

**Mississippi State University  
Staff Council Meeting Minutes**

January 14, 2015 @ 10:30 a.m.  
Sanderson Conference Room

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

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

Marc reported first for Events Committee (he had to leave) and Penny introduced the new Staff Council Office Association, Kelly LaSalle.

**APPROVAL OF MINUTES:** December 10, 2014 minutes were approved as submitted (motion by Angela Waller and seconded by Debbie Dunaway).

**FINANCIAL REPORT:** The December 31, 2014 financial report (balance \$7,521.92) was distributed. Report was approved as submitted (motion by Tina Brock and seconded by Angela Waller).

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

- **Executive Council:**
  - AOP 10.14, Adoption and Sale of Textbooks and Other Instructional material is being revised, while AOP 10.13, Adoption and Sale of Textbooks is being rescinded.
  - There was some discussion over possible revisions to the policy regarding Political Activity for MSU employees.
  - There have been some concerns regarding the personalization of email signatures/tag lines. Sid Salter is working on a standard signature template for MSU. It was not clear if this was going to be a suggested template or mandatory.
- **Housing Appeals:** No appeals
- **Information Technology Council:** Did not meet
- **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)** – Meeting 1/28/15

**Calendar Committee (Susan Brooks)** – No report (rep absent)

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

**Conflict of Interest (Marc Measells)** – No report (rep absent)

**Dining Advisory Committee (Jennifer Burns)** – No report (rep absent)

**Diversity Committee (Shauncey Hill)** – Meeting canceled

**Efficiencies & Innovations Advisory Committee (Cade Smith)** – No meeting

**Employee Benefits Committee (Mary Dikes)** – Penny reported for Mary (not committee):

HRM was aware of the discount at Sanderson. Suggested by HRM that individual employees at the external locations go directly to the business and ask for a discount. Discussed the Tobacco Form – do not put SSN on the form. Kim Thomas will come and speak to Staff Council if more information is needed. Employees will have mail a hard copy of the form. Form is for employees only not family members.

**Financial Aid Appeals Committee (Juli Rester)** – Met via email and had one meeting

**Game Day (Kenneth Graves)** – No meeting

**Health & Wellness Committee (Angie Waller)** – No meeting

**Information Security Committee (Amy Burchfield)** – Met 1/31/15. Discussed URL redirection and testing multifactor login for Banner to protect data.

**Instructional Technology Advisory Committee (Tamara Gibson)** – No meeting

**President's Commission on the Status of Minorities (Toni Roberson)** – No meeting

**Recreation Advisory Committee (Scott Cagle)** – No meeting

**Traffic Appeals Committee (Doug Carpenter)** – No meeting

**Traffic Policy Committee (Doug Carpenter)** – Meeting next week

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

**Work-Life Balance Committee (Debbie Dunaway)** – Met 1/15/15. Still need two volunteers from Staff Council to work with WLB to setup the event for Suicide Prevention but no date has been set yet. WLB Survey will be sent out tomorrow. It focuses on child care and senior care. Incentives are offered for completing the survey.

## **COUNCIL COMMITTEE REPORTS**

**Events Committee (Marc Measells)** – Announced that he has a conflict with the current meeting time due to work. He asked if the meeting could be moved to 9:30 a.m. for the remainder of the semester to accommodate his schedule because as the Chair of the Events committee it is important for him to be at the Staff Council meeting to report on Staff Appreciation Day.

Reminder that SAD is Friday, May 15, 2015. Will send out a sign-up sheet for subcommittees (volunteers, entertainment, food, activities/games, publicity, and awards). Need 10-12 members for Zacharias Awards committee. Setup committee is the day of and includes everyone on SC. Will also set a meeting for the Events committee. Asked for theme suggestions again (email them to Marc). Midge suggested a family theme which was used by football. Will start working with Penny and Kelly on donation letters to the VP, Dept Heads and Deans/Directors. After theme is selected,

design will start for the t-shirt and flyers. Brief overview of the jackets: sold three additional jackets. Suggested another jacket sale in February at Bost. Only had one complaint about the jackets: employee wanted a jacket that did not make noise.

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

**Communications (Tamara Gibson)** – Reported that they haven't met but will set up a meeting soon. All updates have been made to the website (members, emails, minutes, FAQ and committees). The Staff Survey has been posted. Sent out the first monthly email to all MSU Staff. Received positive feedback from a couple of employees regarding the information.

**OLD BUSINESS:**

- Penny talked to Patricia Heflin about training opportunities for 2015. Won't offer stop smoking sessions right now because the trainers are still learning the material. Will put that on hold for now. Patricia is available anytime. Several sessions are ready to present (stress topic is ready to present now). Want to offer a session every month sponsored by Staff Council. Kelly will find a place to offer a session once a month for one hour. Cade suggested having an HRM rep talk about the Employee Assistance Program (EAP) at MSU and how it is being used by employees. Asked that EAP be added to the monthly email to staff.

**NEW BUSINESS:**

- Penny revisited Marc's request to move the meeting time. There were no time conflicts and all were in favor of changing the meeting time to 9:30 a.m. for the remainder of the semester. Penny will send the change via email.
- Need to start filling vacant positions. Penny and Sherry are rolling off and Angela, Ann and Kenneth are completing their first term. Penny asked Angela to let her know if she wants to continue another term. Will email the other two members.
- Reminder that SAD signup sheet will be sent out by Marc later this week.

**MEETING ADJOURNED.**

**Next scheduled meeting:**                    Wednesday, February 11, 2015 at 9:30 a.m.  
Sanderson Center Conference Room

Respectfully submitted,  
Tamara Gibson, Staff Council Secretary  
February 9, 2015