

Mississippi State University

Staff Council

April 10, 2013

10:30 a.m.

Present: Ann Carr, Allen Cooperwood, Mary Dikes, Sherry Fisackerly, Penny French, Kenneth Graves, Lisa Hearn, Sharon Hewlett, Jane Lewis, Sam Manning, Calvin Mosley, Jessica Northcutt, Linda Babcock, Natalie Ray, Toni Roberson, Cade Smith, Faye Smith, Rebekah Sparks, Angela Waller.

Absent: Amy Burchfield, Marc Measells, Mandy Netadj, Adrienne Washington.

GUEST SPEAKER: Judy Spencer

HRM has worked on their goals of changing the face of HRM for the past two years. One of the phases of change is the staff compensation project. They feel that it is not HRM's job to decide salaries. There is a new way to decide job responsibilities and compare data. This is a university wide system that will do all of the number crunching. Another phase is Benefits education implementation. HRM realized they hadn't offered a whole lot of educational benefits. They now provide "Employee Benefits at a Glance" that includes this information. The website has also been changed and is now more user friendly. Judy Spencer discussed the topics of Employee EAP/Worklife Benefit and Lifesync. She informed the council that emails would be sent out informing benefits eligible employees of these changes. Judy also explained the reasoning for not passing the Shift Differential Proposal Policy as discussed at the Executive Council meeting.

Another topic that Judy discussed was the Staff Performance Appraisal Process. She stated that the first priority would be the learning and development of a system for the performance evaluation. She said that we needed to start over and treat it as a new project. She said that proper steps would need to be taken in order to be incorporated in the SACS evaluation. She said nothing would happen before the fall due to the SACS evaluation taking place in the fall.

APPROVAL OF MINUTES

Minutes from the March 20, 2013 meeting were approved as submitted.

FINANCIAL REPORT

Financial report was approved as submitted

CHAIR'S REPORT

- **Staff Council Executive Council**
- **Master Planning**
- **President's Committee on Planning**
- **Information Technology Council**
- **Special Events and Game Day Operations**
- **MSU Dining Advisory Committee**

STANDING COMMITTEE REPORTS

Athletics Council- Thursday night game coincides with Fall Break, so this will not cause the cancellation of any classes.

Home Football side will be shut off during the spring game.

Egg Bowl will be played on Thanksgiving Night.

President's Commission on the Status of Minorities- Diversity Research Conference on Tuesday.

Discussion of a committee to develop bylaws for this committee.

Community Engagement Committee- Working on different priorities and software to find out information.

Research symposium-very high quality. Will build incentive to get faculty to have more community engaging classes.

Discussion of Outreach button on MSU website.

Disaster Prep Boxes-Interfaith services initiative-working with churches and groups to create kits. This is a 9 month process similar to a food drive.

Diversity Committee- purpose of the Diversity Council which is to serve as a focal point for discussing diversity issues from all divisions on campus.

Mississippi University for Women (MUW) has created a new program titled NEW Leadership Mississippi to "teach female college students the value of civic engagement and encourage them to become more involved in politics".

The Council was informed about the Recruitment and Retention Task Force for Women and Faculty/Staff of Color.

Discussion was held about MSU identifying minority contractors for purchasing.

Discussion was held about developing a report card for both the Diversity Strategic Plan and diversity efforts in general at MSU.

Discussion was held about creating an electronic calendar that would host all diversity related events.

The Council agreed to invite Marcus Thompson, Chief Diversity Officer for the IHL system, to a future meeting possibly in the fall semester.

The Council agreed to meeting six (6) times per year. Additional meetings may become necessary as the Council's role develops.

Employee Benefits Committee-Meeting Date: Feb 27, 2013

1. Employee Assistance Program- Life Sync was the chosen provider and this service will be offered in all 82 counties. There will be no cost to the employees. There will be a certified/licensed staff available 24/7 to discuss life issues staff or family might be having. The service is confidential.
2. Retirement Seminars are being held by Metlife. W-mail notifications were sent to employees concerning these sessions.
3. PERS Advanced Applications (Form 16) document. If you are vested in the Public Employee System, the employee's beneficiary may per-select their retirement option, preventing limitation of options if the employee were to die before retiring. It was suggested that every committee member take this information back to their administration. This information is covered in the new employee orientation and can also be changed by making an appointment with HRM.
4. HR Release Form, which allows HRM to provide information about the employee's benefits to person(s) the employee has on the form. This form may not be in place for employees who were hired before HIPPA laws went into effect.
5. Tuition/Remission Policy, The MSU Benefit Committee made a motion to send a letter of support to the EVP to change the number of hours allowed for tuition remission to 8 hours per semester, up from 6 hours per semester. However, the committee chose to support the practice that employees would be required to make up the hours.

Information Technology Advisory Committee- over Spring Break, 4-5 classrooms were updated with technology. Possibly updating 2 more classrooms.

COUNCIL COMMITTEE REPORTS

Events Committee – Flyers for SAD are printed and will go out this week. T-shirts have been ordered. They are blue and the same material from last year. Size 2xl will be regular cotton blend.

Walk through of the Junction resulted in the stage being moved underneath where all of the oak trees meet so there is power.

Games will be where inflatables were last year.

Hotdogs moved up some to allow more room for tables.

Photobooth and monitor near Lloyd Ricks for power.

Tablecloth and Banner were paid for with university funds due to being used for more than Staff Appreciation Day.

General Events Meeting on the 16th will most likely be cancelled.

General Discussion of ZDA.

Discussion of printing signs for games and hotdogs.

Food: Sam said the cost was 6,819.41 not counting the 950-1000 rebate. Drinks 1,084.80 (went up more than 100).

Snow cones \$1560- \$3 each-eliminate in the future or find another avenue.

Policies and Procedures – Information was presented in regards to staff development, advancement, and retention.

Communications – The communications committee is partnering with Events at this time to help with demands of Staff Appreciation Day.

OLD BUSINESS

NEW BUSINESS

Support Staff Conference Registration Table-asked for volunteers

Procard Approval Process-Cade can approve for 1 month: see documents, sign-off, and then approve.

MEETING ADJOURNED

Respectfully submitted,

Casey Finch, Office Associate
April 10, 2013