

**Mississippi State University  
Staff Council Meeting Minutes**

May 11, 2016 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews*	P Mary Dikes	P Leslie Lloyd
A Tina Brock	A Debbie Dunaway*	P Marc Measells
A Susan Brooks	P Darrell Easley	P Mashala Pulliam
P Amy Burchfield	A Kylie Forrester	A Juli Rester
P Hannah Burnett	P Tamara Gibson*	P Toni Roberson
A Jennifer Burns	P Nick Gordon*	P Avent Vanhorn
P Scott Cagle	P Kenneth Graves	P Dan Whatley*
P Doug Carpenter*	P Jeffrey Guess	P Tiffney Williams
P Midge Davis	P Shauncey Hill	P Kelly LaSalle

***\*Executive Board***

**APPROVAL OF MINUTES:** The April 14, 2016 Staff Council meeting minutes were approved as submitted with one correction: location of the meeting was the Sanderson Center's OTC classroom (motion by Scott Cagle and seconded by Kenneth Graves).

**FINANCIAL REPORT:** The April 30, 2016 financial reports were distributed. The reports were approved as submitted (motion by Mary Dikes and seconded by Amy Burchfield).

**CHAIR'S REPORT** (Tamara Gibson):

- Executive Council: The Executive Council meeting was cancelled
- Housing Appeals: Met on April 22, 2016

The committee discussed four appeals for lease extensions. They have not been approved or denied yet. The committee reviewed the proposed changes to the policy. Proposed changes were:

- Highlight the campus smoking policy (Policy 91.301) and other MSU policies that would generally apply to tenants. This update was made to 5.d of the policy. The smoking policy is highlighted again under Exhibit 3 under Alterations to Grounds or Buildings.
- Update the house vacating time frame due to employment termination or violation of rental agreement to fifteen days (Policy sections 11 and 12) so that both terms are consistent. This is also updated on the Exhibit 2 Rental Agreement.
- Removing "serving three year staggered terms" from the Faculty Staff Housing Appeals Committee because it is inaccurate information (Policy section 14).
- Information Technology Council: Will meet on June 7, 2016
- Master Planning and Advisory Committee: Met on April 14, 2016
  - Amy Tuck introduced Christine Lashley as the new Sustainability Coordinator. Lashley will begin working on ways to improve recycling on campus.
  - The ZTA dumpster will be moved to a better location.

- Classroom Building expected completion is September 2016; occupy January 2017.
- Roberts Building on schedule and should be able to occupy in May 2016.
- YMCA Building expected start date is July 2016.
- Library Addition expected completion is January 2017.
- New residence hall expected completion is August 2016-students are scheduled to move in on August 6, 2016.
- Demolition at Aiken Village has started.
- Work on the Partnership School Work expected start date is May 25, 2016
- Russell Street improvements will include: three lanes, cross sections, bike paths, and sidewalks. The Russel Street and HWY 12 intersection will eliminate turn lanes beginning May 9, 2016.
- Engineering and Science Building-a professional has been selected.
- Eckies Pond has been drained and work will be done.
- Chadwick Lake-the lake has been lowered and some additional work needs to be done.
- The Meat Science Lab-a contractor has been selected and construction should begin in June 2016.
- The south entrance road work has begun and expected to be completed by Fall 2017.
- The Design Review Committee addressed three items:
  - The Zeta Tau Alpha dumpster will be relocated to a better location.
  - The east campus road concept was discussed to hopefully alleviate traffic issues. Two property owners have been contacted about buying land.
  - AT&T tower revisions at Hill Poultry will include replacing the chimney cell tower with a fiberglass structure. The committee also discussed camouflaging existing towers on campus. Because the water towers were put up before there was a committee, there was no plan or vote on those.
- The motion was made to vote on the consent agenda, and it was approved. The committee will meet again on May 12, 2016.
- President's Committee on Planning: No report
- Alumni Board: No report
- Anti-Bullying Committee: The committee was placed on hold until the scheduled policy meeting. The committee discussed some ideas on training and ways to communicate with campus.
- Provost Search Committee: The MSU Provost should be selected soon.
- Distance Learning Coordinator Search Committee: No report
- Assistant Vice President of Multicultural Affairs Search Committee: The committee interviewed ten candidates and selected a preferred candidate.
- In March, Joyce Yates, director of Health Education Awareness, sent an email out to a couple of groups asking for a letter of support for the Blue Cross Blue Shield Mississippi Foundation Grant Proposal. Tamara sent a letter on behalf of Staff Council in support. On Friday, Staff Council received a letter of thanks for supporting as the grant was approved.

## COUNCIL COMMITTEE REPORTS

### **Events Committee (Doug Carpenter) –**

- The Staff Appreciation Day t- shirts cost around \$5200. \$5000 worth were sold. \$540 worth need to be sold to break even and pay sales tax.
- Staff Appreciation Day will be held from 10:00 a.m. – 1:00 p.m.
- Amy Tuck and David Garraway will be calling Bingo during the event.
- So far, the event has raised \$2,850 in monetary donations. The event has also received \$450 for the MSU Cheese Store.
- Doug, Amy, Mary and Leslie will meet at Walmart to help shop for supplies. Tina, Midge, Scott, Avent, Tiffney, and Heather will help sort and number at Lloyd Ricks following.
- Nick and Shauncey have volunteered to be door prize announcers, and Tamara will bring the microphone and speakers for the event.
- The committee is still working on the Wheel and the logistics of the game.
- Staff Council will meet at the event at 8:00 a.m. and wear their Staff Appreciation Day t-shirts.
- Activities Committee: The committee still needs hula hoops and duct tape for tic tac toe game.
- Entertainment Committee: The MSU Custodian Choir will perform at 10:00 and play approximately 2 songs. The band will begin afterwards
- Volunteer Committee: 47 people have volunteered to help with the food table, the Zacharias table, the t- shirt table, games and bingo.
- Zacharias Awards Committee: 81 staff members were nominated and, 12 winners were selected. Plaques have been made. The total cost was about \$1000. Dr. Keenum will arrive around 11:45 a.m.
- Food Committee: Everyone has responded to confirm except Aramark.
- Tamara will ask Darrell to draft a short email addressing the food tickets for Staff Appreciation Day.

### **Policy and Procedures Committee (Dan Whatley) –**

- Dan passed out the proposed revisions made by the committee for the Tuition Remission Policy for Spouses. The committee took the existing policy for Tuition Remission for Dependent Children and revised it to apply to spouses. The revisions include the changes from dependent children to spouse, a 50% remission tuition for a maximum of 140 credit hours or the attainment of one degree, and in death of an employee, eligibility will last for 5 years. The policy defined spouse as anyone legally married to an eligible employee, or a same- sex domestic partner. There are 7 of 14 schools in the SEC that have this policy.
- The committee also discussed the Donated Leave Policy. The Mississippi State policy states an employee can donate and receive 90 days as a lifetime maximum benefit whereas, the State policy does not state a lifetime maximum benefit. Office of the General Council offered a revised opinion in which stated that if needed, donated leave can be used more

than once. However, there must be a break where the employee returns to work before the next leave starts.

- **Communications (Darrell Easley) –**
- Bully's Watch Campaign
  - 8 staff members were nominated for Bully's Watch. Nakeisha Woods of Meridian was selected and, Marilyn James nominated her. Darrell received a nice email from Marilyn.
  - The campaign is growing, but it still needs more nominations.

### **OLD BUSINESS**

- New Member interviews (6): May 20, 2016
  - Courtney Hall and Leigh Stewart were nominated by Dr. Keenum for the President's Office
  - Chris Pulliam and Jimmy Foster were nominated by Amy Tuck for Campus Services
  - Darren Radcliff and Susan Parker were nominated for the Meridian Campus
- Staff Survey 2016: Tamara will meet with Cade Smith on May 19, 2016 to set up software for the survey. Tamara asked Staff Council to review the survey on website and email her any revisions by early next week.
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### **NEW BUSINESS**

- Staff Council Officer Elections were held for 2016-2017. The following slate was voted on at the meeting:
  - Chair- Tamara Gibson and Scott Cagle
  - Vice Chair- Doug Carpenter, Darrell Easley and Nick Gordon
  - Secretary – Hannah Burnett and Avent Vanhorn
- The following will serve as Staff Council Officers for 2016- 2017.
  - Chair- Tamara Gibson
  - Vice Chair- Doug Carpenter
  - Secretary- Hannah Burnett
- A motion was made to vote on the revisions to the Tuition Remission Policy for Spouses discussed earlier (motion by Doug and seconded by Nick). The revisions to the Tuition Remission Policy were approved by Staff Council. The committee will then bring the policy to the Benefits Committee.
- Motion was made to accept Donated Leave Policy

### **STANDING COMMITTEE REPORTS**

- **Athletic Council (Dan Whatley) –** No report
- **Calendar Committee (Susan Brooks) –**
  - The committee spoke with Dr. Dickerson to discuss the upcoming holiday. A university wide announcement will be sent out soon.
- **Community Engagement Committee (Avent Vanhorn) –**

- The committee met and continued to define terms for community engagement.
- **Conflict of Interest (Marc Measells)** – No report
- **Dining Advisory Committee (Jennifer Burns)** – No report (Jennifer absent)
- **Diversity Committee (Shauncey Hill)** – No report
- **Employee Benefits Committee (Mary Dikes)** – No report
- **Financial Aid Appeals Committee (Juli Rester)** – No report (Juli absent)
- **Game Day (Kenneth Graves)** – No report
- **Health & Wellness Committee (Amy Burchfield)** – Met on April 19, 2016
  - The committee discussed the Blue Cross Blue Shield Grant Proposal. The proposal will include an app called BullyWalk as well as standing desks, bicycles, fruit carts for campus, and funds for Youth Dawgs.
- **Instructional Technology Advisory Committee (Darrell Easley)** – No report
- **President’s Commission on the Status of Minorities (Toni Roberson)** –
  - The 2016 Diversity Conference will be held November 10<sup>th</sup> and 11<sup>th</sup> at the Mill Conference Center. The theme this year is Our Voices.
- **President’s Commission on the Status of Women (Kylie Forrester)** – (Kylie absent)
  - The committee voted on 2016-2017 officers.
- **Recreation Advisory Committee (Scott Cagle)** – No report
- **Traffic Appeals Committee (Doug Carpenter)** – 5 appeals this month
  - 2 – no permit
  - 1 - speeding
  - 1 – overtime
  - 1 – reserved space
- **Traffic Policy Committee (Hannah Burnett)** – No report
- **Work-Life Balance Committee (Midge Davis)** –
  - The BullyWalk app is up.
  - The committee also began planning the event, Take Your Kids to Work Day.

**MEETING ADJOURNED.**

**Next scheduled meeting:**            Wednesday, June 15, 2016, 11:30 a.m. – 1:00 p.m.  
     The Central Station Grill, Starkville

Respectfully submitted,  
 Heather Andrews, Staff Council Secretary, May 18, 2016