

**Mississippi State University
Staff Council Meeting Minutes**

August 10, 2016 @ 10:30 a.m.
Sanderson Center Conference Room, Starkville, MS

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

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

Welcome and Introductions: New Member Introduction were first. Everyone went around and introduced themselves for the benefit of the new members (Suzanne Parker (Meridian), Chris Pulliam (Campus Services), and Leigh Stewart (President's Office))

Approval of Minutes: The minutes from the June 15th meeting were tabled– they will be emailed out

Finance Report: The June 30 and July 31st, 2016 Financials – motion to approve by Kenneth Graves, second by Marc Measells. Unanimous vote.

Chair's Report (Tamara Gibson) - attached

- Executive Council – attached
- Housing Appeals – Received two extension requests in June – both denied. Received one extension request yesterday, vote still pending. Ann Carr was appointed to the committee to replace Duncan McKenzie who retired.
- Information Technology Council (ITC) – Meeting for Aug. 2 was cancelled, Mike Rackley ill; next scheduled meeting in September.
- Master Plan Development and Advisory (MPDAC) – attached
- President's Committee on Planning
- Alumni Board - Fall meeting scheduled for October 7th and the board will work October 8th at the MSU vs. Auburn game.
- MASCO – Tamara will talk to Karen Reidenbach at USM to schedule fall meeting for early November. Tamara is the current MASCO president.
- Anti-Bullying has not met since May
- A few members volunteered for Move in Day at MSU, Saturday, Aug 6th

- Multicultural AVP Search Committee – Committee suspended the current search – starting a new search to allow Dr. Bonner (Provost) wanted to be involved in the process.
- African American Studies 10th anniversary planning committee will meet in October. Events will start in January 2017. Tamara is on the On-Campus Promotion Committee.
- No smoking Policy Committee – attached
 - The Stadium is already smoke free. Per Nick Gordon, looking at this as more of an educational policy (the smoke free policy).
- MSU on the Move Committee will meet today, 8/10, at Noon at Fresh Foods. This is the first of four quarterly meetings for the year.

COUNCIL COMMITTEE REPORTS

Event Committee Report – Doug Carpenter

- Need to select a topic for the 2nd professional development event. Staff Council members were given sticky notes and asked to write down ideas for and turn them in – Doug will release results later today. Reviews from the last event were emailed earlier.
- We will go back to a jacket sale this year. Doug has reached out to Geiger and he asked for suggestions on other vendors. Heather Andrews and Avent Vanhorn suggested Randy Coleman. Suzanne Parker suggested Patsy Rankin.
- Homecoming is October 29th. Possible sale dates are October 14th and October 18th, 11:00 a.m. - 1:00 p.m. at Bost. Asked for recommendation for location other than Bost? Bost does well. Marc Measells added that Allen Hall is harder to get to than it used to be.
- Staff Appreciation Day – May 12th – Doug will send out a subcommittee sheet – Publicity committee taken off and will be combined with communication.
- Added a Donation and Theme Committees – if you want to be on two committees – feel free to sign up
- Tamara arranged for the date to be put on Dr. Keenum’s calendar.
- Doug asked for ideas of what the jacket should look like
- Tamara went over chair assignments for SC committees: Doug Carpenter is the Events Chair, Susan Brooks is the Policies and Procedures Committee Chair and Darrell Easley is the Communications Committee Chair.

Policies and Procedures Committee (Susan Brooks)

- Susan will meet with Dan and get updated from last year and will set up a committee meeting for the next week.

Communications Committee (Darrell Easley)

- Darrell out but Tamara passed on information about Bully Watch – each of us needs to be nominating someone each month. Members nominate anonymously.
- Website Updates:
 - Tamara put in request to ITS; checked yesterday and most updates have been completed. If you see any changes that need to be made, email Darrell and copy Tamara.
 - Doug Carpenter and Amy Burchfield's division is incorrectly listed on pictures, should be Budget & Planning, not Finance
 - All minutes should be posted through June
 - Slider pictures have been updated to Staff Council Appreciation Day for this past year.

Old Business

- Staff Council Meet and Greet Ice Cream Social
 - Thank You to Midge who coordinated the location, Mize Pavilion Lobby. They are not charging us but we just have to clean up. Kelly has ice cream arranged.
 - Wear shirts and tags, be there before 12 if possible.
 - Tamara will see if we can put up a slideshow on a projector
 - Event time is 12:00 – 1:30 but we have it from 10:30 – just a come and go
 - Marc Measells, Tiffney Williams, and Scott Cagle will not be in attendance
 - Hopefully will not have as much ice cream left this year, but will bring bags; planning for 300.
- Staff Survey – Executive Council will review the survey questions for updates and will discuss that in general September meeting.
- Read & Write Access will be granted to O:\ drive for all members
 - Make sure materials are not duplicated that much, especially if you are chair. Do not put work or personal items in the folders.

New Business

- Smoke Free Event seminar for early September, 12:00 – 1:00 p.m.
 - Tamara emailed Dr. Hyatt and Joyce Yates; Joyce and JuLeigh Baker will lead presentation for us, they will work with Patricia from Active Health – we need suggestions for dates and we need a location – Tamara cannot think of any major events during first of September, will pick some dates and send them out; probably not the week of Labor Day. The session will include a review of policy, talk about changes on campus, techniques to help you deal with situations etc. Kelly asked about food/coffee– it was agreed that we should have refreshments. Midge Davis asked about stickers being put on every door. Nick Gordon commented that he thinks most

entrances with the glass doors had stickers. Midge says her sticker regarding the smoke free policy was removed – do they need to get another one? Jay Logan did not take them down but he would like to put them where they need to be. Nick Gordon commented that they could contact the Vice President from Student Affairs. Avent Vanhorn directed that Katie Corbin has that material. Suzanne Parker asked about the effect on the Meridian campus. Tamara will check on that. Nick Gordon – dean goes down to Meridian at beginning of every semester and he may bring those with him.

- Tamara asked for suggestions for speakers for upcoming meetings – Susan Brooks suggested Dr. Bonner because she is new and this will give her a feel for Staff Council and see what things she might be interested in adding. Avent Vanhorn suggested Public Affairs in regards to the branding launch. Scott Cagle suggested Michael Richardson from the Alumni Association and Dr. Richard Brown head of Entomology, maybe take a tour of the Clay Lyle building.
- Review dates and assignments
 - Look at meeting dates and mark calendars
 - Updated Staff Council Membership Roster - Tamara will send out later
- Reviewed the Staff Council and University Standing Committees which will also be posted on the website.
 - Communications – Chair, Darrell Easley, Heather, Kiley, Tamara, Shauncey, and Chris. Responsible for communicating what we do to campus
 - Events, Doug Carpenter, current chair – discussion in Executive Council meeting about assigning that – Doug Carpenter spoke about recommendation that Vice Chair assume Events Chair automatically but also that the Events Chair can appoint an assistant to help with Staff Appreciation Day (co-chair). President Tamara Gibson commented that this makes the process easier for the next year. Doesn't have to be member that's on the Events Committee and this will exclusively be for Staff Appreciation Day. Doug Carpenter commented that someone can volunteer right now. Members are Midge, Hannah, Scott, Amy, Mary, Kenneth, Lesley, Leigh, Tiffney, Mark, and Tony.
 - Susan, chair of Policy and Procedures Committee (members are Nick, Tina, Jennifer, Jeffrey, Suzanna, Mashala, Julie, and Avent)
 - Tamara used survey to put us where we needed to be. University standing committee assignments have changed – if you are an officer or a chair, then you will normally not be a main representative for a committee.
 - Two new standing committees added – Performing Arts and Sustainability
 - If you are on two committees, it is likely that one rarely meets or meets via email

- Kelly will contact committee chairs and inform them of the new members
- Sustainability Committee, Jeremiah Dumas and Amy Tuck – apologized for oversight of Staff Council not being on this committee – meets quarterly, maybe special called meetings, Scott Cagle main rep, Hannah Burnett back up rep
- Performing Arts Committee – Stephen Cunetto (Library) - meet one or two times in Spring to select acts that will participate in series
- Main person listed first, back up in parentheses – it is your responsibility to let back up person know if you are unable to attend the meeting
- Both reps may want to attend if the committee is ok with that; for an active committee it would be good for both members
- Kelly has updated list but it will be sent out
- Work-Life Balance Representatives:
 - Reminder to discuss Take Our Daughters and Sons to Work Day on Thursday April 27, 2017

STANDING COMMITTEE REPORTS

- Athletic Council – Dan Whatley was representative
- Calendar Committee – Has not met
- Community Engagement – Tina not here
- Conflict of Interest (comment: it never meets)
- Dining Advisory Committee – Jennifer Burns was out but fall dining schedule has been set
- Diversity Council – On hold right now due to VP position being vacant
- Employee Benefits – has not met
- Financial Aid Appeals – Leslie said that they’ve been meeting and have started reviewing SAC appeals.
- Game Day – No meeting
- Health and Wellness – meets today
- Instructional Technology Advisory Committee – No report
- President’s Commission on Status of Minorities – No report
- President’s Commission on Status of Women – No report
- Recreational Advisory Committee – no meeting
- Traffic Appeals – No report
- Traffic Policy Committee
 - There was a request made regarding striping on Coliseum Blvd, specifically the area regarding the soccer stadium to the commuter parking zones. However, MSU is in the process of procuring architectural drawings.

