

**Mississippi State University
Staff Council Meeting Minutes**

May 6, 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)
P Brooks, Susan	P Dunaway, Debbie	A Rester, Juli
A Burchfield, Amy	P Fisackerly, Sherry	A 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 April 8, 2015 minutes were approved as submitted (motion by Kenneth Graves and seconded by Kelsey Stewart).

FINANCIAL REPORT: The April 15, 2015 financial report (balance \$6,871.05) was distributed. The report was approved as submitted (motion by Angela Waller and seconded by Jennifer Burns).

CHAIR'S REPORT (Penny French):

- Executive Council: Did not meet
- Housing Appeals: One (1) appeal
- Information Technology Council: Did not meet
- Master Planning (Dan): The committee met last week.
 - Aramark discussed plans for the summer: moving the Bakery to the Union where Zoca was located and will turn the Bakery into Moe's Southwest Grill which will open in August and add a large covered pavilion where picnic tables to help with additional seating.
 - Chick-Fil-A, Einstein's and Starbucks will be closing for upgrades to be brought up to corporate brand updates.
 - Fresh Food Company will be opening earlier in mid-July and closing Perry for upgrades so both facilities will be ready for fall.
 - Aramark asked for permission to add their logo onto MSU building signs. The request was denied.
 - Sid Salter gave a presentation of the new MSU brand marketing changes – more coming later.
 - Request from Building and Construction Science: behind Howell Hall there is a fenced area that housing materials for Athletics events. BCS has been working with a group that will donate a construction trailer and want to use the space for teaching. The request for the use of the space was approved.
- President's Committee on Planning: Did not meet
- Alumni Board: Did not meet

STANDING COMMITTEE REPORTS

Athletic Council (Dan Whatley) – Discussed legislative updates that are coming based on the scholarship value increases. Increase of about \$5,200 per scholarship for MSU totaling \$1.4 million annually, new construction projects of softball field and tennis courts underway, Golf clubhouse at Old Waverly should be open in about a month, building a new broadcast studio in the Northeast end of Davis Wade Stadium to produce SEC+ events and student athletes had the highest GPA (3.02) last fall and on track again for this year.

Calendar Committee (Susan Brooks) – Met on 4/14/15 to discuss the 2015-2016 calendar. Discussed three (3) things: lining up MSU spring break dates with local schools, making the last day to add/drop the same day and extend it by a day starting this summer, reading days (2 in the fall) and it was suggested to have the large general exams on one of the reading days to prevent students from having so many exams on one day (waiting on feedback from student committees).

Community Engagement Committee (Tina Brock) – (Penny) One of the subcommittees met and discussed the rebranding of the undergraduate symposium: not only for Honors students but open to everyone. Looking into moving to a new location next year (maybe the Union). Will make the faculty aware of this early in the year. Also want to increase the participation in the track. Need a standard logo to use yearly and want to develop a resource page with FAQs. Need to meet with the Director of Honors College to discuss implementing some of the new changes. Tina Brock will serve as the permanent rep for next year.

Conflict of Interest (Marc Measells) – No meeting (had a banquet last Friday)

Dining Advisory Committee (Jennifer Burns) – At the meeting, the changes and construction were presented and how they will affect the summer schedule for dining this summer and approved what was going to be open for the summer.

Diversity Committee (Shauncey Hill) – No meeting

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

Employee Benefits Committee (Mary Dikes) – No report (rep absent)

Financial Aid Appeals Committee (Juli Rester) – Meeting next week for summer appeals.

Game Day (Kenneth Graves) – Missed last meeting. No new updates.

Health & Wellness Committee (Angie Waller) – No meeting

Information Security Committee (Amy Burchfield) – No report (rep absent)

Instructional Technology Advisory Committee (Nick Gordon) – No meeting

President's Commission on the Status of Minorities (Toni Roberson) – Penny reported for Toni: no new updates. PCSM sent out a call for new members.

Recreation Advisory Committee (Scott Cagle) – No meeting

Traffic Appeals Committee (Doug Carpenter) – Had 18 appeals and most were no visible permit, non-designated area and speeding were the top three.

Traffic Policy Committee (Doug Carpenter) – Readdressed the Giles Hall parking lot request and it was approved to allow one 15 minute parking one way if the department will fund it or it will stay as is if they choose not to fund it. Discussed parking at Hilbun Hall: four (4) proposals were submitted and all were denied except the request for a small lot behind Roberts Hall for faculty and staff instead of commuter.

Wayfinding Working Group (Dan Whatley) – No meeting

Work-Life Balance Committee (Debbie Dunaway) – Met the week before the QPR seminar and talked about the upcoming seminar and discussed the survey results. The results are being presented to the Provost and after they are tallied asked if Staff Council can help promote. Juli Baker will be the new chair and Brent Fountain will be the Vice Chair. Thanked Shauncey Hill and Midge Davis for helping with the QPR morning session (had 24 attendees in the morning and 23 in the afternoon and a few students). Thank you to Kelly for handling the refreshments. Penny asked about feedback. Debbie reported that the feedback was great and very constructive.

COUNCIL COMMITTEE REPORTS

Events Committee (Marc Measells) – Thank you again to the board for changing the meeting time and the subcommittee chairs.

The blue t-shirts are sold out. Maroon t-shirts sold very well. Completely out of all sizes except for S-M-L. Only have less than 70 total shirts left. Will not do a second order. However, 42 names were collected for a reorder just in case. May reconsider if people ask at the luncheon.

Recommended maroon/grey t-shirts and a simple design for future orders. Sold all of the black jackets and about 45 grey jackets are left.

Entertainment (Amy): Custodial Choir and Bill Cooke Trio will be providing entertainment. The piano is reserved.

Food Committee (Ken): Had a changes in cooks. Asked the Cattleman's Club if they will cook the hotdogs since they are cooking the hamburgers. They agreed to cook for free but will try to provide them with the charcoal. Everything is setup and all of the food volunteers are lined up.

Games/Activities (Doug): No new changes. Will have some self-serving activities like Corn hole and horse shoes. Creighton will bring hula hoops and jump ropes and may bring a water game if the temperature stays warm. Asked if anyone has a battery powered radio to use that day to please bring it. Dawg Day relay is three phases and will be timed and the top two teams will compete for the trophy.

Volunteers (Heather): Forty-two (42) volunteers lined up. Will move people around as needed. Will shut down the 4th line at Noon and the 3rd line may go down depending on the crowd. Currently only one student from the Maroon Volunteer Center.

Zach Awards (Marc): Received 73 nominees and a few that did not qualify. Very good applicants. Selected 12 winners. Kelsey is the co-chair and did a great job. The plaques are being printed by Boardtown. Dr. Keenum will be there to present the awards this year. May have to adjust the time until he arrives. The checks are being prepared for the winners via direct deposit which needs to be postponed until Friday/Thursday evening to keep the announcement a secret. Marc will check into this.

Need to send out another announcement of the event this week. There are a few employees that did not receive the flyer. There is currently \$2,150 collected for the shopping spree. Penny will send an updated list. Set the trip to for Wednesday, May 13th. Meet at 12:30 at Wal-Mart. Marc

passed around a signup sheet to help with the shopping. Sherry has reserved the conference room in Lloyd Ricks to store and number the prizes but the room has to be cleared by 10:00 a.m. on May 15th. Scott has a donation of sweet potatoes. Just let Marc know who the donor is and bring them the day of. The donation letter was sent to all departments asking for donations for door prizes. Need all donations by tomorrow to be printed on the sign but will announce donors left off the sign at the event. Asked Penny to send another email asking for donations. Penny has several bags, box and tote of stuff to add. Thanked Angie for all of her help with the setup. Need to make sure the Police cars are not parked under the stadium. Dan will check on this. Heather asked if the Bully mascot can come. They may charge but Penny will check. Need to send a thank you letter and t-shirt to the list of money donors after it is finalized. Asked Kelly to get the cash from the Foundation account for the shopping trip. Everyone needs to be at the Junction at 8:00 or 8:30 a.m. on Friday morning to get everything setup. Asked everyone to wear their Staff Council shirt. Tamara noted that everyone doesn't have a shirt so wear your SAD t-shirt instead and Kelly can make name tags. Duties will be assigned the morning of SAD.

Policy and Procedures Committee (Dan Whatley) – Met yesterday. Discussed the current items. Close to being ready to make a recommendation to Staff Council about the educational achievement increase. Comparing MSU to Ole Miss and Alabama and what inflation would have done to the rates over time. Rates right now were established in 1994. Will present a final recommendation at the last meeting.

Communications (Tamara Gibson) – No meeting. Made minor website updates. Sent out the monthly email to all MSU Staff which included the rules for the Dawg Day relay and Spirit Week. Sending out a few flyers to employees that were not on the mailing list.

OLD BUSINESS:

- Active Health seminars for May 20th and June will be moved to another location due to a fee for Bost facilities. The May event will be at the Franklin Center. Debbie suggested the room at the Health Center used for the QPR seminar as a possible location.

NEW BUSINESS:

- The next meeting will be June 17th. It will be a luncheon but business will be discussed first. So committees should come prepared to present a report.
- Checky Harrington contacted Staff Council about presenting the new brand marketing campaign. It is very lengthy so Penny will send out a doodle poll with suggested dates.
- Will send out a sign-up sheet for the Active Health seminars. Only need a couple of volunteers.

MEETING ADJOURNED.

Next scheduled meeting: Wednesday, June 17, 2015 (Time and Location TBA)

Respectfully submitted,
Tamara Gibson, Staff Council Secretary (June 15, 2015)