General Meeting Minutes

Date: December 12, 2023

Time: 11.00 AM

Location: The Old Main Academic Center

Latara Arterberry A

Darrell Banks A

Sophia Barnett P

Dominique Belcher P

Joni Branning P

Lateshia Butler P

Amber Box P

Melanie Chesser A

Jason Cory P

Lisa Dye P

Libbi Havelin P

Courtney Headley P

Timothy Hopkins P

Melissa Inmon P

Veronika Jelinkova P

Ogorchukwu Johnson P

Cambrie Johnston P

Natalie Krol A

Kelly LaSalle P

Matthew Mackey P

Summer Mord P

Ashley Patterson P

Kenner Patton A

Cindy Ratcliff P

Chantel Solis-McCoy P

Elizabeth Standley P

Cristi Stevens A

John Michael VanHorn P

Anna Webb P

Catherine Williams P

Orly Hardin P

1. **APPROVAL OF NOVEMBER MINUTES** For a motion to approve the November minutes, Summer provided the first and another SC member provided the second. The motion passed unanimously, and minutes were adopted.
2. **APPROVAL OF NOVEMBER FINANCIALS** For a motion to approve the November financials, Elizabeth provided the first with Melissa providing the second. The motion passed unanimously, and financials were adopted.
3. **COMMITTEE REPORTS**
	1. Chair – Jason Cory
		* Master Plan and Develop Advisory Committee – did not meet.
		* Alumni Association National Board – did not meet.
		* President’s Executive Council – did meet on November 27. Information security program annual report does not require a vote, but executive council acknowledgment is required annually. It was presented and heard. On top of that, 3 academic policies, AOP 10.05 on nepotism, AOP 12.08 and AOP 12.29, were presented and passed as presented. Additionally, two operating policies OP 91.123 and OP 91.107 that Jason shared with SC; the first pasted with a minor change and the other was rescinded. There were several announcements made on a long list of policies that did not require changes and remain the same for another 4 years.
* Faculty Senate – had a meeting on November 10. The AOP 10.05 on nepotism was presented at Senate and adopted before it was presented at the Executive Council. There was a letter of request from the provost regarding the AOP assignments to the committee. That committee reported back and recommended changes to the Senate bylaws to allow the Senate president to assign to the appropriate committee as soon as received and not to go into a regular meeting to assign by full body. They also asked, as a product of looking at this, that Policy 01.01, which is the policy of policies, has a statement in there allowing minimum of 2 consecutive meetings to consider AOP before it is deemed enacted and approved.
	+ - Standing Committee Review Board – Dr. Dunne has been collecting the annual reports from committees. A meeting is expected in the Spring.
		- Conflict of Interest Committee – had no meeting.

* 1. Vice-Chair – Anna Webb
* Information Technology Council – Jason attended. Council adopted final version of the new information security policy, which is an internal policy within ITS. It will be reviewed annually. There are many new federal regulations and standards that are coming up, and that is why we are seeing all these changes. The new DUO requirements will provide an additional level of security to log into the university systems.
	+ - Faculty Housing Appeals Committee – there were 3 appeals, all approved.
		- Blue Cross & Blue Shield of MS Foundation – no meeting.
		- Staff Performance Evaluation Task Force – no meeting till January.
	1. Events Committee Chair – Cristi Stevens – no report. Christi was not present, excused herself.
		+ Fall Sales – 2nd Sale – Jason said there was a second round of sale, the sweatshirts are in.
		+ Staff Appreciation Day
	2. Policies and Procedures Committee Chair – John Michael VanHorn – no report.
		+ Staff/SAD Survey
		+ Staff Council By-laws Review
	3. Communications Committee Chair – Latara Arterberry – no report. Latara was not present, excused herself.
		+ BullyWatch
* Department Nominations
	+ - Newsletter
		- Website, Facebook, Twitter
	1. Awards & Scholarships Committee Chair – Veronika Jelinkova
		+ Fall Awards – there were 4 scholarships awarded. 34 applicants applied, one of which was a previous winner and therefore not eligible this time. The $300 awards were processed and posted on student accounts.
		+ Department Donations/Fundraisers – fundraiser letter to MSU leadership was sent out through ITS mass email in the early December. We received some donations already.
1. **Ongoing Business**
	1. Staff Development Conference – is tomorrow, December 13th
		* Executive Committee – Jason Cory
		* Programming – John Michael VanHorn
		* Catering & Venue – Cristi Stevens
		* Communications & Marketing – Latara Arterberry
		* Operations/Logistics – Veronika Jelinkova
		* Financial – Kelly LaSalle

SC members will wear their SC t-shirts and will meet at 7am. Anna provided detailed parking and pull in instructions applicable to vendors and attendees, including the parking garage differences. Backdrops on TV screens behind speaker will be put up on a day of conference. Incidentally, a company will be removing some of the furniture from the Old Main on the day of conference because it was long scheduled, but it will not interfere with our conference business.

1. **New Business** – nothing new to discuss.

**11:27 AM Motion to Adjourn** - Luncheon followed. After lunch, SC members worked in the afternoon to set up in the Old Main to get the venue ready for tomorrow’s SDC.

Next scheduled meeting: January 10, 2024

**University Committee Assignments 2023-2024**

**University Committee Staff Council Representative (Backup)**

Athletic Council – met Nov 8, tomorrow’s meeting Lisa Dye (Lateshia Butler)

was canceled. Online betting will be a thing.

Calendar Committee Natalie Krol (Courtney Headley)

Community Engagement Committee - no meeting. Joni Branning (Darrell Banks)

Conflict of Interest – no meeting. Summer Mord (Melissa Inmon)

Dining Advisory Committee\* - no meeting. Libbi Havelin (Cristi Stevens)

Employee Benefits Committee – no meeting. Orly Hardin (Cindy Ratcliff)

Health and Wellness - no meeting. Melanie Chesser (Timothy Hopkins)

Inclusive Excellence Leadership – no meeting. Ogorchukwu Johnson (Summer Mord)

Instructional Technology Advisory Committee Darrell Banks (Kenner Patton)

Parking and Traffic Regulations Committee – no meeting. Elizabeth Standley (Chantel Solis-McCoy)

Performing Arts Committee – no meeting. Cambrie Johnston (Amber Box)

Recreation Advisory Committee – no meeting. Catherine Williams (Sophia Barnett)

Satisfactory Academic Progress Committee\* - no emails. Dominique Belcher (Elizabeth Standley)

Special Events & Game Day – no meeting. Melissa Inmon (Libbi Havelin)

Sustainability Committee – no meeting. Matthew Mackey (Natalie Krol)

Traffic Appeals Committee – no meeting. Timothy Hopkins (Chantel Solis-McCoy)

Work-Life Balance Committee – no meeting . Cindy Ratcliff (Ashley Patterson)

\**not an official university standing committee*

**Staff Council Committee Assignments 2023-2024**

**Communications Committee**

Latara Arterberry – CHAIR

Darrell Banks

Sophia Barnett

Dominique Belcher

Cambrie Johnston

Ashley Patterson

**Policies and Procedures Committee**

John Michael VanHorn – CHAIR

Summer Mord
Matthew Mackey

Orly Hardin

Melanie Chesser

Amber Box

**Awards & Scholarships Committee**

Veronika Jelinkova – CHAIR

Joni Branning

Lateshia Butler

**Events Committee**

Cristi Stevens – CHAIR

Libbi Havelin

Timothy Hopkins

Melissa Inmon

Cindy Ratcliff

Chantel Solis-McCoy

Lisa Dye

Catherine Williams

Ogorchukwu Johnson

Natalie Krol

Kenner Patton

Elizabeth Standley