

Approved**

The University of Southern Mississippi
Staff Council Minutes
April 2, 2002

Special Speaker: Dr. Aubrey K. Lucas

Dr. Lucas began by reminding us that during times of stress, a little compassion and caring in the form of a smile or simple greeting can go a long way. He requested that we extend to our new president the same emotional support we, as staff, have given to both he and Dr. Fleming and to continue caring. This caring spirit and commitment are what makes this university special.

We get our appropriation from the legislature. This past summer the legislature had recommended a substantial cut. Over the past months we have worked hard to get the message across that this is unrealistic. We have been heard. We received 43 million dollars in bridge money, which is more than was recommended. The eight universities got 34 million dollars for general support, of which USM traditionally gets 23%. More funding cuts are possible, unless we get an increase in tuition and fees. This increase is a concern because Mississippi has the lowest income per capita in the nation. We must maintain this university. Dr. McFall is looking to see where we stand with this new information. Job security is involved in this consideration. A bond bill, where the state borrows money to make physical improvements to state property, has been awarded. There will be four million dollars for on-campus infrastructure (streets, drainage, building improvement); \$650,000 to complete the Polymer Science Building; one million dollars for land and parking at USMGC; \$650,000 for the Gulf Coast Research Lab and Cedar Point; and \$500,000 for Stennis Space Center.

The presidential search is going well. The staff is represented well by Mary Sumrall. Our four candidates are a good group. We will have an opportunity to interview each candidate when they visit the campus. Please give thought to good hard questions to ask each candidate. We should know who our new president will be by April 13.

The comprehensive campaign is going very well. We are steadily increasing our donations. Today, Drs. Gary and Hannalore Giles will be honored for their donation of one million dollars toward Presidential Scholarships. We have just recently received a one million-dollar donation from Mary and Joseph Tatum that will benefit our libraries and provide scholarships. This puts our campaign at 72 million dollars raised.

Questions:

When will we know how much more funding will be cut?

Dr. Layzell advised the presidents of the universities that by April 12 he needs to know where each university will make cuts. This information will be used to help the IHL Board review whether or not a tuition increase is needed. Dr. Lucas doesn't believe that the IHL Board is interested in an increase at this time. However, they need to get a clear picture of the cuts we will make without a tuition increase. Considering the information gathered about our specific cuts, Dr. Lucas plans to keep the university family informed but also doesn't want to spread information that could cause worry or concern unnecessarily. The Cabinet will help with any decisions on how much or where cuts will be proposed.

What about the statements Mr. Klumb has made concerning duplication of programs?

Southern Miss has always worked hard to get programs and worked equally hard to keep them. Over the years the IHL Board has periodically requested a reevaluation of our mission. This has come in different terms depending on the language of the then current IHL Board. We have been asked to look at our "Role and Scope" or "Leadership Role" and now our "Mission". In his last visit to Southern Miss, Mr. Klumb asked some hard questions. With respect to discount tuition for scholarships, Mr. Klumb sees this as lost income, where we see this as getting a student we would not have gotten. What Mr. Klumb has suggested to Dr. Lucas, that worries Dr. Lucas, is he wants no duplication of doctoral or masters programs within the state universities. Dr. Lucas doesn't believe that the entire IHL Board is in agreement on this issue, but the IHL Board does need to review programs for any unnecessary duplication. Dr. Layzell has advised that this issue will be looked at within the next three months. Dr. Lucas is very worried about this process, and it should be a major worry for all of the state institutions. Three

universities in Mississippi are classified now as Carnegie 1 status. If what Mr. Klumb is proposing comes to fruition, ALL THREE state universities will lose this status.

Do you think the IHL Board is concerned about the loss of Carnegie 1 Status?

Dr. Lucas doesn't think it has been clearly explained to the IHL Board that this would affect ALL THREE universities with Carnegie status.

What about the programs of Music and Biochemistry?

Mr. Klumb likes the word "probation". Music is not a group-taught program at our level of education. At this upper level of education music is taught one on one.

The IHL Board set some statistical guidelines that do not apply to music. However, the label of "probation" hurts us in the recruitment of students.

Please explain the OTR PeopleSoft/technology review committee. There are a significant number of staff members on this review committee. The primary role of this committee is to do research and review the Southern Miss investment of time and money in technology. To a large majority of the university there is not a clear picture of this process and the reasons why this should be done. The questions are: How much? Why? and most significantly, What lies ahead? This is not a witchhunt committee. They are charged to find out where we are now and provide an understanding of what our technology needs are. The committee is to report to Dr. Lucas by the end of April.

Given the opportunity, what is the one question you will ask the presidential candidates?

Before you do a lot here, will you take the time to get to know us? Why do you want to be our president?

When will the new president take over?

At least by July 1.

1.0 Call to Order

President Sumrall called the meeting to order at 10:20 a.m.

The following members were present: Rusty Anderson, Joan Brashears, Bradley Bridges, Cheryl Burnette, Kim Busche, Kalin Butirich, Melissa Carpenter, Shannon Davis, Mike Giles, Lin Harper, John Hayman, Kathy Hayman, Mary Ann Iverson, Robin Johnson, David Kinsey, Kenton McNeese, Pam Posey, Jan Roberts, Susan Sanders, CJ Sims, Arlin Steen, Mary Sumrall, Sam Williams, and Ronnie Williamson.

2.0 Adoption of the Agenda

The agenda was adapted with an addition to new business under 8.2 – The Information /Securities policies draft.

3.0 Call for Proxies

The following members were represented by proxy: Cindy Burnett by Robin Johnson, Carol Dunaway by Kalin Butirich, Charlie McMillin by Shannon Davis, Connie Morgan by Susan Sanders, Polly Odom by Jan Roberts.

The following members were absent without representation: John Green, Jessie Person, Veda Spencer.

4.0 Approval of Minutes

There was a motion by Kim Busche that the minutes of the March regular meeting be approved at the May meeting. This was seconded by Cheryl Burnette and unanimously approved.

5.0 Officers' Reports

5.1 President's Report – Mary Sumrall

Monday, March 18, 2002 Cabinet

USM expects no more budget cuts this fiscal year. Bills are due in the House and Senate by March 18, and it appears that the legislature will probably approve the recommendations of the Legislative Budget Office. The University will draw down \$233,000 for Gulf Park to offer lower division classes this summer. ORSP has received \$56.9 million in external funding, which is \$10 million ahead of this time last year. The University has received two major gifts—one for internships in the Library and the other for presidential scholarships. The Library gift will be announced on March 28, and the presidential scholarships gift will be announced April 2.

Founders Day will be celebrated on March 26. The USM administration feels sure we will have to cut budgets in the 2003 fiscal year, and hard decisions will have to be made regarding programs and personnel. Several Board members want the institutions to be "tougher" on non-productive programs, especially graduate programs. The Board will soon consider duplication of doctoral programs at the three comprehensive universities.

Thursday, March 21, 2002, Board of Trustees Meeting

The Board handled routine business in the academic affairs committee, budget and financial affairs committee, building/facilities committee, personnel/foreign travel committee, and the legal committee. The Bachelor of Science degree in paralegal studies was approved for The University of Mississippi but had some opposition. The Academic Program Reviews presented some controversy. The USM School of Music was not supposed to be on the list of those programs put on probation, but it was inadvertently put on the list that was mailed to Board members. Dr. Lucas spoke to the issue and indicated that most instruction in the school is one teacher to one student, so our student-teacher ratios did not meet the criteria and suggested that the wording be changed from "probation" to "review."

After much discussion, the Board voted to approve the recommendations with some opposition. Mr. Roy Klumb urged the Board to require that all institutions review their mission statements and take action to eliminate the duplication of masters and doctoral programs, especially among the comprehensive universities. The six state universities using Banner software will consolidate their licenses and maintenance agreements, thus saving the system approximately one million dollars. I had hoped that the finalists for the USM presidency would be announced, but Ms. Newton indicated that the announcement would be made on Thursday, March 28.

Friday, March 22, 2002, Review of the Office of Technology Resources

Candy Santell, Director of the Office of Technology Resources, and her staff made a two-hour presentation on technology resources. They covered responsibilities in the areas of customer services unit, instructional media unit, technology infrastructure unit, and administrative software unit. There were many questions pertaining to the administrative software unit. We will have to upgrade to PeopleSoft 8.0 by August 2003 or lose support from the company, and the cost would be greater if we wait to upgrade. The company upgrades its software every four years; and if we implement 8.0 in

2003, there will be another upgrade in two years because this is mid-cycle. The ad hoc committee appointed by Dr. Lucas to review the technology operation will discuss this report and make recommendations to the Cabinet during the budget process.

Thursday, March 28, 2002, MASCO, Delta State University

I was unable to attend because of the meeting of the campus advisory committee, so John Green, who was going to be traveling in that area during the Easter weekend, agreed to represent USM at the meeting.

Thursday, March 28, 2002, Campus Advisory Committee and Press Conference

Dr. Jim Williams was to have reported on the presidential candidate interviews with the Board of Trustees in Jackson, but he and Darlys Alford were involved in an accident while driving to Hattiesburg.

Sharon Herrin, who also attended the interviews, made comments and indicated those candidates who impressed her most.

The committee questioned why we were not told the names of the finalists until the press conference at 4:00. At 4:00 the finalists were announced. They are Dr. Shelby Thames from USM, Dr. Stan Albrecht from Utah State University, Dr. Ann Weaver Hart from Claremont Graduate University, and Dr. Terry Hickey from the University of Akron. In giving her report earlier, Sharon Herrin has mentioned all four finalists as having good interviews with the Board and indicated they were strong candidates.

Monday, April 1, 2002, Cabinet and Expanded Cabinet

The Cabinet met via IVN with Dr. Tom Layzell, Commissioner, and the other university presidents to discuss the appropriation from the legislature. It looks as if IHL will receive \$43 million in bridge money with \$5 million for the Medical Center, \$4 million for agricultural units, and \$34 million for general support. IHL also received \$50.8 million in the bond bill. The bill will be voted on today, April 1. The legislature will also vote on the new method of appointing College Board members today. Then the presidents discussed tuition. Dr. Layzell commented that many Board members are not in favor of a tuition increase. At the April meeting the presidents are to make presentations of the impact on their budgets if there is no tuition increase. Dr. Khayat at Ole Miss suggested that each university build a reserve into its budget to prepare for a mid-year budget cut. A recommendation for a tuition increase will be made at the May Board of Trustees meeting. The next item on the agenda was the discussion of missions. Many Board members want to review the mission statement of each

university and specifically how it relates to duplicate programs. It seems that mission has been intertwined with program reviews, and Board members are looking at what programs are not productive at each university. The Board members want a report on the workload policy for faculty including workload, release time, office hours, and student advising. Dr. Layzell is preparing a mock-up of the management report to present to Board members to be sure the institutions and the Board office are supplying the information Board members requested.

5.2 President Elect – Pam Posey–no report

5.3 Assignment of Action Items

#79 – Dependent Tuition – Salaries and Benefits Committee

#80 – Facelifts for existing buildings – University Relations

6.0 Old Business

6.1 Staff Council Award

Nominations are to be submitted by April 15 to Mary Sumrall. We will vote on the award at the May meeting and announce the winner at the June meeting.

7.0 Committee Reports

7.1 Constitution & Bylaws – Kathy Hayman

The committee will need to meet directly after today's meeting.

7.2 Legislative – Rusty Anderson – no report

7.3 Salaries and Benefits – Jan Roberts

Concerning Action Item #79 – Dependent Student

Scholarships

The committee requested a copy of the IHL Board policy from the president's office. This policy does not address the situation of two employees working at the same institution. Polly Odom spoke with Bill Graves at the IHL Board office. He agreed that the policy does not address the situation of both parents being employed at the same institution. Bill Graves did advise that the IHL Board was aware that Ole Miss did allow 100% tuition in the cases where both parents were employed. He advised that it would be up to each individual university president to decide if it should be offered at the university.

The Salaries and Benefits committee made the motion that the following recommendation be sent immediately to the president: Staff Council recommends that the President of The University of Southern Mississippi begin consideration of implementing 100%

tuition scholarships for the dependents of university employees where both parents are full-time employees. The Institutions of Higher Learning Board of Trustees office provided the accompanying information with respect to this matter.

The vote was unanimously in favor. Motion passed.

7.4 University Relations – Susan Sanders/Sam Williams

There has not been a new level 17 position created. Thus this action item is no longer a valid concern.

7.5 Technology and Training – Lin Harper

The Staff Council Web Page has not been updated regularly in this program year due to changes in WebTeam personnel and because I was not regularly monitoring the site. I am currently working with Sheri Rawls, Team Leader of Multimedia and Graphic Services to get our website reassigned and updated. I will personally go in on a monthly basis to ensure that the files have been uploaded and linked in the proper place.

The following changes in the website are being scheduled:

- o Minutes from all Staff Council Meetings during this academic year will be uploaded and linked appropriately

- o Names on the photograph and committees will be changed appropriately

- o Archives from earlier years will be removed and placed on CD-R media; we need to decide what to do with those archived electronic files;

- o New table will be made for next year.

Training activities continue through Expanding Excellence (www.ee.usm.edu). Exciting new opportunities will be available during this semester, including . . .

- o DreamWeaver Training for Departmental WebTeam Clients (this workshop will be for those WebTeam clients whose personnel need to be trained in how to upkeep/maintain their departmental or college web presence;

- o Netscape Composer Training (although geared primarily toward those faculty needing to learn HTML for WebCT courses, this workshop would assist anyone in learning how to use this free web design software).

For other free educational opportunities, please visit our website and register online!

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey

There were a total of 48 appeal forms accepted and presented to the court at the March meeting. Twenty individuals wished to be present and of those six were upheld and 14 denied. Twenty-eight individuals did not wish to be present with five being upheld and 23 being denied.

B. Transportation Committee – Polly Odom

The Transportation Committee met Tuesday, March 5. Susan Sanders attended the meeting for Polly Odom. Toby Barker reported that the Transportation Department budget would be presented as an auxiliary during the budget hearings. Cecil Wilson reported that Athletics has half of the lot at the Payne Center during football season and charges patrons for spots. The money from Athletics to the Transportation Department is the same as last year. There are safety concerns at night for dorm residents. There will be a meeting with Athletics soon to discuss student concerns. Cecil Wilson also reported that there are three ticket writers; there were 1,948 tickets issued in February; the hangtags are out on bid; the contractor hangtags were discussed with David Anderson; and the Transportation Department should be responsible for issuing the hangtags. There was discussion relative to putting the decal charge on SOAR. There is a problem with transferring Human Resources and Registrar information to the Transportation Department. Cecil is to bring a recommendation to the next committee meeting relative to temporary employees and their purchase of hangtags. Lynn Craig attended the last Planning Committee meeting and discussed a pedestrian improvement grant of \$1 million of which USM would provide \$300,000. The improvements would include a sidewalk system and rail trail from the freshman quad to 38th avenue.

C. Campus Master Plan Committee – Rusty Anderson–no report

D. Student Life Center – Kathy Hayman

The Student Life Center will be going to bid very soon.

E. Sexual Assault/Harassment Committee – Joan Brashears

No report.

F. Election Committee – John Hayman

Ballots are at the printer. Labels are ready.

8.0 New Business

8.1 Election of Nominating Committee:

Three members were elected from the floor.

Kalin Butirich – chair, Rusty Anderson, Kathy Hayman

8.2 Information and Technology Security Committee

The committee met twice and has formulated a draft. It is being distributed for feedback. The main consideration with security of this information is if you don't know the answer, please call the help desk. Please read the draft and be ready to vote on its acceptance or non-acceptance by this group at the May meeting.

9.0 Announcements

1. Our May meeting is by IVN. Staff Council members need to meet at the IVN location on each respective campus.
2. Trisha Wilbanks will fill Faye Mallette's vacant Council position. We are looking for a representative to fill Russell Beard's spot.
3. Please send any questions you feel should be asked of the presidential candidates to Mary Sumrall as soon as possible. There is also a need for volunteers to help with the interview process. (At this point Mary had to use the gavel to calm the discussion)
4. Please remember that April 8 through April 12 is Student Employment Week.

10.0 Adjournment

The meeting was adjourned at 11:20 a.m.

Kim Busche

Recording Secretary

April 2, 2002