

# Mississippi State University Staff Council Meeting Minutes

August 13, 2014

10:30 a.m., Sanderson Conference Room

**Present:** Amy Burchfield, Mary Dikes, Sherry Fisackerly, Penny French, Marc Measells, Jenna Mosley, Shauncey Hill, Susan Brooks, Tamara Gibson, Nick Gordon, Debbie Dunaway, Doug Carpenter, Dan Whatley, Midge Davis, Jennifer Burns, Tina Brock, Heather Andrews, Julie Rester, Kenneth Graves.

**Absent:** Alex Washington, Jessica Northcutt, Scott Cagle, Ann Carr, Toni Roberson, Cade Smith, and Angela Waller.

**APPROVAL OF MINUTES:** June 11, 2014 minutes were approved as submitted (motion by Mary Dikes and seconded by Susan Brooks).

**FINANCIAL REPORT:** The July 2014 financial report was approved as submitted (motion by Amy Burchfield and seconded by Tina Brock). There is a deficit in travel and Don Zant will cover it. Penny will ask for an increase in the travel budget.

## **CHAIR'S REPORT (Penny French):**

- Casey Finch, Staff Council Office Associate, has resigned her position as of July 4, 2014.
- **Executive Council (June and July)**
  - OP 01.01 Operating Policy and Procedure System: Assigns responsibility for maintaining and organizing the online policy manual to the Office of Institutional Research and Effectiveness. Approved
  - Revision to OP 30.06 MSU Identification Card: The revised policy provides that ID cards of faculty and staff who are leaving the university must be collected and destroyed by the home department and associated services such as electronic door access must be revoked. Approved
  - Meridian Campus Renaming: The proposal was to rename the original MSU Meridian location "College Park Campus of MSU Meridian" and the downtown location as "Riley Campus of MSU Meridian". Approved – this now will be submitted for approval by IHL Board of Trustees.
  - HPC2 Renaming: It was proposed to rename the High Performance Computing Collaboratory building as the Malcolm Portera High Performance Computing Center in honor of the former MSU president. Approved – this now will be submitted for approval by IHL Board of Trustees.
  - AG & Bio Renaming: A proposal was presented to rename the Agriculture and Biological Engineering Building as the J. Charles Lee Agricultural and Biological Engineering Building, in honor of the former MSU president. Approved – this now will be submitted for approval by IHL Board of Trustees.

- Student Association Update: Reported on activities such as The Drill on August 18<sup>th</sup>, Cowbell Yell on August 28<sup>th</sup>, and Bulldog Bash (Justin Moore is entertainment) on October 3<sup>rd</sup>. Also reported on some student led initiatives including an online student food bank program called **Block by Block**, a project called **15 to Finish** which encourages students to take more than the 12-hour minimum full-time course load, a procedure that allows students to purchase football tickets on line, and tentative plans for a series of Student Town Halls.
- Parking Fees for 2014-2015: The parking fee structure for the 2014-2015 was presented. This information is available online.
- Policy of Account Reconciliation: A revision to this policy was presented that includes a new section (B.) that addresses the departments' responsibility regarding deficit balances. Approved. SEE NOTES
- Policy and Procedure Statement on Research and Extension Associates: This policy is being revised to say that promotion can occur at any time of the year. The question was asked if this policy gives the staff in question a similar situation as when a faculty member goes up for promotion and/or tenure. For faculty if the Department Head, or anyone in the chain of approvers does not recommend the faculty member for tenure, their packet still continues on to the next level, with the overall decision being made by the Provost/President. Dr. Shaw was leading this meeting and I told him Staff Council would look into the issue. I spoke with him after the meeting as well, and I suggested if needed perhaps the language could be revised to state that the same would occur for staff. (This policy only refers to Research Associates and Extension Associates). Our Policies and Procedures Committee will take the lead on looking into this issue.
- Brown Loam Branch Experiment Station Renaming: The Brown Loam Station at Raymond is proposed to be renamed the "E.G. (Gene) Morrison Brown Loam Branch Experiment Station. Approved – this now will be submitted for approval by IHL Board of Trustees.
- Track and Field Complex Renaming: Proposed to name the track and field and cross country area as the Mike W. Sanders Track and Field Complex. This would include, but not rename, the Carl Mattox Stadium and the W.O. Spencer Track. This was approved by the President's Cabinet and recommended to the IHL.
- **Housing Appeals:**
  - One appeal request: The tenant is looking to purchase a home and at least two years of income history for both tenant and spouse are needed to secure the mortgage. Tenant just completed 3<sup>rd</sup> MSU degree in May 2013, and wanted the extension to go from August 2014 through April 2015 to alleviate additional moving expenses. Request was denied.
- **Information Technology Council (July and August):**
  - Recent Phishing Attempt: In late June many employees received variations of an email asking them to submit their MSU username and Password. The person

responsible for these emails had done their homework and the email was more convincing than some. Even with a rapid response by ITS, about 40 accounts were affected. Phishing continues to be a concern and employees should continue to be aware.

- Executive Council approved a revision to OP 30.06 ID Card Policy, requiring all departments to collect and destroy the MSU ID card of an employee who is leaving the university. MSU retirees are eligible to obtain a Retiree ID card at no cost.
- Reminded everyone that all IT purchases of \$250,000 or more must have ITS approval, and IT contracts of \$250,000 or more for the life of the contract require ITS and IHL Board approval. This process can take several months.
- IHL has approved the 3-year \$1.86Million extension to the Oracle software contract. Also approved by both IHL and the Mississippi Department of Information Technology Services was an extension to the Library SirsiDynix Library Automation System contract through June 30, 2019 at a cost of \$1.08Million.
- Novell to Microsoft Migration continues, they hope to be completed by Christmas. Some issues with the Calendar, the information moves over, but it works differently and there have been lots of user errors.
- Adobe Licensing: Adobe is making major changes to their software licensing models. The old model provided for a perpetual licenses for software, while the two new license models – Value Incentive Plan (VIP) and Enterprise Term License Agreement (ETLA), all software is based on an annual subscription model and perpetual licenses are no longer available. MSU ITS is continuing to evaluate options for bulk pricing of Adobe software once our current license ends on June 30, 2015.
- Pilot Project to track Attendance: Based on card swipe, modeled after Ole Miss's system, trying in 3 classrooms this fall. Uses Proxy access to give parents access to their information in Banner. This is driven by students and is voluntary. Starts Aug. 18<sup>th</sup>. Student enters name, relationship, and email address of parent.
- True Maroon series of videos for freshmen. One on History & Traditions, Information Technology – phishing, copyrighting/sharing videos, etc.
- **Master Planning**
  - Will meet later this week.
  - June meeting updates: discussion on different walkways and sidewalks, two new residence halls and Center American veterans still in preliminary stages, Band Department requested permission to buy outdoor storage facility which was denied, improvements to areas between Etheredge and Carpenter buildings, and The Mill and Fresh Foods projects are moving along.
- **President's Committee on Planning** – no meeting
- **Alumni Board** – no meeting

## STANDING COMMITTEE REPORTS

**Athletic Council (Dan Whatley)** – no meeting

**Calendar Committee (Susan Brooks)** – no meeting

**Community Engagement Committee (Ann Carr)** – representative absent

**Conflict of Interest (Marc Measells)** – no meeting

**Dining Advisory Committee (Sherry Fisackerly)** – no meeting

**Diversity Committee (Shauncey Hill)** – no meeting

**Efficiencies & Innovations Advisory Committee (Cade Smith)** – representative absent

**Employee Benefits Committee (Mary Dikes)** – no meeting

**Financial Aid Appeals Committee (Juli Rester)** – has not met but reviewed by email over 200 appeals for Financial Aid.

**Game Day (Kenneth Graves)** – reviewed new fan guide, requests to disburse flyers and launch of SEC Network on 8/14/14

**Health & Wellness Committee (Angie Waller)** – representative absent

**Information Security Committee (Amy Burchfield)** – discussed phishing emails and compromised accounts and Cyber Security Awareness Week this fall

**Instructional Technology Advisory Committee (Tamara Gibson)** – have not received any emails regarding meeting – will contact Rodney Pearson.

**President's Commission on the Status of Minorities (Toni Roberson)** – representative absent

**Recreation Advisory Committee (Scott Cagle)** – representative absent

**Traffic Appeals Committee (Alex Washington)** – representative absent

**Traffic Policy Committee (Alex Washington)** – representative absent

**Wayfinding Working Group (Dan Whatley)** – no meeting

**Work-Life Balance Committee (Debbie Dunaway)** – Danielle Smith no longer serving on Staff Council. Debbie assigned to WLB Committee.

## COUNCIL COMMITTEE REPORTS

**Events Committee** – No meeting yet. Will schedule meeting next week and discuss upcoming jacket sales. Check email to see committee assignments. Homecoming is November 8<sup>th</sup> and sales are the week before or during homecoming.

**Policy and Procedures Committee** – No meeting yet. Will meet before next Staff Council meeting.

**Communications** – Danielle Smith has resigned from the Council and Tamara agreed to chair. Tamara gave an update from SAD: all t-shirts were checked for design flaws and over 200 shirts were flawed. University Screenprint agreed to give a full refund for each shirt. Will email committee to set up a meeting.

