

**Mississippi State University
Staff Council Meeting Minutes**

April 12, 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* | A Leigh Stewart |
| P Susan Brooks* | P Nick Gordon* | P Jason Townsend |
| P Amy Burchfield | P Kenneth Graves | A Avent Vanhorn |
| P Jennifer Burns | P Shauncey Hill | P Ronnie White |
| A Scott Cagle | A Leslie Lloyd | P Tiffney Williams |
| P Holly Coker | P Marc Measells | P Kelly LaSalle |
| P Midge Davis | P Suzanne Parker | |
| P Stacy Davis | A Chris Pulliam | |
| P Mary Dikes | P Mashala Pulliam* | |
| A Darrell Easley | A Juli Rester | <i>*Executive Board</i> |

Our guest speaker was John Cohen, MSU Athletic Director. He gave an overview of what was going on in the Athletic department such as Dudy Noble renovations, Davis Wade Stadium, how much funding the Athletic department gives back to MSU, GPA and graduation rate among the athletes, etc.

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

Finance Report: The March 31, 2017 financial reports (Balances were MSU-\$15,918.29 and Foundation-\$29,607.02) were approved (motion to approve by Nick Gordon and seconded by Kenneth Graves).

Chair's Report (Tamara Gibson):

Executive Council Meeting: The March 27nd meeting was canceled. Next meeting is scheduled for April 24th 2017.

Housing Appeals: No appeals were presented.

Information Technology Council:

- Met April 4th. Joy Graves was welcomed to the Council. Approved minutes attached.

Master Plan and Development Advisory Committee Meeting:

- The March 9th and April 13th meetings were canceled.

AAS 10th Anniversary Planning Committee:

- Dr. Middleton has stepped down as the Head of the African American Studies department. Therefore, all planning committee activities have been put on hold until a new department head is named.

Alumni Board

- No meeting.

Anti-Bullying Committee

- Waiting for the tuition remission for spouses policy to be presented to Executive Council.

MSU on the Move

- Met on April 5th. Health Heroes gave progress reports. More volunteers needed for the Get Ready to Run! Race scheduled for April 22 at MSU. This is the last meeting of the year. The committee will be formed again if the grant is renewed next year per Dr. Yates.

COUNCIL COMMITTEE REPORTS

Event Committee Report – Nick Gordon

- 2017 SAD – Nick indicated that the t-shirts are in and are at North Farm. He passed the sign-up sheet around for sorting and counting on April 21st at 2:00. He indicated we will need at least 5 people to count and sort. The t-shirt sales will be April 26th at Hunter Henry and May 2nd at Bost from 11:00-1:00. We still need more people to sign-up to get business donations. The Door Prize Shopping Day is scheduled for May 9th. This will be the trip to Walmart and the time is scheduled for 1:00-5:00. Marc discussed the Zacharias awards and that everyone on the committee had their packets. Kenneth mentioned about the food. He said everything is on task, just need at least 3 volunteers at the hot dog table. For the games, we are still planning to use Amy Tuck and David Garraway as the announcers for Bingo. We will begin setup around 8:00 and we need everyone to be present. Tamara mentioned that the email will go out next week about the t-shirt sales. We will keep the pre-order money in one place with Kelly instead of having multiple people handling it. The monetary emails have gone out for the door prizes. All donations have to be in by May 1st. Barnes and Nobles will still offer the 20% discount on SAD. Tamara will contact the University Florist for the table centerpieces. Alumni Association did donate the \$2,000 for entertainment. We will continue to get the discount from Event Services. Amy Tuck gave \$1,000 for the Bingo tent last year. So, Tamara will get with her to see if they still plan to give that this year. Tamara will contact OPA (Russ) to take pictures during the day.

Policies and Procedures Committee (Susan Brooks)

- Did not meeting.

Communications Committee (Darrell Easley not present but Tamara reported for him)

- Tamara mentioned that Bertha Hollingshed was nominated by Doty Maynard in Sponsored Programs. The Luncheon flyers will go out in 2 weeks.

Old Business

- 2016 Staff Council Survey – 10 winners were selected. Kelly purchased the gifts for the drawings. The gifts are Amazon Kindle Fire tablets.

New Business

- Tamara will be selecting the Nominating Committee – we will vote on new officers at the May meeting.
- Officer Elections and Board Membership changes – Tamara handed out the membership spreadsheet which indicated who will be dropping off at the end of the fiscal year. She will send an email out to 1st members to see if they want to start a 2nd term.

STANDING COMMITTEE REPORTS

- Athletic Council – they met on March 22nd. They discussed academics and GPAs, comparing general students to student athletes.
- Calendar Committee – met on March 10th and they discussed the Spring 2018 Academic Calendar was approved. The Spring 2018 and Fall 2018 calendars have been approved. Moving U to MSU is 8/11/17, Commencement service for Fall will be December 13th. January 4th 2018 will be the move in day after Christmas break. Housing is concerned with this date because that gives them 1 day turnaround to get housing ready. No Thursday football games this fall.
- Community Engagement – will meet next week.
- Conflict of Interest - (does not meet until necessary)
- Dining Advisory Committee – no meeting
- Employee Benefits – No meeting
- Satisfactory Academic Progress Committee – no meeting
- Game Day – met last week, no one attended
- Health and Wellness – no meeting
- Instructional Technology Advisory Committee – no meeting
- Performing Arts Committee – no meeting
- President’s Commission on Status of Minorities – they met. They discussed the Diversity Awards and they indicated they were disappointed about the pool of nominees.
- President’s Commission on Status of Women – no one was able to attend
- Recreational Advisory Committee – no meeting
- Sustainability Committee – no meeting
- Traffic Appeals – 12 appeals
- Parking and Traffic Regulations Committee –
- Work Life Balance – no meeting

Meeting Adjourned.

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

Respectfully submitted,
Mashala Pulliam, Staff Council Secretary, May 8, 2017

Information Technology Council (ITC)
Tuesday, April 4, 2017
Minutes

Present: Mike Rackley (Chair), Judy Spencer, Cody Coyne, Tim Chamblee, Scott Willard, Mike Richey, Joan Lucas, Joy Graves, John Dickerson, Tamara Gibson, Yun Oswald representing Vickie Brown, Kevin Edelblute, Thomas Bourgeois, Julia Hodges, Heather Rowe (Guest)

Mike Rackley called the meeting to order at 1:30pm.

Approval of March Minutes

The first order of business was approval of the minutes from the March 7 meeting. Tim Chamblee made a motion to approve, and Kevin Edelblute seconded this motion. All were in favor of approval.

CIO's Report

As discussed in previous meetings, two-factor authentication has received approval and funding. Evaluations of RFP responses have been submitted and the contract is being awarded to Duo Security. Two-factor authentication will initially be available on a voluntary, opt-in basis but eventually some of our most critical systems will require it.

Another email reminder about Banner 9 went out on Bannerlink this morning. IHL and Development Foundation have already upgraded, and the rest of campus will be upgraded over the coming weekend. Banner Finance and General are the first upgraded modules. You will now see a new screen called application navigator when you log into administrative Banner beginning on Monday. The HRM module is scheduled to roll out in July. A timeline of module transitions to Banner 9 can be found on the ITS website. There is currently an issue with administrative Banner browser dependency. At this time, Internet Explorer and Safari are the only browsers that will work with the administrative Banner 8 Oracle Forms screens. There are no known browser dependencies with the new Banner 9 Java screens, so as modules are upgraded from Banner 8 to Banner 9, browser support will be much less of an issue.

New Digital Signage System

Heather Rowe with the Office of Public Affairs was present at today's meeting. ITS and OPA have been working together for some time on the new digital signage system. This project started with the desire to have digital signage in the new classroom building, aka Old Main Academic Center. It was desired to (1) establish a campus-wide standard for digital signage (2) provide a mechanism for signage to display both college/department content as well as institution-wide content and (3) have Maroon Alert messages pushed to all signs in the event of a campus emergency. Working through the Mississippi Department of Information Technology Services (MDITS) an RFP was advertised and the winner was Howard Computers, who proposed the product AxisTV from Visix.

Heather was on hand to demonstrate various options for signs to share both college/department content and institutional content. Several options were shown. A handout was also provided giving cost estimates for the various components needed to be a part of the system.

Use of Text Messaging for Non-emergency University Communication

In last month's meeting, John Dickerson, Rodney Pearson, and George Dunn wanted to discuss advantages to be gained by using text messaging to communicate with the younger generation. Email does not gain traction with students the way it previously had, and text messaging seems to be the best way to reach students today. The concern is desensitizing students to text messaging which could affect their awareness when receiving a Maroon Alert. Undergraduate Admissions, Graduate Admissions, and Distance Education are hoping to utilize text messaging in recruiting prospective students to MSU. Student Success is hoping to use text messaging to more

easily and effectively communicate with at-risk MSU students. The Information Technology Council has been asked to make a recommendation to the Provost on this matter.

Thomas Bourgeois suggested this service should be opt-in similar Maroon Alert. He also pointed out that when students are applying for admission, often their parents are completing the applications and listing their cell phone numbers instead of the student's number. How do you verify that the number belongs to the student? Thomas also suggested that MSU have explicit rights to the numbers so that the company providing the service cannot sell them to anyone else.

John Dickerson said that undergraduate and graduate admissions, Distance Education, and Student Success have looked at three separate systems and have narrowed it down to a preferred vendor. He believed that all of the systems had either an opt-in or an opt-out option. Mike Rackley reminded the Council that in last month's meeting, Jim West questioned whether a committee would need to be created to review who is allowed to utilize text messaging to MSU students. Julia Hodges felt that there was no reason to say no to the entities wanting to text prospective students because we need to recruit and it would not affect Maroon Alert. She also felt that because of the relatively small number of high-risk students that the Office of Student Success should be allowed to text with their students.

Scott Willard wanted the committee to keep in mind that in text messaging with prospective students, many of them would be minors. Thomas Bourgeois warned the committee to be prepared for angry parents. He felt that tight parameters would need to be in place to avoid abuse of the service even though it is meant to be limited to certain groups. Other entities on campus will get wind of the service and feel that they are important enough to use it, too. Mike Rackley mentioned that MSU would need to clean up the process of retrieving cell phone numbers and decide from where in Banner to pull phone numbers if it is supposed to flow into a new system. Thomas Bourgeois stated that his main concern was having the students opt-in. He has seen from talking with other universities that if you do not give students the option to opt-in or opt-out, they will stop providing their phone numbers to the university and then you cannot reach them in case of an emergency.

Mike Rackley asked John Dickerson about the cost of the systems they have been looking to purchase. He said the pricing averaged \$15,000-\$20,000 per year. Mike iterated that an RFP would need to be developed. Tim Chamblee stressed the need for tight constraints. Beyond the groups mentioned previously to use text messaging for recruitment and retention, any other group wanting to utilize this service would need to be vetted. Thomas Bourgeois stressed that it is difficult to tell groups they cannot use something that is already being used by others on campus. Yun Oswald, representing Vickie Brown, passed along a message from Vickie of her feeling that text messaging should be limited to admissions and Student Success. Thomas Bourgeois said one system should be chosen that all of the previously stated campus groups would be required to use. Tim Chamblee said users of the systems should be approved, and the opt-out option should be in the wording of the text for students before they provide their phone numbers.

Julia Hodges made a motion to recommend that Undergraduate Admissions, Graduate Admissions, Center for Distance Education, and Student Success be allowed to move forward in obtaining a service to text message students and that other details would be made later on. All of the Council were in favor with none opposed.

Other Business

There was no other business to discuss.

The next scheduled meeting of the Information Technology Council will be Tuesday, May 2nd at 1:30pm in Etheredge 336.