

Staff Council Minutes
The University of Southern Mississippi
October 3, 2006

- 1.0 Guest Speaker- Fred Varnado, Noncredit Programs/ Conference
 - 1.1 Talk to Provost to change the name of the office to reflect a more positive experience. Fred has been on speaking tour for department heads, directors and others. The reorganization of this office came from SACS and at this time charged to develop the office within a new mission, Fred explained the development of the office and the different services provided by the office. There is a fee associated with the services provided by the office.

- 2.0 Called to Order

President Fitts called the meeting to order at 9:58

The following members were present: Tyia Brooks, John Burks, Melissa Carpenter, Steve Coleman, Margaret Firth, Wynde Fitts, Michelle Fleming, Keith Long, Vassie Owens, Pam Posey, Melissa Coker, Linda Davis, John Hayman, April Jordan, Jin Joo McClendon, Sharon Meyers, Tracy Robinson, Arlin Steen, Mandy Tilley, Amy Thorton, Mary Virgil and Cory Williams, Susan Bone, Tracy Robinson, Leigh Allison Iovino, April Jordan and Mary Virgil.

Proxy:

- 3.0 Agenda Adopted

Motion to accept agenda was made by Mandy Tilley and seconded by Cory Williams. Unanimously approved.

- 4.0 Minutes Reviewed
 - 4.1 Motion to adopt minutes- table to November
 - 4.1.1 Change Twillia in August
 - 4.1.2 Change Jin in August
 - 4.1.3 Amy Thornton Proxies
 - 4.1.4 E-mail all minutes to Staff Council minute

- 5.0 Officer Reports
 - 5.1 President's Report- Wynde Fitts
 - 5.1.1 Action Items- None
 - 5.1.2 Liaison Committee Reports
 - 5.1.2.1 Presidential transition- passed out IHL release and discussed the chair and trustees on the search committee. From this point they will visit on Nov. 9

to talk to campuses and explain needs for our university. No one will know the candidate. Campus community will not know until the final candidate is chosen and has an on-campus interview. All universities in the state will use this same process when selecting a new president. The committee will be selected after Nov. 9. Wynde will write Robin about staff needs for meetings.

5.1.2.2 Master Calendar

5.1.2.2.1 Keep similar calendar and keep Spring Break with area schools (middle March) and Easter will be in April.

5.1.2.3 University Planning Committee

5.1.2.3.1 Pam will be the representative.

5.1.2.4 United Way

5.1.2.4.1 Will kickoff next Wednesday- goal \$110,000.00

5.1.2.4.2 Lou Marciani is co-chair with Wynde

5.1.2.5 ADP

5.1.2.5.1 Pick up the Pinebelt- Oct. 28, 8-Noon. Can volunteer contact ADP- first 1000 get a free t-shirt.

5.1.2.6 Cabinet

5.1.2.6.1 A lot of money donated lately- \$500,000 from Ashbury Foundation and possible other donation available.

5.1.2.6.2 Looking to get more space on the Gulf Coast campus for staff members and address what classroom space will be used for fall. The library and Advanced Technology Center will be used in some way by next fall. Enrollment was almost 100%, pre-Katrina. College student personnel major will be offered next fall.

5.1.2.6.3 The Pride will be playing at Green Bay Packers game.

- 5.2 President Elect- John Hayman
 - 5.2.1 IHL participated on West Gulf Coast and received a plan. Addressed real estate and renovation. Each school was able to present their master plan.
 - 5.2.2 Faculty Senate- first meeting to attend, these are three hour meetings. Fred Varnado presented a talk about his department.
- 5.3 Secretary Report- John Burks
 - 5.3.1 Discussed name plates, and meeting minute changes
- 5.4 Secretary's Elect Report- Melissa Carpenter
 - 5.4.1 Announced Walk for Paint Southern Miss Pink- get information from Melissa.
- 6.0 Unfinished Business
 - 6.1 Thank Dr. Motter for helping Staff Council collecting money for golf tournament.
 - 6.2 SOAR upgrades/ Spam- Southern Miss is preparing for a necessary upgrade to the SOAR system. We are currently running version 8.1 and will upgrade to version 8.9. In addition to the necessary government regulations this release will enable us to have; it will at the same time provide us with additional functionality. In addition, the look and feel of using the system will be changed. Replacing the cascading menu where a person would have to click on several links to navigate to a page, they will now see a list of options similar to looking at the folders on one's computer. Faculty and staff who currently use SOARFIN will recognize this look as this change was previously implemented in SOARFIN.

A Steering Committee was formed as an initial step in getting this project off the ground. The Steering Committee consists of Homer Coffman – chair, Russ Willis, Joan Exline, Joe Morgan, Joe Paul, Bob Pierce and Jay Grimes. It is with their help that we will determine the budgetary strategy, define and realize benefits, monitor risks, quality and timelines, make policy and resource decisions, and assess requests for changes to the scope of the project.

The Steering Committee had their initial meeting and they are in the process of identifying who will be part of the upgrade team representing each business area. It will be this team, the upgrade team, that puts in many hours of their time reviewing the new system and identifying what systems changes are delivered and what changes are needed that will have to be customized. It is a

challenging and rewarding process as they are the key players in making sure the final product is working properly before the upgrade is turned over for the campus community to use.

The high level timeline for this project is

- Assessment Phase complete – End of Aug 06
- Initiation Phase complete – End of Feb 07
- Design Phase complete – End of Jun 07
- Build Phase complete – End of Aug 07
- Deployment Phase complete – End of August / early Oct 07

To check on the status and for updates for this project a Web site will soon be put in place and the URL for that site will be communicated to the campus community.

7.0 Standing Committee Reports

7.1 Constitution and Bylaws- Keith Long- no report- will have a meeting to discuss outsourcing.

7.2 Legislative- Margaret Firth - not present.

7.3 Salaries & Benefits- Mandy Tilley- The Salary & Benefits Committee met on September 21, 2006 to discuss the possibilities of implementing some type of staff orientation for new employees. The following list contains topics that we feel should be addressed either in an actual session or by way of distributing paper orientation packets to the new staff members outside of the one that HR provides at in-processing.

- Campus map, direction signs, walking tours
- What is Expanding Excellence?
- Specific responsibilities of the Registrar, Financial Aid, Business Office, etc.
- What is the Payne Center and what does it offer?
- USM Talk Listserv
- Dining Services Plans/Options
- What does ITECH do and where are they located?
- USM Mailout deadlines
- Where can I park?
- How can I get involved? (AAOP, Staff Council, etc.)
- Where do I go to change my personal info?
- What is my.usm.edu?
- What are building liaisons?
- What is Equipment Services and how do I contact them?

We welcome any and all suggestions from the Staff Council, and I will be soliciting those suggestions via email through our Staff Council listserv.

- 7.4 University Relations & Cultural Diversity- Tracy Robinson- sent out e-mail to committee meeting time. Will get with Melissa to post on USM Talk.
 - 7.5 Technology & Training- Steve Coleman
- 8 Liaison to University Committee Reports
- 8.4 Department of Parking Management- .
 - 8.5 President's Council- no report
 - 8.6 Wellness Program- Mandy Tilley- meeting last week, had brainstorming on mission statement funding
 - 8.7 IT Advisory Board- John Hayman- had meeting to discuss changes and appointed SGA President as additional representative, reviewed bylaws for members to review.
 - 8.8 Master Facility Planning- Wynde Fitts- no report, look at Web site to review new plans.
- 9 New Business
- 9.4 Christmas Reception- review this and do something on the coast. Get creative and if interested get with Wynde.
 - 9.5 Employee Appreciation- no formal plans for schedule and Wynde is working on bringing this back.
 - 9.6 Service Project- Pickup the Pinebelt
 - 9.7 Professional Development/ Merit Raises- Physical Plant will not go on the board agenda- Physical Plant did not increase salary for people and supervisors. New administrators will review this change. Look to expand the professional development program for staff.
 - 9.8 Issues & Concerns
 - 9.9 Scholarship Committee- needs to update description- we need \$10,000.00 endowed scholarship- help get off the ground. Sharon Myers will be chair of scholarship committee.
- 10.0 Meeting adjourned 11:17 p.m.