
 - Email may have caused a lower turnout.
 - A reminder or flyers may be beneficial for future turnout at events.
 - Debbie has received photos from the event.
 - Kylie will upload pictures to Facebook.
 - Tamara will upload pictures to website.
- Shauncey stated that maintenance workers did not get the Maroon Alerts for the shooting. They technically were not hired through MSU.
 - They need to be placed in Banner to get Maroon Alerts.
 - Dan Whatley will talk to administration about adding them.
- 2014 Survey Results Report from the ad hoc committee
 - Kudos to the committee for a very timely manner.
 - Program recommendation from the Executive Board
 - Staff Council will host a social in the spring.
 - Bully Tipline
 - Will try to utilize Facebook instead.
 - Campaign SC Awareness
 - Employees will be encouraged to participate in a survey before SAD. They must print out receipt after survey to enter to win a prize.

