

****Approved****

The University of Southern Mississippi
Staff Council Minutes
February 5, 2002

Dr. Terrell Tisdale was unable to speak with Staff Council due to a scheduling conflict. Mary Sumrall gave us some up-to-date information from Dr. Tisdale. There is talk of the possibility of two-percent raises for staff members in January 2003. However, staff are not "real excited" about the possibility of this raise because it could possibly hurt more than help the staff's financial situation. There is still speculation as to the amount of the anticipated budget cut to USM. As of this meeting, it is possible that we are looking at \$11.6 to \$11.8 million on budget cuts for this fiscal year. President Lucas is hoping that USM will be able to use possible "bridge" money to ease the pain of budget cuts. However last year USM had to "hold on" to its "bridge" money. Dr. Linda McFall, Vice President of Business and Finance, has reported that the collection of sales tax has remained steady for the past few months. This is a promising sign for the State's economy. USM has received \$4 to \$5 million in repair and renovations funds from the State. Remember – these funds are separate funds and can only be used for repairs and renovations on campus. Two actions are being discussed regarding the appointment of IHL Board members. The first is changing how the members are appointed. One possibility is appointment of members using the Supreme Court District map, which is favored by USM. The second possibility is using the Congressional District map. There is also discussion on changing the term limit of the Board member from 12 years to 10 years.

If anyone has any specific questions, please direct them to Mary Sumrall.

1.0 Call to Order

President Sumrall called the meeting to order at 9:35 a.m.

The following members were present: Joan Brashears, Cindy Burnett, Cheryl Burnette, Kim Busche, Kalin Butirich, Melissa Carpenter, Shannon Davis, Carol Dunaway, Mike Giles, John Green, Lin Harper, John Hayman, Kathy Hayman, Mary Ann Iverson, David Kinsey, Charlene McMillin, Kenton McNeese, Polly Odom, Jessie Person, Pam Posey, Jan Roberts, Susan Sanders, CJ Sims, Veda

Spencer, Arlin Steen, Mary Sumrall, Sam Williams, and Ronnie Williamson.

2.0 Adoption of the Agenda

The Election Committee report was added as F. under 7.6 Other Committee Reports. The agenda was adopted as amended.

3.0 Call for Proxies

The following members were represented by proxy: Rusty Anderson by Mary Ann Iverson, Russell Beard by Ramona Beard, Bradley Bridges by Sam Williams, Robin Johnson by Cindy Burnett, Faye Mallette by Kalin Butirich, Connie Morgan by Susan Sanders, CJ Sims by Carol Dunaway.

4.0 Approval of Minutes

Minutes of the January regular meeting were approved with minor grammatical corrections.

5.0 Officers' Reports

5.1 President's Report – Mary Sumrall

Thursday, January 17, 2002, Board of Trustees Meeting

The IHL Board meeting was quite "spirited" this month. As requested by Mr. Roy Klumb, IHL Board member, Dr. Bill McHenry made a presentation on duplication of programs at the eight universities. There are 268 unique programs throughout the system. In February the IHL Board will consider program reviews at all eight institutions. At that time decisions will be made whether programs will be phased out, put on three-year probation, restructured, funded-down, put on three-year suspension at the request of the president, or determined to be too new to evaluate. USM does not have any programs with serious problems. The usual business dealing with personnel employment and termination, buildings and facilities, and the budget and financial affairs was dealt with. Though the figures are very preliminary, the IHL Board is looking for a \$58.6 million reduction. There was much discussion about the election of the Vice President for the term beginning May 2002. Ms. Virginia Newton requested that this action be delayed until February. Her motion was voted down, and Mr. Thomas Colbert was elected Vice President of the IHL Board. The six priorities and 14 initiatives of the Higher Education Summit were approved. Several legal items were discussed in executive session. The IHL Board will interview USM presidential candidates the first

two weeks of March, and campus interviews will take place in April. Dr. Lucas informed me that the Presidents' Council discussed the spring break for staff but decided not to recommend any action to the IHL Board.

Thursday, January 24, 2002, Campus Advisory Committee

The Campus Advisory Committee met to begin narrowing the field of candidates for the USM presidency. First, the committee elected two members and an alternate to represent it at the IHL Board interviews and to report back to the committee. Those elected were Andy Griffin and Marlin Ivey with Sharon Herrin as alternate. Mr. Bill Funk, who was unable to attend this meeting, spoke with us by speakerphone and fielded questions of committee members. He also gave us his list of top-tier and second-tier candidates. The rankings for each candidate were tabulated, and the committee considered each candidate and determined whether to delete or keep them. We narrowed the list to 13 candidates, though there are additional applications to be reviewed. We meet again February 7 at Gulf Park to prepare our final list to give to the IHL Board. It was again emphasized that the IHL Board has final say in the matter. They can reinstate candidates we have deleted from the list and/or pull in others.

Monday, January 28, 2002, Cabinet

Dr. Lucas informed the Cabinet that he has a meeting in Jackson that afternoon with the Senate Subcommittee on Appropriations. Dr. Tom Layzell, Commissioner, is to make the presentation, but the presidents will be there to answer any questions. Dr. Lucas asked Dr. Cotten and Dr. Jim Williams to attend also. Shea Kidd was selected Miss Southern this past weekend. Summer tuition has not been finalized, but there will probably be a tuition increase. Employment of faculty in the summer is determined by enrollment. Legislative leaders are trying to find bridge money for the comprehensive universities so we won't have such devastating cuts this year. Dr. Lucas commented that if we receive bridge money, we want to be able to use it. Last year, at the IHL Board's request, we reserved the bridge money in case there were other cuts. The United Way goal is \$100,000, and we have raised about \$50,000. There will be one more push for participation. The faculty are planning to meet with legislators in Jackson February 12 while classes are suspended for Mardi Gras. Dr. McHenry of the IHL Board office will be on campus this week to look at our program reviews.

Monday, February 4, 2002, Cabinet/Expanded Cabinet

Cabinet met briefly on February 4. We have not heard much from the legislature regarding our budget. The final decisions on the IHL appropriation will be made in the last two weeks of the session. Dr. Lucas said he is working with the legislators to help them understand our vacant positions. We may be looking at a \$11.8 million cut at Gulf Coast and Hattiesburg. If we get a tuition increase and some bridge money, perhaps we will not have to lay off employees. Dr. McFall reported that the sales tax held in December, so we got our full appropriation for the month of January. USM now has the highest paid professor in the state; Dr. Doug Wickes in Polymer Science makes \$250,000 per year (\$200,000 provided by the Robert Herrin Foundation and \$50,000 from USM). Dr. Sue Hubble reported that a small group of Faculty Senate representatives will meet with legislators in Jackson February 12. Dr. Griffin, Provost, informed us that the session with Dr. Bill McHenry regarding program reviews went well. We are recommending elimination of the Master of Science in English degree. We thought it had already been eliminated years ago. The Expanded Cabinet discussed the budget situation, and Dr. Griffin stated that the \$11.8 million cut this year is about equal to the cut that we had last fiscal year. Bids were opened for the Polymer Science building addition. Finlo Construction was awarded the bid. USM has received \$35 million in external funding, which is about \$10 million more than this time last year. We will celebrate Founders' Day on March 26.

5.2 President Elect – Pam Posey

Pam stated she was in Kansas City, Missouri, for a NAEOP board meeting and was unable to attend the IHL Board of Trustees meeting or the Faculty Senate meeting this month. President Sumrall's report has a detailed summary of the IHL Board meeting. Cheryl Burnette attended the Faculty Senate meeting Friday, January 18. Pam thanked Cheryl for attending the Faculty Senate meeting in her absence.

January 18, 2002 – Faculty Senate Meeting

Dr. Greg Pierce, Registrar, was suppose to be the speaker but had to cancel due to a scheduling conflict. Dr. Pierce will meet with Faculty Senate at it's February meeting to discuss class-scheduling conflicts. Dr. Susan Hubble covered items that were discussed at Dean's Council, including the handling of mail and who to contact if you receive a suspicious letter or package. She also discussed the presidential search process. As of this meeting, approximately 35 applications had been received and approximately 90 referrals had

been received and sent out to prospective applicants. The Campus Search Committee will present to IHL a short list of recommended applicants in February. IHL anticipates interviewing potential candidates the first two weeks in March. IHL also anticipates having on-campus interviews the first two weeks of April. As expected the main topic of discussion was the anticipated budget cuts. The administration has already anticipated some budget cuts and put together a proposed budget cut plan. There is speculation that the budget cut could be as high as 17-percent. Dr. Bill McHenry, IHL Board staff member, will be discussing "targeted" programs at the February IHL Board meeting. There are currently nine programs being offered on eight campuses. IHL Board looked at this in 1987 and Southern Miss went through major reorganizing to save programs. Dr. McHenry understands that eliminating a graduate program or combining Ed.D. programs with Ph.D. programs will not save the University any money because faculty will still be needed to teach the undergraduate and graduate classes in those programs. Dr. M. J. McMahon, Associate Provost, asked for volunteers for an ad-hoc committee concerning student absenteeism, the current policy on absenteeism, issues, and the flexibility of the current policy.

5.3 Assignment of Action Items

Number 78 – assigned to the University Relations Committee. The action item questioned the posting and filling of an existing level eight position. The person who vacated the level 8 position filled a newly created level 17 position in the same office. Considering our continuing budget cutting process, this seems unfair to the other employees on campus and costly for the University.

6.0 Old Business

6.1 Spring Break will not be a holiday.

6.2

The following departments will receive hard copies of the Staff Council minutes for posting by their time clocks. Should anyone need a copy, please advise Cheryl Burnette or Kim Busche.

Food Services – 7 copies

Transportation and Police – 4 copies

Custodial – 2 copies

Physical Plant – 2 copies

Residence Life – 5 copies

7.0 Committee Reports

7.1 Constitution & Bylaws – Kathy Hayman – no report

7.2 Legislative – Rusty Anderson – no report

7.3 Salaries and Benefits – Jan Roberts

Jan received an update from Russ Willis, director of Human Resources, regarding the 100 percent tuition payment that students of the University of Mississippi Medical Center enjoy if Ole Miss employs both parents of that student. Russ had spoken with his counterpart at Ole Miss and was told that this was true. This policy has been in effect at the Medical Center for many years, and has remained this way in an effort not to rock the boat on this issue. They are aware of the IHL policy but choose to continue offering the 100 percent scholarship as they have in the past. Russ felt that Dr. Lucas would not consider this for Southern Miss as it is in direct violation of IHL Board policy.

7.4 University Relations – Susan Sanders/Sam Williams

There is no update on the letter by MASCO with respect to supporting the portability of dependent scholarships. Parking decal policies need to be addressed by the Transportation Committee. PeopleSoft can handle the monthly billing of temporary employees for parking decals. A motion was made by Susan Sanders and seconded by Cheryl Burnette: "Staff Council strongly recommends reconsideration of the temporary staff parking decal policy to read that decals could be payroll deducted as other staff. We feel the current policy to be undue financial stress on our temporary employees." There was general discussion. The motion carried unanimously.

A quick poll was taken and it was obvious that Staff Council favored the hangtag system, as long as the hangtags are smaller.

Susan asked for suggestions on how to research the newly assigned action item #78 if no information on the department this concerned was provided. It was suggested she contact Human Resources to find out in what department new level 17 positions had been created. General discussion commenced and President Sumrall had to use the gavel. The room fell quiet.

A discussion on staff morale began. Several members voiced opinions about being in a "state of the unknown." We are not getting important information as readily or as early as in the past. Information is filtering to the staff just before it applies. We are continually losing key people in departments. There is a concern with Peoplesoft that there is not enough time to train on PeopleSoft

and perform job-related responsibilities. PeopleSoft training doesn't seem to be going as hoped. Training facilitators do not seem to be as informed as they need to be. Several office personnel advised it is always best to sign up for the third or fourth training session offered on a particular topic instead of the first two. This gives the training facilitators time to learn their material and consider other challenges brought up by trainees. It seems that many of our key administrators are termed as interim. This gives the impression that these administrators are not going to lead as they would if they were permanently in that position.

7.5 Technology and Training – Lin Harper

The new schedule for technology training is posted on the Web site. There has been a decrease in technology training due to an increase in PeopleSoft training. All workshops can be found at www.ee.usm.edu. There is no limit to training sessions an employee can attend or requests for help an employee can make. The concerns about the Staff Council Web site are being addressed and should be corrected soon.

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey

There were 113 appeal forms accepted then presented to the court at the January hearing. The number of appeals noted who wished to be present were 46, with 24 upheld and 22 denied. The number of appeals noted who did not wish to be present was 67, with 38 upheld and 29 denied.

B. Transportation Committee – Polly Odom

The Transportation Committee met on January 15, 2002. Royce Pierce recommended the following subcommittees in order to expedite the business brought forth to the Transportation Committee:

- Rules and Regulations and Appeals
- Zones
- Membership, Minutes, and Meeting Schedules
- Physical Planning
- Finance
- Enforcement, Operations, and Publicity

Each Transportation Committee (TC) member was appointed to a subcommittee. Jay Dean and Gary Adam met with the committee relative to a need for reserved parking spaces for the School of Music. They explained that there are outside community activities that involve many in the School of Music and there is a need to load/unload musical instruments. The request was given to the

Zones Subcommittee for deliberation. A draft of the 2002–2003 Parking Regulations was distributed. The Rules and Regulations and Appeals Subcommittee will review the draft and will bring recommendations to the TC for approval. The Zones Subcommittee will meet and make recommendations to the TC on February 5 relative to policy and procedure for issuing Zone 5 decals. Cecil Wilson reported that over a five–year period the Parking Fines and Decals income account has declined (\$268,306 in 1998 – \$215,694 in 2001). The representative for the Graduate Student Association would like the TC to consider issuing Zone 4 parking decals to those graduate students who teach classes. This request was given to the Zones Subcommittee for deliberation. The next TC meeting will be Tuesday, February 5, at 3:30 p.m.

C. Campus Master Plan Committee – Rusty Anderson –No report.
D.

Student Life Center – Kathy Hayman

The Student Life Center is slated for bidding out in April 2002. We are moving forward!

E.

Sexual Assault/Harassment Committee – Joan Brashears

There will be a sexual harassment seminar held February 19 and again February 21 from 8:30 a.m. until 10 a.m. Sign up through the Office of Affirmative Action.

F. Election Committee – John Hayman

The first letter announcing elections and requesting names of interested individuals will go out at the end of this month.

8.0 New Business

8.1 Staff Council Award Forms were distributed to each Staff Council member. It is time to begin consideration for this year's award.

8.2 Why isn't the staff invited to Career Planning and Placement's annual Career Fair? The signs are posted inviting students, faculty, and alumni.

9.0 Announcements

Please be aware that the absence policy regarding Staff Council Meetings, states a Staff Council member may only be absent five times (with or without proxy) without being replaced.

The President's Brown Bag Lunch will be held in the J. B. George Commons banquet rooms February 8.

We have received a very nice note from the Ronald McDonald House in Jackson thanking us for the donated items Shannon Davis and her family delivered in December. All items were much needed and they are truly grateful for our assistance.

10.0 Adjournment

The meeting was adjourned at 10:55 a.m.

Kim Busche

Recording Secretary

February 5, 2002