

Mississippi State University

Staff Council

August 7th, 2013

10:30 a.m.

Present: Susan Brooks, Amy Burchfield, Ann Carr, Mary Dikes, Penny French, Tamara Gibson, Kenneth Graves, Lisa Hearn, Jane Lewis, Marc Measells, Jenna Mosely, Jessica Northcutt, Linda Babcock, Natalie Ray, Cade Smith, Rebekah Sparks, Adrienne Washington, Alex Washington, Dan Whatley.

Absent: Sherry Fisackerly, Sharon Hewlett, Shauncey Hill, Mandy Netadj, Toni Roberson, Faye Smith, Angela Waller.

GUEST SPEAKER: SARAH PERRY, HRM: FMLA OVERVIEW

FMLA: The Family and Medical Leave Act, enacted in 1993, allows workers to balance work and life responsibilities with 12 weeks of unpaid leave, retention of accrued benefits, job protection, partial pay for some health benefits, and restoration to same or equivalent job upon return to work. Departments are responsible to file a FMLA letter within 5 days of events. Once a department gains knowledge of an FMLA event, the process needs to be started. The actual person does not have to be the one who tells HRM the issues. Supervisors are the first in line for communication of such event. The biggest question regarding the procedure is the privacy breeching concerns. This places lots of demands on department heads to be the first chain of command. Supervisors will be the lead trigger of the process. Supervisors will be trained in ways to facilitate communication with appropriate channels to be professional while approaching the situation. The time frame is 12 weeks or 480 hours per employee, but can be multiple FMLA's. Six weeks can be used when caring for military. Leave keyers need to be part of the process. This process is now a part of leave training. The form is not online due to changes. New medical certification forms are now available, which have boxes physician can check when there is a chronic condition. HRM is contacting departments through the leave desk, and then they will be trained on how things happen. The question was asked: "Do we need to educate staff, or will HRM?" Perry elaborated that training for supervisors will probably start in the next month. No actual changes have been made to FMLA; they are just making the steps clearer. Departments should contact Sarah Perry for any direct training requests. Staff Council will help facilitate requests of training.

APPROVAL OF MINUTES

Minutes from the May 8, 2013 meeting were approved as submitted.

FINANCIAL REPORT

Financial report was approved as submitted.

Motion made by Penny French to keep the financial report as is. Linda Perry-Babcock second the motion. The motion was passed.

CHAIR'S REPORT

- **Executive Council-** met July 22, 2013
 - Passed: Student cost for attendance-tuitions and fees increased by \$408. Non-Residents by \$624. Rooms increases by \$161. Transportation by \$42. Books and supplies stayed the same.
 - Passed: Recind AOP 21.02, Research and Special Skill Requirements for Ph.D.
 - Passed: OP 01.05 Wireless Communication Devices and Plans: The passing of this policy could open the door to other state employees getting cell phones.
- **Faculty and Staff Housing Appeals-Have not met**
- **Information Technology Council-Have not met**
- **Master Planning**
 - CVM Courtyard-passed. Area between buildings that could be used as a fund raising area or entertainment.
 - Union & McCool Plaza Update-passed. NE side of McCool Hall. Request to proceed with designing. Veterans Memorial Fountain eventually planned.
 - Golf Course Pavilion Site Location & Club House-passed. Facility for team only, will replace old restaurant area. Approximately 7,400 square feet and materials are planned to match the ones used in the stadium expansion.
 - Tennis & Softball Entryway designs-passed. Facility to hold 1,200 people. MSU currently has oldest Tennis and Softball facility in the SEC.
 - Courtyard at Landscape Architecture – passed. Area located behind the LA facility will be built with private funds and keep the style of the WET project in the front of the building.
 - Storage Building at Horse Park – passed. Permission was given to initiate a project of replacing a storage building to fit the needs of the Horse Park since Mississippi State University Extension Service gave the building back the University they were using off of Buckner Land.
 - Aiken Village-Final stretch on this report; survey report is done
 - Bullring-Completed except for landscaping; committee suggested a plaque explaining the history be put in place.
 - Mill at Mississippi State-University will lease parking garage from city for 10 years and then it will go back to the University (this will allow time to remove all grant restrictions).
 - Fresh Foods Facility-Bids were taken, but all were too high. Eleven new tennis courts are being built and the project is on schedule.
 - Lee Hall Renovations-Dry wall is up; skylights should be in by end of August. Move in is currently planned for May or first of June 2014. Must be complete before move-in is allowed per IHL.
 - Stadium Expansion-On schedule. Trying to get BS Hood open by start of school—at least partially opened if any way possible.
 - Walker Road & East Lee Blvd Traffic Reversal: It is being finished up as the meeting took place; reversal started July 29.
- **President's Committee on Planning-Have not met**

STANDING COMMITTEE REPORTS

Athletics Committee-have not met

Calendar Committee-Representative not present.

Community Engagement Committee-have not met

Conflict of Interest-have not met

Dining Advisory Committee- (Cade Smith) have not been contacted. (Bill Broyles)-discussion about when Perry opens and when students arrive. Students move in Saturday, but Perry will not be open. It is causing the students to use their own money and eat off campus. Dining service asked for a \$50 increase for the 6 days. This was chosen not to send to IHL. Next time a contract is approved with Aramark, they will compensate for this. Neither the university nor Aramark have volunteered to absorb the costs. Pizza Hut Express will be opening in the Union.

Diversity Committee-Representative not present.

Efficiencies & Innovations Advisory Committee-(Cade Smith) have not met. ITS will be the topic.

Employee Benefits Committee-(Mary Dikes) have not met. We have had special meetings during the summer to see about elective term and AD&D insurance for employees. We had a new insurance company come and give a presentation for better prices than MSU employees pay now. But the Benefit Committee does want to give our current insurance company a chance to give us a new proposal with better or matching prices before deciding if MSU wants to change insurance carriers or stay with the current. The goal is to try to make a decision before open enrollment in Oct. Our next meeting is scheduled for September.

Financial Aid Appeals Committee-(Lisa Hearn) met end of May and will meeting Friday and probably next week to review appeals.

Game Day- (Dan Whatley) New commercial tailgate company policy: setup companies to be required to set-up in a designated area (half of amphitheater, front lawn of Ag & Bio Engineering). These companies will be allowed to set-up at 8am Fridays rather than at 4pm.

Information Security Committee-(Susan Brooks)-July 9. Went over stats for the years. - only 45 copyright infringement complaints so far this year and 17 quarantine events. The new SSN eForms have been rolled out. As the University shifts from Groupwise to Microsoft outlook exchange some computers will need to be updated as outlook does not run on Windows XP.

Information Technology Advisory Committee- (Susan Brooks) Met July 2. Sept 3 next meeting. Email addresses in the new environment, whether or not departmental addresses (for example @provost.msstate.edu) would be kept or eliminated. Procedural changes to ITS

contracts three MSU contracts that were in progress were affected, but all issues have been resolved CIO meeting at the end of July to work out any remaining problems. EES software contract with Microsoft was also discussed.

President's Commission on the Status of Minorities- (Alex Washington) New chair of PCSM- Gregory Hunley from Diversity and Inclusion Office. Alex Washington is the Vice Chair. We are currently reviewing nominees for the 2013-2014 Commission.

Recreation Advisory Committee-have not met.

Traffic Appeals Committee- Sharron Hewlett not present.

Traffic Policy Committee-(Dan Whatley) Bost Drive intersection with Barr Avenue to become a 4-way stop. Reworking intersection of Bost Drive with Stone Blvd to increase length of turn lanes on Bost.

Work-Life Balance Committee- (Jessica Northcutt) Meg Arnold is the Chair. Review of last year things. If you adopt a child, you cannot use major medical to take care of the sick child. It is a state law. Right now there has to be a major medical necessity. There is currently a huge issue in Starkville with day care shortage. Emerson is frozen, new children cannot be added. Meg sent a letter to the school district on keeping the infant room open. New Hope is closing as of December. There are at least 10-12 people on the waiting lists anywhere. Aiken Village is the priority to the Pell Grant recipients. People have to drive to Columbus or Starkville because of the issue. Dual Career Program on campus-how do we provide work for their spouse to keep good faculty members on campus. Judy Spencer really wants this pushed through Work-Life Balance. EAP-August 27th-Caring for Elders. Living with ADD or ADHD seminar as well.

COUNCIL COMMITTEE REPORTS

Communications Committee-have not met yet. Discussion of Newsletter has taken place. Sam killed the old Facebook, but Tamara will start a new and up to date Facebook page.

Publicity Committee – Bekah, is working on the Homecoming Jackets. The Jacket that everyone likes is at a standstill because of sizes. Jacket sales are scheduled for October 1-Bost Breezeway and October 2 at the Drill Field (under Allen for rain location). HailState logo is being discussed. Larger sizes may have an extra dollar or two based on cost compensation.

Bekah will schedule a meet next Thursday to review old issues.

Policy and Procedures Committee- Angie, asked for suggestions for Policy and Procedures to be reviewed.

OLD BUSINESS

None was presented.

NEW BUSINESS

Charities-Drop-off for a Charity to put a face with a representative of Staff Council. Habitat, Reclaimed, Palmer Home.

Bekah reported that Habitat- nothing they can really accept. Palmer Home preferred monetary drives and suggested a Chili cook-off. ReClamed Project-possibility to do antibiotic creams, bandaids, things they can take.

Motion by Mary Dikes to do a charity. Motion not passed.

Educational Sessions-Jessica Northcutt will present the list to Meg Arnold to do in the fall semester as a partnership. Meg Arnold said that Work Life Balance will do all of the footwork. They will not provide funds, but will work.

Staff Council Survey-significant change: Staff Council has continuously improved the last two years. Any feedback and changes need to be submitted to Casey by the end of the week.

MEETING ADJOURNED

Respectfully submitted,

Casey Finch, Office Associate
August 8th, 2013