

Mississippi State University
Staff Council Meeting Minutes

March 8, 2017 @ 10:30 a.m.
Sanderson Center Conference Room, Starkville, MS

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

P Heather Andrews
A Tina Brock
P Susan Brooks*
P Amy Burchfield
P Jennifer Burns
P Scott Cagle
P Holly Coker
P Midge Davis
P Stacy Davis
A Mary Dikes
P Darrell Easley*

A Kylie Forrester
P Tamara Gibson*
P Nick Gordon*
P Kenneth Graves
A Shauncey Hill
P Leslie Lloyd
P Marc Measells
P Suzanne Parker
A Chris Pulliam
P Mashala Pulliam*
A Juli Rester

A Toni Roberson
P Leigh Stewart
P Jason
P Avent Vanhorn
P Ronnie White
P Tiffney
P Kelly LaSalle

***Executive Board**

Our guest speaker was Dr. Bonner, Provost & Executive VP. She discussed items that were currently going on at MSU like new construction, how budget cuts were affecting the university, and about the current enrollment.

Approval of Minutes: The minutes from the February 8, 2017 meeting were approved (Motion to approve by Kenneth Graves and seconded by Nick Gordon).

Finance Report: The February 28, 2017 finance reports (Balances were MSU-\$16,244.30 and Foundation-\$29,257.02) were approved (motion to approve by Marc Measells and seconded by Kenneth Graves).

Chair's Report (Tamara Gibson):

Executive Council Meeting: The meeting was held February 27, 2017. Discussed the following items on the agenda:

- OP 01.15, Cellular Communication Devices and Plans..... Mr. Rackley
- OP 12.02, Withdrawal from the UniversityDr. Bonner
- OP 12.17, Undergraduate Academic Fresh-Start or Academic Amnesty...Dr. Bonner
- Rescind AOP 12.19, Undergraduate Academic Amnesty.....Dr. Bonner
- Rescind AOP 32.01, Mississippi State University Library.....Dr. Bonner

Housing Appeals: The January lease extension was approved. Received another request for three month extension and it was approved also.

Information Technology Council: Met March 7th. (Minutes attached)

Master Plan and Development Advisory Committee Meeting:

- No meeting in February and March 9th has been canceled.

AAS 10th Anniversary Planning Committee:

- The meeting was held February 8th. Susan attended the meeting. The most recent event was The March against Fear event on March 21st and it was a success. The next event is scheduled for March 28th and it is for the Women's History Month and that speaker is Rhonda Williams.

Alumni Board

- Tamara discussed the new Legacy Program that the Alumni Association has started. This is offered to MSU Alumni's kids and grandkids. You must be a member of the Alumni Association and give a donation to the association to participate.

Anti-Bullying Committee

- Met on February 21st. They are still finalizing MSU's Anti-Bullying policy.

MSU on the Move

- Tamara passed out the calendar for upcoming events. She also mentioned the Blue Cross Blue Shield Kids One Mile Fun Run that is scheduled for April 22nd.

COUNCIL COMMITTEE REPORTS

Event Committee Report – Nick Gordon

- Nick discussed the Professionalism 2.0 evaluations. There were 94 participants for this event. He also discussed the evaluation results with SC.
- 2017 SAD – Nick indicated that the entertainment, the space, T-shirt design, and the Southern Tradition Tailgate truck has been finalized. We discussed the menu/food with the group. We all agreed to go with the 5 oz. ribeye sandwich, baked beans, potato salad, chips, no fruit, and veggie option will be a salad. We will still have the hot dog as an option and create a hot dog ticket. The flyer will have 3 tickets attached to it, 1 hot dog ticket, 1 meal ticket, and 1 prize ticket. As far as the Zacharias awards, we discussed limiting the references, moving up the deadline to 3/31/17, committee meeting will be 4/7, and scores should be back by 4/24. The announcement went out today. SC members can be nominated. Heather discussed the volunteer listing and will get this out soon. The list of businesses that donated is on the O:/ drive. The listing included around 36 businesses. The letter to give the businesses will be on the O:/ drive also. All donations will need to be in to SC by April 28th. As far as the T-shirts, if we sell half, we should break even. The price will be \$10. Sale dates are scheduled for April 28th and May 1st. Both sale dates will be at Bost. It was also mentioned about the Provost office would send out an email to all

administrators and staff about attending SAD. Susan has compiled information about what other SEC schools do for their staff and presented it to Dr. Bonner for review.

Policies and Procedures Committee (Susan Brooks)

- Susan indicated that the letter has been signed jointly by SC and Faculty Senate and given to HRM to present to the Executive Council for approval. It should be on their agenda for next month's meeting. The committee is still looking at the Office Associate and Skilled Craft position job descriptions at other SEC and Mississippi universities. Still waiting on the results from the Staff Survey.

Communications Committee (Darrell Easley)

- Darrell mentioned that we had around 6 nominations for BullyWatch for February. Elizabeth Jones at the Delta Research Center won. Still plan to do something for the BullyWatch winners and nominees at SAD. Tamara mentioned that the website has been updated.

Old Business

- 2016 Staff Council Survey – there were 755 submissions for the survey. We will also purchase 10 gifts for the survey drawings.
- Take Our Daughters and Sons to Work Day April 27th – SC will not announce this event.

New Business

- Selection of Nominating Committee - Tamara will be contacting members that may be ending their term to see if they would like to serve on the committee.
- Officer Elections and Board Membership changes – Tamara mentioned that we have a lot of members rolling off this year. If it is your first term, you can elect to stay on for another term.
- Guest speaker for April 12th meeting is John Cohen, MSU Athletic Director.

STANDING COMMITTEE REPORTS

- Athletic Council – they did meet. (See previous meeting notes attached from Chris).
- Calendar Committee – no meeting
- Community Engagement – Still working on the subcommittees. Amy mentioned using leave time to do Community Engagement activities and does SC need to discuss this issue. They will do more research on this. Susan mentioned that Colorado State has a policy for this and that would be a good start for them to look into.
- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – met on 3/7 but not issues
- Employee Benefits – No meeting
- Satisfactory Academic Progress Committee – no meeting

- Game Day – meets next week
- Health and Wellness – no meeting
- Instructional Technology Advisory Committee – meeting March 29th
- Performing Arts Committee – they did meet and they will have 5 acts. The announcement will be made in June.
- President’s Commission on Status of Minorities – no meeting
- President’s Commission on Status of Women – no meeting
- Recreational Advisory Committee – no meeting
- Sustainability Committee – no meeting
- Traffic Appeals – 12 appeals. They changed some of the visitor parking in front of Pace Seed Lab back to Staff. Now, they have 2 visitor parking spots instead of the entire front parking lot.
- Parking and Traffic Regulations Committee – Ronnie discussed that Parking services is working with a consulting firm on a way to make parking more efficient on campus.
- Work Life Balance – no meeting

Meeting Adjourned.

**Next scheduled meeting: Wednesday, April 12, 2017, 10:30 a.m.
 Sanderson Center Conference Room**

Respectfully submitted,
Mashala Pulliam, Staff Council Secretary, April 7, 2017

Information Technology Council
Tuesday, March 7, 2017
Minutes *DRAFT*

Present: Mike Rackley (Chair), Cody Coyne, Tim Chamblee, Vickie Brown, Judy Spencer, Joan Lucas, Kevin Edelblute, George Davis, Sid Salter, Tamara Gibson, Julia Hodges, Scott Willard, Jim West, Lateshia Butler representing Joy Graves, Gibson Clark representing Tyler McMurray and the Student Association, Tom Ritter (Guest), Rodney Pearson (Guest), George Dunn (Guest)

The meeting was called to order at 1:30pm.

Approval of Minutes

The first order of business was approval of the minutes from the February 7 meeting. Tim Chamblee made a motion to approve, and Cody Coyne seconded this motion. The minutes were approved without changes.

CIO's Report

The comprehensive, third party IT security risk assessment, as required by the Mississippi Department of Information Technology Services every three years, is underway. The contract was awarded to Horne Cyber Solutions. They are projecting a late April date for a draft final report.

An RFP for a two-factor authentication solution is being advertised. This was a recommendation of the Information Technology Council, and the Provost approved this purchase. The tentative plan is to purchase a product in early April with the initial deployment happening after the spring semester is completed. The initial launch will probably be a voluntary opt-in, then some time later certain systems will *require* two-factor authentication.

The Office of the CIO is advertising for a Senior Security Analyst that will work with and help back-up Tom Ritter. The hope is to have this position filled in the next several weeks.

As part of ITS's disaster recovery plan, a complete set of backup tapes is sent to MSU's Meridian campus once a month. This ensures that University data no more than 30 days old can be restored should the Starkville-campus IT infrastructure be destroyed. ITS is in the process of acquiring new hardware and software that will allow ITS to perform these disaster recovery backups over the network on a nightly, rather than monthly, basis. This will also eliminate the need to transport periodically a set of backup tapes to the Meridian campus. Arrangements have been made to locate the remote equipment in the Mississippi Department of Information Technology Services data center in Jackson.

Mike reminded the Council of the upcoming Banner 8 to Banner 9 upgrade, scheduled to begin in early April. He encouraged Council members to make sure that people they represent attend one of the Banner 9 preview sessions and, as appropriate, one of the Banner 9 hands-on sessions, to learn more about the new system.

Text Messaging for Non-emergency University Communication

At the request of Dr. Rodney Pearson, the Council agreed to reconsider the use of text messaging for non-emergency communication to students. The Council first considered this idea in March of 2014, and at that time, the council advised against using text messaging for non-emergency communication, citing the primary concern that it might dilute the effectiveness of Maroon Alert text messages.

Dr. Pearson was a guest of the Council for the discussion. His interest is in allowing the Center for Student Success to use text messaging to a limited number of students to enhance student success and retention efforts. Another Council guest, George Dunn representing the Graduate School, also spoke in favor of the idea, but from the perspective of recruiting *prospective* graduate students to come to MSU. Council member Dr. John Dickerson also spoke in favor of the idea from the perspective of recruiting *prospective* undergraduate students to MSU. Neither Mr. Dunn nor Dr. Dickerson expressed interest in using text messaging for non-emergency purposes once a student is enrolled at MSU.

The main argument in favor of the idea is the belief that many students no longer read email and are much more likely to pay attention to a text message. The main argument against the idea is that over-use of text messaging by MSU will make students less likely to pay attention to them, especially when trying to communicate during an emergency. This was the perspective that Sid Salter articulated during the discussion. His concern is that we may repeat the mistakes made with email “over use” and ultimately desensitize students to text messages, potentially reducing the effectiveness of Maroon Alert.

Gibson Clark, representing the Student Association, said that text messaging was more effective in relaying information to students because of its instantaneous nature. He felt that the majority of students always have their phones with them and text messaging is a more effective and efficient way to communicate with today’s students. Emails with long text are often overlooked, whereas short, quick text messages are more likely to be read.

Vickie Brown asked if there was a way to make Maroon Alert text messages stand out from other texts. Maroon Alert text messages have a unique, six digit “short code” that identifies the sending company. Both iOS and Android phones can be customized to recognize this short code and label the incoming text as a Maroon Alert.

Joan Lucas wondered about the potential lack of records and audit trails that would keep track of what messages were sent to which students. There are systems available that address this problem, so the assumption would be that, if the decision is made to move forward, MSU would use such a system that would maintain adequate audit trails.

The question was raised as to whether departments would be free to select a system of their choosing, potentially leading to a variety of different solutions across campus. Mike Rackley suggested that, if MSU decides to move forward with this idea, a unified, campus-wide solution be strongly considered, making it easier to monitor and control.

Kevin Edelblute asked if there was a way to limit this use to recruitment, retention, student success, etc. and eliminate departments and student organizations from using it for “routine” announcements. Jim West suggested that a committee might need to be formed to review which units could use text messaging and which could not, because every department would think that their messages are important and worthy of delivery via text messaging.

Security Incident Discussion

An information security incident had been uncovered, and the Council discussed it. Details are available in the departmental report and executive summary provided to the Council.

The Information Security Incident Response Plan has been modified so that in the event of an emergency incident, the unit head in which the incident occurred, and the unit head's administrative chain-of-command up to and including the vice president are now notified of the incident.

Other Business

Kevin Edelblute informed the council that there are three new PCI policies getting ready to move into the approval chain.

The next scheduled meeting of the Information Technology Council will be Tuesday, April 4th at 1:30pm in Etheredge 336.

DRAFT

Staff Council Membership 2016-2017

Divisions	Last	First	Term	Start Date	End Date	Term	Start Date	End Date
Academic Affairs	LaSalle	Kelly						
	Brooks	Susan	1	01-Jul-13	30-Jun-16	2	01-Jul-16	30-Jun-19
	Easley	Darrell	1	01-Jul-15	30-Jun-18			
	Forrester	Kylie	1	01-Jul-15	30-Jun-18			
	Gibson	Tamara	1	01-Jul-13	30-Jun-16	2	01-Jul-16	30-Jun-19
	Rester	Juli	1			2	01-Jul-14	30-Jun-17
	Vanhorn	Avent	1	01-Sep-15	30-Jun-18			
Agriculture, Forestry & V	Brock	Tina	1	01-Jul-14	30-Jun-17			
	Burns	Jennifer	1	01-Jul-14	30-Jun-17			
	Cagle	Scott	1	01-Jul-14	30-Jun-17			
	Dikes	Mary	1	01-Jul-11	30-Jun-14	2	01-Jul-14	30-Jun-17
	Graves	Kenneth	1	01-Jul-12	30-Jun-15	2	01-Jul-15	30-Jun-18
	Lloyd	Leslie	1	01-Jul-15	30-Jun-18			
	Measells	Marc	1	01-Jul-11	30-Jun-14	2	01-Jul-14	30-Jun-17
	Roberson	Toni	1	01-Jul-12	30-Jun-15	2	01-Jul-15	30-Jun-18
Athletics	Williams	Tiffney	1	01-Jul-15	30-Jun-18			
	Davis	Midge	1	01-Jul-14	30-Jun-17			
Budget and Planning	Burchfield	Amy	1	01-Jul-11	30-Jun-14	2	01-Jul-14	30-Jun-17
	Davis	Stacy	1	11-Jan-17	30-Jun-19	0		
Campus Services	Pulliam	Chris	1	01-Jul-16	30-Jun-19	0		
	White	Ronnie	1	09-Jan-17	30-Jun-19	0		
Development and Alumni	Andrews	Heather	1	01-Jul-14	30-Jun-17			
Meridian Campus	Parker	Suzanne	1	01-Jul-16	30-Jun-19	0		
Office of the President	Stewart	Leigh	1	01-Jul-16	30-Jun-19	0		
Research and Economic D	Coker	Holly	1	05-Oct-16	30-Jun-19	0		
	Hill	Shauncey	1	01-Jul-13	30-Jun-16	2	01-Jul-16	30-Jul-19
	Pulliam	Mashala	1	01-Sep-15	30-Jun-18			
Student Affairs	Gordon	Nick	1	01-Jul-14	30-Jun-17			
	Townsend	Jason	1	05-Oct-16	30-Jun-19	0		

ATHLETIC COUNCIL
February 15, 2017
M-Club

ADMINISTRATION PRESENT: Jared Benko, John Cohen,
ALUMNI PRESENT: Mary Bradway, Tyson Lee, Jerry Toney
FACULTY/STAFF PRESENT: Steve Turner (chair), Bracky Brett, Cody Coyne, Pat Donohue, Jim Dunne,
Missy Hopper, John Lamberth, Sid Salter, Don Shaffer, Lakiesha Williams,
Joe Wilmoth
STUDENTS PRESENT: Jessie Austin, Reilly Reeves

Steve Turner called the meeting to order and asked for changes to minutes. A motion to approve the minutes of January 18, 2017 was called. Sid Salter made motion to approve minutes and Joe Wilmoth gave the second. Motion for January 18, 2017 minutes were approved.

I. Bracy Brett: Student Athlete NCAA Academic Metrics

The NCAA has set up three components of the Academic Performance Program:

- 1) APR -Academic Progress Rate
 - 2) GSR - Graduation Success Rate
 - 3) APC - Academic Performance Census. Not a report but where we assist the NCAA to collect data.
- ❖ GSR – Graduation Success Rate
 - The Federal Graduation Rate takes the entering freshman each fall and put them into a cohort, and then in six years use that group to determine if they graduated. This is done for the overall student body and for student athletes.
 - The University fed rate is about 60% while the GSR that the NCAA uses includes incoming freshman in fall and spring semesters as well as student transfers (in and out).
 - ◆ It removes student-athletes who withdraw and would have been academically eligible to compete the next term had they returned. It also is calculated for every sport. The GSR is traditionally higher as every student is counted. University fed rate is about 60% while the student athlete fed rate is 62-63. It was not very long ago the university rate was in the 50's.
 - ❖ APR – Academic Progress Rate
 - The APR gives a real time look at eligibility and retention and is calculated term by term for each sport. APR is done in the fall.
 - ◆ There are two available points each academic term for each student: eligibility and retention.
 - Eligibility "E" point= student-athlete meets academic eligibility standards as of the end of the academic term.
 - Retention "R" point= student-athlete is enrolled full-time as of the census date or the fifth week of classes of the next term.
 - The number of points for a team is the number of points earned | number of points possible x 1,000 =APR. This year the NCAA used the APR to determine which teams with a 5-7 season football record could appear in a bowl game. The top three APR's (which included Mississippi State) went to bowl games.
 - ◆ The multiyear rate is the most important. Based on NCAA Division I Academic Progress Rate (APR) data submitted by the institution for four academic years. Cohorts are scholarship students.
 - ◆ 930 is the critical number for a team APR
 - ◆ The following adjustments are made to a team's APR to accounts for:
 - Transfers to another four-year institution with a 2.600 grade-point average
 - Professional athletics departure who have earned an eligibility point during their last term
 - Medical-absence waivers.
 - ◆ All documentation is maintained on campus.

- ◆ An APR of 930 matters. Teams falling below a 930 APR must submit APR Improvement Plans to the NCAA. Teams that fall below a 930 APR can be subject to penalties that include:
 - Financial Aid penalties (any amount, any type)
 - Practice penalties (reduction of four hours/week and up)
 - Contest reductions (10 percent up to full season)
 - Restricted and corresponding membership
 - Coach-specific penalties, including game restrictions and recruiting restrictions
 - Multiyear postseason competition ban
- ❖ Academic Performance Census (APC)
 - ◆ The APC is an annual compilation of academic performance variables (e.g., credit hours, grade point average) used for NCAA research purposes. It is submitted online using the APP Data Collection Program and is collected in the fall term with APR data.

II. Athletes Department Class Attendance Policy: Steve Turner

- Policy had been in existence since 2008; was recently revised in August 2016
- Key is Unexcused absences.
- The original attendance policy developed in 2008 had 4 unexcused absences as the number that would trigger competition penalties. 5 is average in SEC and in 2016 the Mississippi State number was changed to 5.
- Most stringent SEC policy for unexcused absences is 3 with UGA; most flexible is LSU
- SEC requires all 14 members to have classroom policy but does not dictate what it should be.
- Athletic Dept. is required to have classroom policy; then it is on Provost Website.
- Teams may choose a more restrictive policy but the team policy must clearly be communicated at the beginning of the semester with consequences of missing classes as stated in this policy
- Most departments at the University do not have attendance policies.
- Teachers in certain classes or courses do have an attendance policy.
- Class policies always super cede athletic department the class attendance policy.
 - i. John Cohen mentioned that it is the student's responsibility to communicate with the professor about travel plans and excused absences.

III. Athletic Director's Report: John Cohen

- Jarod Benko began with a financial update.
- SEC did release the amount distributed to each institution.
- Year-end transfer was 38,900,000. Surplus distribution will occur in fall.
- Fy15 SEC network came on line. From conservative standpoint
- The Mississippi State athletic Salary pool is the lowest in the SEC.
- The Athletic Department receives no funding from state of MS and is proud to be self-sufficient.
- Scholarships – Athletic Scholarships are fully funded by the Athletic Department.

Adjourned at 2:05

Respectfully submitted by Dinah Jenkins