



The Voice

Monthly Staff Council Meetings

- March 5
- April 9
- May 14
- June 11

All meetings are held in the Sanderson Center Conference Room at 10:30 a.m. unless otherwise noted.

Staff Council meetings are open to all faculty and staff!

UPCOMING EVENTS

EAP

Webinars On Demand

Simply log on to the [Employee Assistance Program \(EAP\)](#) and [Work-Life](#) website with your organization's username and password.

March 11 @ 11:00 a.m.
Staying Younger Longer

March 18 @ 11:30 a.m.
The Open-Plan Office: Challenges and Opportunities

March 27 @ 12:00 p.m.
Help Your Children Develop Healthy Habits: Nutrition and Exercise

Questions, Comments, Suggestions?

If you have any ideas, suggestions, issues or comments, please feel free to contact your division Staff Council representative or email Staff Council directly at staffcouncil@msstate.edu

HRM Addresses Nepotism Policy



Judy Spencer, Director of Human Resources Management

Judy Spencer attended the November 6, 2013 meeting to discuss MSU's nepotism policy which is based on IHL and State law. The nepotism policy refers to family members working together in a situation where there is a conflict or perception of one. It is not against policy for family members to work together, but there has to be a written plan put into place, explaining that the individuals who are related do not report directly to each other and the chain of command must go through and be approved by the Vice President of that division. If employees get married, they also have to create a written chain of command procedure. Family members should not have authority over each other or work side by side. If a student worker is involved, it is within the department's authority on whether they want to go through the process in covering the nepotism policy. Read the policy at www.policies.msstate.edu/policypdfs/1005.pdf

Staff Council Supports "University Campaign" for Faculty & Staff

John Rush (Vice President for Development & Alumni & Chief Executive Officer) along with Asya Cooley (Director of Annual Giving) and Jana Berkery (Associate Director of Annual Giving) spoke to Staff Council at the January 15, 2014 meeting to ask for Staff Council's support of their new fundraising campaign, Infinite Impact. All gifts are 100% tax deductible. They will be seeking Department Champions which can be nominated or recommended. Faculty and Staff will be able to designate specific areas for their contributions. Payroll deduction is one of the most convenient ways to make a gift. Any organization or unit that has a Foundation account is eligible to have money donated to them and the Development Office is willing to set up accounts for any department or unit to be added to the donation list.

After discussion by the members and a unanimous vote, Staff Council agreed to support the Infinite Impact campaign. Learn more about this great opportunity to make an impact through MSU by visiting <http://www.infiniteimpactmsu.com>

Save the Date

Staff Appreciation Day 2014

Staff Council is in the pre-planning stages for this year's Staff Appreciation Day (SAD) which will be held on **Friday, May 30th** in the Junction.

Information will be provided at a later date about the theme, t-shirt sales, volunteers, etc.

STAFF SPOTLIGHT



Jenna Shook

Events Coordinator

Office of the Vice President for
Development and Alumni

Years of Service to MSU: 21

Spotlight by: Lisa Hearn

Jenna has been married for 31 years to Larry Shook. They have two grown children, Staci and Kyle. She has always lived in Starkville and has been a Bulldog fan since she was a young child. "I can't think of a better job to have other than the one I have now as Events Coordinator for the Hunter Henry Center. I love the life-long connections I have made working with events," says Jenna. She loves all types of music and animals. She was a part of a clown ministry and was known as "Patticake" in the clown world. Jenna is an amateur writer with three books written (and hopefully published one day), another one underway, and three poems published. She is a founding member of the Starkville Writers and Illustrators Club and a contributor to the Starkville Daily News Lifestyles section.

Jay Logan

Director of Humphrey Coliseum,
Basketball Game Management

Athletics

Years of Service to MSU: 21

Spotlight by: Ann Carr



Jay is a Starkville native and 1985 Cum Laude graduate of Mississippi State University. In his current role, Logan represents the MSU Athletic Department and the Southeastern Conference as the Basketball Game Management Director, in addition to being responsible for overseeing all aspects of Humphrey Coliseum's operation and administrative management. Logan is a member of the MSU M-Club Alumni Association, The Florida State Varsity Lettermen's Club, and 20-year member of the National Athletic Trainers Association. Ann says, "I think what is most unique about him is that he started as athletic trainer and is now Director of the Coliseum (game management). Two different areas of interest, if I do say so myself."

Zacharias Distinguished Staff Awards Nominations Coming Soon

Staff Council needs your help in nominating outstanding Mississippi State University employees for the 2014 Zacharias Distinguished Staff Awards. Soon you will receive a notification explaining the awards eligibility, criteria and nomination process. Please take time to review this notification and nominate a deserving staff member(s) by the April 11th deadline. Twelve winners will be presented with a plaque of recognition and a check for \$1,000 at the annual Staff Appreciation Day "Luncheon in the Junction" on Friday, May 30th, at noon.

Staff Jackets Still Available

A limited number of staff jackets is available for purchase in sizes XL - 3XL.

Email staffcouncil@msstate.edu if interested.

Microsoft Home Use Program Available to MSU Staff

As part of the University's subscription to the Microsoft Enrollment for Education Solutions (EES), MSU faculty and staff (excluding intermittent workers) and graduate assistants are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables each eligible person to purchase, for a nominal fee, a single licensed copy of the Microsoft Office desktop suite to install and use on as many as two personally-owned computers. Those eligible under the HUP program will also be able to purchase new versions of Office as they become available in the future.

To obtain your copy of Microsoft Office under the Home Use Program, go to <https://its.msstate.edu/software/hup/login> with your NetID and NetPassword, and follow the instructions.

If you have questions or need assistance, please contact the ITS Help Desk at 662-325-0631 or email helpdesk@msstate.edu.