



February 2013

MSU Staff Council

Volume 2 Issue 4

## Working Hard With You In Mind

One of the roles of Staff Council is to advise University administration in matters relating to staff before the implementation of new policies, procedures, and programs as well as to recommend changes in existing policies or propose new policies.

When Staff Council makes a policy recommendation, it is not automatically adopted. Instead, a policy revision proposal is sent to the university executive who is responsible for that policy area. If the responsible executive deems the revision appropriate, General Counsel and Internal Audit review the revision to ensure compliance with other university and IHL policies and state and federal law. After review, MSU's Executive Council may vote to adopt the policy. If the vote is successful, the president may sign the policy into active status.

Any time during the process, the policy recommendation can be further revised or declined. It typically takes several months, or longer, for a proposed revision to move through this process. If you have any questions on how policies are revised or created, please contact your Staff Council Representative for more information or visit <http://www.msstate.edu/dept/audit/PDF/0101.pdf>.

## Staff Council Recommends Revisions to Employee Tuition Remission Policy

Staff Council recently sent a recommendation to the Office of Human Resources Management to revise the HRM #60-225 "Tuition Remission - Employees" policy.

The results from Staff Council's Satisfaction Survey have indicated the desire for more opportunities for employee advancement within the university. Successful undergraduate and graduate degree completion will result in more advancement opportunities and increase the productivity of employees who choose to further their education.

Currently, HRM #60-225 allows MSU employees to enroll, with administrative approval, in up to six credit hours each semester and receive tuition remission. Of these classes, only one of them may meet during the normal working day and "any time lost from work (including travel to and from class) must be made up during the same work week, or, compensated for by the use of accrued personal leave or earned compensatory time off."

Staff Council has formally recommended that the tuition remission policy be revised to provide employees tuition remission for two classes per semester, not to exceed eight hours, and to allow full-time employees to attend one class during work hours without making up the missed work time during the same week or using accrued personal leave or compensatory time.

If implemented, the proposed revisions will benefit both employees and the university and will bring Mississippi State's policy in line with the tuition remission policies at the other comprehensive research universities in Mississippi.

All recommendations for policy revisions that are adopted must move through the university executive who is responsible for that policy area, General Counsel, and Internal Audit before it can be approved by MSU's Executive Council.

The next Staff Council meeting:

**FEBRUARY 13, 2012**

10:30 a.m. in the Sanderson Center  
Conference Room

*All Staff Council meetings are open to faculty and staff*

**SAVE THE DATE!**

*Plans are underway for the upcoming Staff Appreciation Day!*

**Staff Appreciation Day will be May 17,  
2013! Stay tuned for more information!**

## Dr. Bohach, VP of DAFVM, Speaks to Staff Council

Dr. Greg Bohach, the Vice President of the Division of Agriculture, Forestry & Veterinary Medicine, spoke to Staff Council during the December 12, 2012 meeting to give an overview of DAFVM. Below is the breakdown of his report:

4 -	The Research and Extension Centers located in Verona, Biloxi, Raymond and Stoneville (regional offices based on regional issues)
28 -	Number of states with a veterinary school
82 -	All 82 counties in MS have an Extension Office
312 -	Approx. number of employees occupying faculty seats
1351 -	Approx. number of employees with staff status
1687 -	Approx. number of employees in the DAFVM
35,000 -	Total acres of land that MSU owns (campus, forests, etc.)
2 million -	Money saved by restructuring administration (which was then put back into the DAFVM - FY 2009 - 2010)
7.5 billion -	Dollars from a record breaking year in Ag Production (FY 2012)

One issue that was brought to Dr. Bohach's attention was closing the gap between off campus employees and administration. Dr. Bohach encourages Human Resources, the Staff Council chair, and others to visit the off campus locations. It can be motivating and helps encourage communication.



## Jeremiah Dumas Gives Update On The Climate Action Plan

Prof. Jeremiah Dumas was invited to give an update on the Climate Action Plan to Staff Council during the December 12, 2012 meeting. Dumas said recycling is a part of a larger sustainability effort that relates to the MSU Climate Action Plan which was approved by the Executive Council and is working in conjunction with other campus planning initiatives.

In 2009, the recycling program started with a recycling trial utilizing three local recycling companies. The goal was to see which program worked best on our campus and they found that 90% of office waste was recyclable.

From 2010 to 2011, they saw doubling trends in collections of recycling. Of the recyclable materials, 45% was cardboard and 42% was paper. From 2011 to 2012, there has been an increase from 31,950 pounds of trash recycled to 51,700 pounds per month.

There is currently a successful e-waste recycling program in place and a new toner recycling program is about to get started. If a department has a special need for recycling, please contact Jeremiah Dumas. For more information, please visit [sustainability.msstate.edu](http://sustainability.msstate.edu).

### Staff Jackets Still Available:

Staff Jackets, sizes L - 3XL, are still available for purchase for \$25. Contact Natalie Ray (325-4544) if interested. All jacket pick-ups will be in room 203 Bost.