

**Mississippi State University
Staff Council**

March 5, 2014

10:30 a.m.

Present: Susan Brooks, Mary Dikes, Sherry Fisackerly, Penny French, Tamara Gibson, Kenneth Graves, Lisa Hearn, Shauncey Hill, Jane Lewis, Marc Measells, Mandy Netadj, Natalie Ray, Toni Roberson, Cade Smith, Faye Smith, Dan Whatley

Other Present: Casey Finch

Absent: Amy Burchfield, Ann Carr, Sharon Hewlett, Jenna Mosley, Jessica Northcutt, Linda Perry-Babcock, Angela Waller, Adrienne Washington, Alex Washington

Guest Speaker – Mr. Don Zant, Vice President for Budget and Planning Office

- Division consists of 100 employees, and all are staff. He was very excited to be asked to speak to the council that represents the staff.
- Staff Council falls under Budget & Planning, but also report to the President
- Talked about the rules or procedure for choosing the person from the Budget and Planning office to set on Staff Council and how his division chose their representative.
- There has been in the past 3 years a 4% and 1.5% budget increase and the money was given to department.
- Budget module is now open. It is looking optimistic for potential raises this year, but he was not making any promises. It is open now in hopes of redistributing funds before raises occur.
- Mr. Zant discussed the transition to online booking for travel. It will be similar to eForms. The goal is to eliminate the different colored forms that pertain to budget changes.
- Mr. Zant said that he would follow up with the question regarding 8 hours being given tuition remission.
- C. Smith asked questions regarding internal talent versus external talent when dealing with hiring situations. He brought up questions about Noah Levitz, an outside consultant who came in for a presentation, but has not been contracted at this time. The discussion was that staff members on campus that have time to commit in observing situations needing a consultant would be more cost effective. Noah Levitz is able to accurately predict enrollment and allocations of scholarships with software that can analyze the possibility of actually getting a student regardless of scholarship size. This feature can be cancelled after the first year if we are not getting the results that we expected. The main issue is, do you have the expertise available, and what will the financial burden be?

APPROVAL OF MINUTES

Minutes approved as submitted

FINANCIAL REPORT

The financial report was approved as submitted

CHAIR'S REPORT

- **Executive Council –**

1. OP 65.06, Research, Extension and Clinical Faculty PositionsDrs. Shaw, Bohach, Gilbert
 - a. Research & Ag policy; update regarding the promotion process for faculty without academic appointment
2. Cost Share Policy.....Don Zant
 - a. New policy; designed to document what our policy is regarding cost share; consultants reviewed and so did business officers
3. Student Association Update Mr. Hogan
 - a. Feb 11 SA elections; "Vote Anything" campaign
4. HRM 60-416 Policy was discussed – Conflict of Interest/Ethics
 - a. Judy Spencer and Joan Lucas worked on updating this out of date policy. New MS Codes required out policy to be updated.

- **Faculty and Staff Housing Appeals –**

Housing had two appeals. The first one had job duties that required them to travel times of the year and they had difficulties looking for permanent housing. Credit problem in the past was the other complaint. They were having trouble getting a loan and were asking for an extension so they could clean up their problems. Had worked on campus for 8 or 9 years. Both were denied by the Housing Appeals Board.

Information Technology Advisory Committee –

1. CIO's report:
 - a. Blackboard additional 4 year contract
 - b. New Oracle's contract starts July 1 of this year
 - c. HPC expansion to super computer
 - d. Camtasia which is a distance learning software is upgraded and there will be a faculty and student home use program to offer
 - e. Last year a discussion of "web presences" lead to a committee going and discussing with other groups about MSU having a unified appearance. ITS started using DRUPEL 12-14 months ago and slowly started moving web pages over to this format. Drupel is user friendly software that allows for templates to be put in place and an approval process when needed. (i.e. if the logo changes – ITS can set all the logos on this system to change to the current logo – instead of having to go in or all departments webpages to make changes.) This allows ITS to have control over consistency but not have to maintain these sites. More sites will be moved – however there is still not unified

- master template in place. ITS will be working with University Relations to try and get something created.
- f. Attendance Tracking: a committee headed by Dr. Julia Hodges is looking to find a way to electronically allow students to key in before class. This method will allow this data to be sent directly to banner. Ole Miss has already adopted this. Looking to pilot this on 2-3 classes of different sizes. At least 3 scanners will have to be put in a room to keep system from jamming on larger classes. (Suggested one scanner to 100 people). Lots of discussion on this.
 2. Novell-to Microsoft Migration:
 - a. Hardware issue is resolved but now they are having trouble with migration software. ITS is not yet moved over to the new system. They are currently 2-3 months behind.
 3. Text messaging for non-emergency communication to students, employees:
 - a. This has been mentioned at an earlier meeting. With issues of students becoming numb to the Maroon Alerts; students who are on strict phone plans and can not afford extra texting charges; departments will have to then start texting information and emailing it in order for everyone to get it only makes more work on them. Students have been told that all communication with university (outside Maroon Alert) will be done as email. Questioned the two student reps there and they both agreed to all these concerns and said college is the time they need to learn how the real business world operates and email is still the primary way of communication – and they preferred the practice to stay as it was. Rackley said then this answered the question on this issue.

Master Planning –

New Business

1. **Delta Gamma House Addition** – Passed pending renewal of lease of land: Parking lot addition of 12 spaces; no access to the back of house; Parking Services has approved; DG is paying
2. **Delta Chi – Site Master Plan – Don Buffum-** Passed: Buffum is faculty advisor; landscaping plan; privacy fence, terrace, basketball court, retaining wall; want to complete as funding is received; so this is an overall approval of everything needing to be done; first step will be dirt work to level things; 2 existing trees will be lost but 21 total will be in the finished project
3. **New Center for America’s Vet’s Site** – Passed a site approval: location where Evans Hall sets now: Funding already received; Would give additional 2 residence halls; Living learning environment; free standing building that could be attached to residence hall for veteran business and Wounded Warriors

4. Design Review of Governance Document – Basic review was given. Committee will review by section starting with Section 2 for the next meeting. This has been in process for some time. Hart Baily said they wanted to capture the process of the construction procedure; there are 4 main parts to the document; 1) Administration of the Master Plan 2) Design Review Procedures 3) Space Management Sub-Committee 4) Monuments, Memorials, and Landmarks Sub Committee

Discussion

1. Campus Project Updates:
 - a. **Classroom Building:** Construction started; fence is up; some storage materials are on site; grand opening being considered by Pres. Office instead of ground breaking since ground breaking is fast approaching
 - b. **Mill at Mississippi State:** Signing contracts; plan to close next week; looking at March 20 for ground breaking
 - c. **Fresh Foods Facility:** Contract sent to JESCO for execution; anticipated notice to proceed first of March
 - d. **Lee Hall Renovations:** Carpet and wood flooring is being put in; move-in date still May 2014
 - e. **Stadium Expansion:** Yes it will be finished in time; Aug 20 is contract date; dry wall and glassing going in and up

Alumni Association Board Meeting - 2/7/14 Lori Bruce, Scott Stricklin, John Rush, Jeff Davis

- Rhodes Scholar – Donald “Fields” Brown: only 32 picked; last one in 1911
- 1 in 10 meteorologists got degree from MSU – Australian via distance student
- SEC Network (SEC #1 name in marketing study – ESPN 2nd)
- \$2mil on digital infrastructure for digital ESPN 3 for anything not on networks
- Push to get people to go to get secnetwork.com and sign-up
- Virtual tour on selecting seats with seating restructure
- Break ground on Cotton Mill in late March
- HH had remodel of basement 250,000 records stored there and the call center
- Bulldog club donations count as a donation to Alumni
- 128,000 living alums; 43,772 are active; 95 chapters; last year hosted 700 events
- MSU has 19,500 car tags (3000 more than Ole Miss); working on getting AL to sell tags – TX, TN, & MS already do
- Alumni Bid set-up voted last year to re-organize; 24 members (of 46) are rolling off – 16 will be replaced – change in Region breakdown- (west of MS; TN-NY; AL- GA; Carolinas & FL
- Alumni organization is 52 years old
- Kinesiology program is largest on campus
- \$800 mill entity = MSU

President's Committee on Planning – has not met

STANDING COMMITTEE REPORTS

Athletics Committee – has not met

Athletic Council – has not met

Calendar Committee –has not met

Community Engagement Committee –has not met

Conflict of Interest –has not met

Dining Advisory Committee – Spring Break schedule is posted

Diversity Committee – has not met

Efficiencies & Innovations Advisory Committee – has not met

Employee Benefits Committee – has not met

Health & Wellness Committee – Discuss about the Active Health program. Benefit eligible Employees have access to a 24 hour nursing line. 866-939-4721. Offering an enhance management program. Register on an online portal. If you attend three calls of the active health you would receive a free gift. Want to host the webinars on the SC Facebook page which Natalie did not see a problem with. Talked about the smoking policy.

Financial Aid Appeals Committee – has not met

Game Day – MS High School Association asked if we would host the championship on campus this fall. So the game day committee sent a recommendation to approve that. Looking at rotating between us and Ole Miss whoever is hosting the Egg Bowl would not be hosting the championships.

Information Security Committee – Met on February 22 and discussed a student sponsored response. Black board, building blocks kind of a continuation.

President's Commission on the Status of Minorities – Met Monday and they are getting ready for the Diversity Awards. Discussed a program in the spring and still discussing a few other things.

Recreation Advisory Committee – has not met

Traffic Appeals Committee – has not met

Traffic Policy Committee –has not met.

Way finding Working Group – has not met

Work-Life Balance Committee – Met February 18 about forming ad-hoc committees for a survey to send out to staff about child care issues. There was also discussion about dual careers/couples employment.

COUNCIL COMMITTEE REPORTS

Events Committee – The plan is to get away from “SAD,” and transition to “Luncheon in the Junction.” Each committee is working on their parts, respectively.

Policy and Procedures Committee – nothing new to report

Communications – has not met; trying to get newsletter ready to go out this week. Also working on publicity for Staff Appreciation Day

OLD BUSINESS

NEW BUSINESS –

- June 11, 2014 will be the make-up meeting for our February meeting as we have to meet 11 times per fiscal year
- Entertainment for Luncheon in the Junction will be MSU’s Black Voices and the Custodial Choir. Council was asked about other choral/musical groups that could perform. Joe Ray Underwood & Dr. Brown Music Department was given as a contact to check with.
- Lisa mention the Zacharias Awards has a time line together. Susan Brooks, Alex Washington, Shauncey Hill, Jenna Mosley, Dan Whatley, Penny French, Ann Carr, Mary Dikes and Toni Roberson) Alternates Linda, Sherry and Faye are all serving on this committee. Meeting will be April 21, 2014 at 3:00 p.m. at the Hunter Henry Center in the Ritter Conference Room. Members and alternates to attend and having 10 people reviewing the nominations. Packets are due back on April 28, 2014.

Election of Officers – the nominees were named and the chairs were given an opportunity to speak.

MEETING ADJOURNED

Respectfully submitted,

Toni Roberson, Staff Council Secretary
April 3, 2014

Financials 03/2014

100000-341800-046000

Date: 03/14		Itemized Transactions Prior Month	Sum of Budget by Category	Remaining
Balance	\$13,551.99			
Salaries	\$6,250.60			
		<i>SM 3</i> \$781.15 <i>SM 4</i> <u>\$781.15</u>	<u>Salaries Spent</u> \$1,562.30	<u>\$4,688.30</u>
Travel	\$125.00			
		Reimbursement-Mary Dikes \$125.00	<u>Travel Spent</u> \$0.00	<u>\$0.00</u>
Contractual	-\$187.50			
		<i>Phone-March</i> \$21.50 - -	<u>Contractuals Spent</u> \$21.50	<u>-\$209.00</u>
Commodities	\$7,279.41			
		<i>Walmart-Refreshments</i> \$9.96	<u>Commodities spent</u> \$9.96	<u>\$7,269.45</u>
		-	-	-
			Ending Balance 03/14	<u>\$11,958.23</u>