

**Mississippi State University
Staff Council Meeting Minutes**

April 8, 2015 @ 9:30 a.m.

Sanderson Conference Room

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

P Andrews, Heather	P Davis, Midge	P Hill, Shauncey
A Brock, Tina	P Dikes, Mary	P Measells, Marc (Events Chair)
P Brooks, Susan	P Dunaway, Debbie	P Rester, Juli
P Burchfield, Amy	P Fisackerly, Sherry	P Roberson, Toni
P Burns, Jennifer	P French, Penny (Chair)	A Smith, Cade
P Cagle, Scott	P Gibson, Tamara (Secretary)	P Stewart, Kelsey
P Carpenter, Doug	P Gordon, Nick	P Waller, Angela
A Carr, Ann	P Graves, Kenneth (Vice Chair)	P Whatley, Dan (P&P Chair)
		P Kelly LaSalle (SC Office)

APPROVAL OF MINUTES: The March 11, 2015 minutes were approved as submitted (motion by Angie Waller and seconded by Toni Roberson).

FINANCIAL REPORT: The March 31, 2015 financial report (balance \$7059.44) was distributed. Report was approved as submitted (motion by Julie Rester and seconded by Toni Roberson).

CHAIR'S REPORT (Penny French):

- Executive Council:
 - Mission Statement Review Policy: This policy was revised to change part of the review requirements from “at least every five years” to “whenever the president determines that such a broader review is needed”.
 - HIPAA Policy: The Student Health Center is the only unit on campus that is considered a Health Care Component (HCC).
 - Public Records Request Procedures: This was revised to add that MSU will accept emailed request for records, as opposed to hard copy originals only.
 - Policy on Use of Portable, Electric Space Heaters: There was some discussion regarding the dissemination of this policy to ensure that the all staff are aware of the policy and its requirements. The policy will be shared widely throughout campus over the next several months. The policy requires:
 - the heaters be Underwriter’s Laboratory (UL) listed and labeled (the State Fire Marshall will only approve these)
 - equipped with a safety “tip-over” shut-off feature
 - plugged directly into a hard-wired electric wall outlet
 - 3 feet from any combustible material (cannot be located under desks)
 - must be unplugged, not just turned off, when you leave your work areaAny heaters not meeting these requirements must be removed from campus. Employees found in violation of this policy for a first offense will be reported to their supervisor. Second and following offenses could lead to disciplinary actions, up to and including termination.

- Housing Appeals: 2 appeals
- Information Technology Council:
 - Outlook Migration Update: 99% complete, the RA email system was shutdown April 7, 2015.
 - Microsoft Enrollment for Education: Students, faculty, and staff are entitled to install Microsoft Office on up to 5 personal laptop and desktop computers at no charge for as long as they are a student or employee of MSU.
 - MissiON: Pursuing a \$4.8 million NSF Grant to fund a core upgrade to the internet system, which would add Delta State University and the community colleges.
 - Fan Experience: Approved to move to the Request for Proposals (RFP) stage, this is a 15 year, \$20 million project to bring WiFi to Davis Wade Stadium. Several other SEC schools already have completed similar projects or are in the process of doing so.
 - Clicker Standards: The company making the clickers has made substantial changes to their product and are wanting to move more to using cell phones. Some faculty are opposed to the students using cell phones during class. MSU is looking at other alternatives.
 - Procurement Issues and Challenges: Don Buffum spoke about the varying requirements for purchasing:
 - \$5,000 - \$50,000 requires quotes
 - Over \$50,000 requires bids
 - ITS purchases over \$250,000 (lifetime costs – not initial costs) require IHL approval
- Master Planning: did not meet
- President's Committee on Planning: did not meet
- Alumni Board: did not meet

STANDING COMMITTEE REPORTS

Athletic Council (Dan Whatley) – Discussed new freshman eligibility requirements for athletes. NCAA passed a rule 4 years ago that high school athletes with a GPA below 2.3 are automatically redshirts but still eligible for scholarships. Hired new Men's Basketball coach (Ben Howland), renovating softball field & tennis court and selected design firm for baseball stadium renovations.

Calendar Committee (Susan Brooks) – Will meet on 4/14/15 to discuss the 2015-2016 calendar.

Community Engagement Committee (Ann Carr) – No report (rep absent)

Conflict of Interest (Marc Measells) – No meeting (received email about status of committee)

Dining Advisory Committee (Jennifer Burns) – No meeting

Diversity Committee (Tamara Gibson) – Met on 3/20/15. Presentation on student success by Dr. Rodney Pearson using data collected since fall 2007. Can view student data at gps.msstate.edu.

Efficiencies & Innovations Advisory Committee (Cade Smith) – No report (rep absent)

Employee Benefits Committee (Mary Dikes) – No meeting

Financial Aid Appeals Committee (Juli Rester) – No report

Game Day (Kenneth Graves) – Met and finished up the contracts for the tent companies, discussed traffic planning for football games and a MSU Horse Park rep was there to find solutions for parking. The Vet school lot and Hardy Street will be closed during football games.

Health & Wellness Committee (Angie Waller) – No meeting

Information Security Committee (Amy Burchfield) – No meeting

Instructional Technology Advisory Committee (Nick Gordon) – Met on 3/24/15. Discussed clickers, using ID swipes to take attendance and the structure of the class roster in Banner vs. MyCourses.

President's Commission on the Status of Minorities (Toni Roberson) – Toni has agreed to stay on the committee but no meeting.

Recreation Advisory Committee (Scott Cagle) – No meeting

Traffic Appeals Committee (Doug Carpenter) – Met via email and had 8 appeals

Traffic Policy Committee (Doug Carpenter) – Giles Hall parking lot request to make it one direction and request to add 1 service and 1 10-minute spot but was delayed. Request for 4-way stop at Sanderson Center was denied. Also Campus Police will be patrolling Blackjack starting July 1 and discussion of moving the speed limit sign on Stone.

Wayfinding Working Group (Dan Whatley) – No meeting

Work-Life Balance Committee (Debbie Dunaway) – Met during spring break in March.

Discussed survey results and expect results next week. Had a Faculty event to get feedback. The QPR event is scheduled for 4/21/15. Only 7 seats left so total was increased to 35 from 25 seats. Asked if Staff Council could supply two reps for morning and afternoon sessions (Midge and Shauncey are already signed up). Need two more people; see Debbie after the meeting. Asked Kelly to order the refreshments for the event.

COUNCIL COMMITTEE REPORTS

Events Committee (Marc Measells) – SAD t-shirts have been ordered. Reminder about the sale on 4/30 and 5/1. Passed around a sign-up sheet. Sent the email to the VP & Directors and have received 7 responses totaling \$1500 but still waiting on more. Asked reps to check and see if their divisions have received the email.

Entertainment (Amy): Custodial Choir and Bill Cooke Trio will be providing entertainment. The Photobooth will be bringing a vintage setup that is more expensive but will give the same price as last year. Marc asked if choir needs a piano. Amy will check on this.

Food Committee (Ken): Change from last year regarding hot dogs. This year hot dogs will be part of the food line and ordered 1600. Quoted out burgers. The Cattleman Club will grill burgers and serve. Meat Lab will debut a new Bully Burger (shape of bully's paw). Still have snow cones and ice cream for free and adding a separate condiment table (more mayo & mustard). Need someone to monitor this table. Need to add this information to the flyer – can get a hot dog and a hamburger and will have veggie burgers.

Games/Activities (Doug): Met via email. Shauncey asked that we reach out to Staff to get feedback on games and activities. Asked Tamara to post this on the Facebook page. Majority of responses from Facebook page was for bingo and more tables and chairs – will not be doing bingo this year (requires more equipment and workers). Changed Dawg Day Shuffle to a Relay race.

Volunteers (Heather): The email is ready and will send it out via MSU Announcements.

(Marc) Need to get the event and t-shirt sales added to the MSU Calendar and ask local businesses for discounts. Kelli can handle pre-orders. Tamara asked all committee chairs to submit their information to her so it can be added to the flyer by the first of next week.

Zach Awards (Marc): Received 16 nominees so far but deadline is 4/15/15. Will send out another email and may extend the deadline if a good number of nominees is not received. Marc will send the list of nominees after the deadline to Juli (HRM) to verify employees.

Policy and Procedures Committee (Dan Whatley) – No meeting.

Communications (Tamara Gibson) – No meeting. Sent out the monthly email to all MSU Staff. The Publicity Committee is meeting today immediately following the general meeting.

OLD BUSINESS:

- Penny reported the results for the 2015-2016 officers:
 - Tamara Gibson, Chair, Nick Gordon, Vice Chair, Heather Andrews, Secretary
- See Debbie again for the QPR sign-up sheet.
- Rescheduled the March 17th Active Health seminar. Dates have been set for April 22 and May 20 in the Bost Theater. June date will be 23rd or 25th (not yet confirmed). Patricia will be sending a flyer and we need to get one email sent out that lists all three seminars and then email reminders as events get close. There is a problem with location (Bost) for the June date. Time is 1:00 for each and they are one hour seminars. The April event will include registration for a \$100 gift card. Will need at least two Staff Council members for each so let Penny know if you are available to volunteer. Kelly will send an email for sign up.

NEW BUSINESS:

- Kenneth had employees ask about the new tobacco waiver form since the legislature voted to cancel the \$50 add-on fee. Juli reported that HRM will officially send out an announcement.
- Scott asked for an update on the tuition remission policy revisions. Penny reported that there have been no updates/changes so far from MASCO.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, May 6, 2015 at 9:30 a.m.
Sanderson Center Conference Room

Respectfully submitted,
Tamara Gibson, Staff Council Secretary
May 1, 2015