

**Mississippi State University
Staff Council Meeting Minutes**

January 11, 2017 @ 10:30 a.m.

Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews	A Kylie Forrester	A Toni Roberson
A Tina Brock	P Tamara Gibson*	P Leigh Stewart
P Susan Brooks*	P Nick Gordon*	P Jason
P Amy Burchfield	A Kenneth Graves	P Avent Vanhorn
A Jennifer Burns	P Shauncey Hill	P Tiffney
P Scott Cagle	P Leslie Lloyd	A Ronnie White
P Holly Coker	P Marc Measells	P Kelly LaSalle
A Midge Davis	P Suzanne Parker	
P Stacy Davis	P Chris Pulliam	
P Mary Dikes	P Mashala Pulliam*	
P Darrell Easley*	A Juli Rester	<i>*Executive Board</i>

Our guest speaker scheduled for today was Dr. Judy Bonner (Provost & Executive Vice President) but she had to cancel. We have rescheduled her for the March 8th meeting.

Welcomed new member, Stacy Davis from the Office of the Controller/Treasury. She will represent the Division of Budget and Planning. Everyone introduced themselves.

Approval of Minutes: The minutes from the December 14, 2016 meeting were approved (motion to approve by Marc Measells and seconded by Mary Dikes).

Finance Report: The December 31, 2016 financial reports (Balances were MSU-\$17,637.92 and Foundation-\$39,305.42) were approved (motion to approve by Darrell Easley and seconded by Mark Dikes).

Chair’s Report (Tamara Gibson)

Executive Council Meeting: No December meeting. Next scheduled meeting is January 23, 2017

Housing Appeals: Had one lease extension request. Four people have voted yes, but it is still pending approval. The committee suggested that tenants are given a deadline to submit their requests. This will be discussed as a policy update at the next meeting.

Information Technology Council:

- No meeting in January. Will meet on February 2nd.

Master Plan and Development Advisory Committee Meeting:

- No meeting in January. Will meet on February 9th.

AAS 10th Anniversary Planning Committee:

- The kickoff event will be January 23rd in the Union in the Foster Ball room at 7:00 p.m. The committee is meeting today to continue to discuss the kickoff event.

Alumni Board

- Meeting and conference will be held February 3-4, 2017.

Anti-Bullying Committee

- Trying to setup a meeting to get the policy finalized so it can be presented to Executive Council this Spring semester.

Staff Appreciation Day 2017:

- The date has been set for Friday, May 12, 2017.

COUNCIL COMMITTEE REPORTS

Event Committee Report – Nick Gordon

- The event, Professionalism 2.0, will take place February 22nd from 2:00-3:30 p.m. at Bost. Nick wants everyone that can help to be there at 1:00 to help setup. Please wear your shirt and name tag. All 5 panelists have committed to being there: *Dr. Jeremy Baham, Assistant Vice President of Student Affairs; Dr. Hart Bailey, Professor & University Ombudsman; Anne Cook, Assistant Director of Financial Services, MAFES; Ra’Sheda Forbes, Interim Assistant Vice President of Multicultural Affairs & Director, Holmes Cultural Diversity Center; and Sandra Williamson, Executive Director of Research Fiscal Affairs.* Still in the initial planning stage. We will provide a few questions. Please email your questions to Nick. We will use these questions as “starter” questions for the event. A couple of the topics that will be discussed are Office Conflict and Building and Working as a Team. We will work on a way for employees to submit a question unanimously. Marc will help with this.
- 2017 SAD – Every space has been reserved. Discussed moving the BINGO tent closer to the stage and having a TV screen on-site to announce door prize winners. Avent mentioned Brad Vickers with Southern Tradition Tailgating and that he has the tailgate trucks so we can hook-up a laptop to the truck that will display the names of the vendors. Nick will start emailing the committees for themes and t-shirt design. Committee meetings will begin within the next couple of weeks. Nick mentioned that no one has signed up for the Donations (Business) committee. The sign-up sheet was sent around again to make sure everyone signed up for a committee. Amy mentioned that everyone liked the band from last year. The band charged around \$500.

Policies and Procedures Committee (Susan Brooks)

- Susan indicated that she will get with the committee members after this meeting and hand out the policy guidelines for writing the new policy. Hopefully, we will get it out Faculty Senate within the next couple of weeks for review and signature. Tamara mentioned that Scott wanted to discuss Office Associates promotions. He said he received an email from an employee before Christmas about Office Associates job descriptions and different pay. Business Managers have been hired in some of the Extension Offices and are doing some of the job duties that Office Associates were doing. The only difference is that the Business Managers have college degrees. Susan addressed this concern with Scott and indicated that she has reviewed letters and other documentation that were sent to HRM since 2011. Therefore, she has suggested presenting historical data to HRM and hopefully this will help. The P&P committee will review this information at their next meeting. Marc suggested we look at other SEC and Mississippi universities to see what they offer. Discussion was had about Office Associates positions, Administrative Assistant positions, etc.

Communications Committee (Darrell Easley)

- Darrell announced that Executive Council voted to keep BullyWatch for this year and the budget (\$950) was approved by Executive Council for the next year. Since December was a short month, he will combine December and January nominees. So far, we have 2 nominees for January. All of the winners from 2016-2017 will have the chance for a grand prize drawing at SAD 2017.

Old Business

- Tamara reported that the 2016-2017 Staff Council Satisfaction Survey has been finalized. The email will be sent out within the next week. The survey is 6 pages long (17 previously). We will give out 10 prizes worth \$50 from a random drawing for survey completion. Marc mentioned that we should make sure to put a completion due date on the survey.

New Business

- Announced two new members, Stacy Davis and Ronnie White (rep for Campus Services), to Staff Council.
- Tamara also mentioned that she will review the roster spreadsheet to see whose terms will be ending soon.
- Leigh mentioned that someone contacted her about the parking gate time by President's Circle. Tamara emailed Ronnie since he is doing Jeffrey's job now and he mentioned that the gate times were changed and he has contacted Jeremiah Dumas about this concern from staff. He indicated that he will keep us posted.
- Someone asked for an update on the Banner 9 upgrade. Tamara indicated they will have preview dates. One will be at the end of February and several in March. They will have open labs several days a week. She suggested that if you deal with Banner, you need to come to a preview session. On April 1st the new platform for Banner 9 will go live.

