

The University of Southern Mississippi
Staff Council Minutes
June 4, 2002

1.0 Call to Order

President Elect Posey called the meeting to order at 10:06 a.m.

The following members were present: Rusty Anderson, Joan Brashears, Bradley Bridges, Cindy Burnett, Kim Busche, Kalin Butirich, Melissa Carpenter, Shannon Davis, Carol Dunaway, Mike Giles, John Green, Lin Harper, John Hayman, Kathy Hayman, Robin Johnson, David Kinsey, Charlene McMillin, Kenton McNeese, Polly Odom, Jessie Person, Pam Posey, Susan Sanders, CJ Sims, Arlin Steen, Sam Williams, Trisha Wilbanks, and Ronnie Williamson.

2.0 Adoption of the Agenda

The agenda was adopted as printed.

3.0 Call for Proxies

The following members were represented by proxy: Charmaine Hill for Larry McMickel, Cheryl Burnette by Susan Blackwell, Mary Ann Iverson by Rusty Anderson, Mary Sumrall by Pam Posey, Jan Roberts by Joan Brashears.

The following members were absent without representation: Connie Morgan, Veda Spencer.

4.0 Approval of Minutes

The minutes of the May regular meeting were approved as printed.

5.0 Officer's Reports

5.1 President's Report ? Mary Sumrall

No report

5.2 President Elect ? Pam Posey

Monthly Report

IHL Board of Trustees Meeting, Jackson, Mississippi, May 16, 2002

Mary and I attended this lengthy board meeting. The majority of this meeting was spent discussing FY 2003 tuition and fees proposed increases. The IHL Commissioner requested an eight percent (8%) increase for resident, undergraduate and graduate tuition beginning in the fall of 2002. The President's Council did endorse the Commissioner's request, although each President

discussed how their institution would be affected with only the eight percent (8%) increase. Dr. Thames did ask for an equity adjustment. There was some discussion that followed concerning equitable fees among similar size institutions. A Task Force will be appointed to look at equity in fees and tuition among institutions. During discussions it was stated that the proposed fee structure is still below the Pell Grant average and that families are paying the same today with the MTAG program as before it existed. After a lengthy discussion spanning several hours, the request was amended to approve eight percent (8%) but five percent (5%) of the eight percent (8%) of total tuition of projected revenues would be held back for emergency use such as accreditation needs, SACS reviews, etc. and that the request to use part of the five percent (5%) must be submitted to IHL for approval of said use.

A retirement incentive program was discussed and approved this year for Mississippi State only. This program would allow for each institution to offer a cash-base early retirement incentive to those employees with 25 years service or 60 years of age. The cash basis incentive could range from 25% to 50% of employee's base salary. Mississippi State was the only university ready to move forward this year with the program because they felt like they could afford it and actually save money. Mississippi State will offer an incentive of 50% to employee's who meet the criteria. The IHL Board wants to review this plan and set some parameters before establishing program system wide. Mississippi State will provide data to the Board pertaining to their implementation.

Other business included the announcement of 2002-03 committee appointments and three resolutions. Resolutions were: 1) commending the Late Miriam Quinn Simmons for Her Service to the State of Mississippi; 2) commending Dr. Aubrey K. Lucas for His Service as President of The University of Southern Mississippi; and 3) commending Judge Lenore L. Prather for Her Service as Interim President of Mississippi University for Women.

Cabinet Meeting of June 3, 2002

The Cabinet meeting was brief. Dr. Shelby Thames asked Dr. Linda McFall to give a brief overview of the budget hearings and stated that only he, Dr. McFall, and Ms. Dana Keith were a part of the hearings. The budget was based on a \$5 million cut after a potential 8% revenue tuition increase. Academics took approximately a four- percent (4%) cut, while non-academics took approximately a six- percent (6%) cut. Overall, there was about a \$5 million cut. About \$1.25 million in designated funds was also used

to help offset the cuts. The proposed budget eliminates a net of 50 positions of which 16 positions are currently filled. Dr. McFall pointed out that the USM budget is still being built and should be finalized by the end of this week. At the June IHL Board meeting, Dr. Thames will ask for \$92 tuition increase in equalization to Mississippi State. IF the addition is approved, this is an increase of \$1.8 million. This addition of \$1.8 million plus another \$3.3 million held in reserve equals \$5.1 million to be held in reserve in anticipation of further budget cuts either mid year or next year. Please keep in mind that we had the one-time bridge money and will not have this money next year.

Dr. Andy Griffin stated that he is working with selected deans and others to draft an institutional response to those programs targeted for three-year probation in the IHL Academic Productivity Review. Those units identified at the undergraduate level were Chemistry/Biochemistry and School of Music and at the graduate level, Anthropology, Physics, and Recreation. Fall 1999 date was initially used by the Board to set the target rates and Dr. Griffin stated that some of the units would meet the target rates based on current enrollment data.

Dr. Jim Williams was excited to report that there were 28 freshman students enrolled on the Coast campus this summer with 6 taking their first college course. There are 12 freshman-level course offerings and 6 sophomore-level course offerings with an average enrollment of 16 per class.

Dr. Bucky Wesley reported summer enrollment was 8372 compared to last year at this time of 7800.

Expanded Cabinet of June 3, 2002

Dr. McFall, Dr. Griffin, Dr. Williams, and Dr. Wesley repeated their reports at the Expanded Cabinet meeting. Dr. Curt Redden reported that the Capital Campaign was approximately \$70 million. Dr. Pam Miller, ORSP, reported that at the end of May, external funding was approximately \$59.9 million. Dr. Tim Hudson announced a new program in France for Freshman/Sophomore was implemented. Dr. Susan Siltanen reported that graduate applications for Fall Semester were up about five percent (5%). Mr. Robert Pierce, Alumni, reported that the alumni credit card institution is changing to MBNA (from FirstUSA) effective July 23; names of Alumni Hall of Fame inductees will be released soon. Mr. David Hansen, Athletics, announced that there are six home games this year and plans are to begin moving in to the first floor of the new athletic facility in July.

Year End Report

Thank you for the privilege to serve Staff Council this year. The year has gone by too fast! I have had the opportunity to travel with Mary to IHL Board meetings once a month and to MASCO meetings throughout the year and to represent Staff Council at other meetings/activities. As president-elect I also had the opportunity to attend Faculty Senate meetings.

Mary and I and other officers met earlier in the year with the respective vice presidents and certain directors to discuss the Staff Council proposals approved in June 2001. Since the USM presidency has changed since that time (actually twice), Mary and I will meet with Dr. Thames this month to submit those proposals to him for consideration. (Mary and I met with Dr. Thames at his request on his first day as president, and we mentioned that Staff Council had prepared proposals the beginning of the year and had already met with the respective vice presidents and/or directors for their input.) During 2001-02 ten action items were presented to the Staff Council and assigned to committees for consideration. As of this report, only two action items are outstanding. Thanks to each of the committee chairs for working to see that action items presented to the Council were considered in a timely manner.

There are nine new members to Staff Council this year. They are Ray Scott in the Professional area; Susan Blackwell, Myra Herndon, and Frances Sudduth in the clerical area; Mary Virgil and Charmaine Hill in the Service Maintenance area; Tommy Dye in the Skilled Craft area; Sally Donovan at Gulf Coast; and Keri Hensarling at Stennis. Only two of these nine have served on Staff Council before! We certainly look forward to working with each of them and welcome them all to Staff Council. Thanks to John Hayman and the Elections Committee for working so diligently in conducting the election process.

It has been my pleasure to serve Staff Council this year. I appreciate the confidence this group has placed in me to serve as your president-elect and as President this upcoming year. By continually working together as a TEAM, I am confident that the many challenges ahead of us can and will be conquered as we continue to take our Southern Miss To The Top!

5.3 Assignment of Action Items

No Action Items

6.0 Old Business

None

7.0 Committee Reports

7.1 Constitution and Bylaws –Kathy Hayman

The committee met in May. We will be getting the constitution and bylaws to Dr. Thames for his approval.

7.2 Legislative – Rusty Anderson

The Legislative committee has monitored legislative activities throughout the year. Several calls were made to Susan Sanders, Administrative Secretary in the Office of Administrative Affairs, requesting information regarding legislative activities. No critical issues relating to our committee surfaced. Constant liaison efforts were made throughout the year. Contacts were made with Senator Ron Farris, Representative Lee Jerrell Davis, and Senator Tom King throughout the year while attending functions of the Area Development Partnership.

A schedule of the legislative update meetings sponsored by the Area Development Partnership was distributed to Staff Council members at February's meeting. Members were encouraged to attend the presentations by senators and representatives from the local area. Plans are underway to host a Legislator's Day in the Union. No date has been set at the time of this report.

7.3 Salaries and Benefits – Jan Roberts

No Report

7.4 University Relations – Susan Sanders/Sam Williams

The committee considered three action items in 2001–2002.

1. #74 concerned temporary workers on 90–day probation having to purchase a parking decal for full price when their continued employment is not certain. This was discussed with Cecil Wilson. The University Transportation Committee will be addressing the parking decal policies. At the April 2, 2002, meeting of Staff Council, a motion was made and carried that "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."

2. #78 dealt with a new level 17 position within a department. The action item did not state which department therefore there was

little information to go on. Human Resources was contacted. They did not have any record of any new level 17 position in any department on campus. Without more information, the item is considered no longer valid.

3. #80 concerned the need for cleaning and refreshing existing buildings, a more cheerful appearance, darkness in elevators, proper lighting, and new coats of paint. This item was given to David Anderson of the Physical Plant for review. He has been able to deal with some of the items. This work is done during the breaks and will continue. If specific items can be sent to him, it would be easier for him to check on and hopefully accomplish if at all possible.

7.5 Technology and Training – Lin Harper

The Technology and Training Committee did not have any organized activities or any formal meetings this year. Members were free to call meetings as they wished and none did. Email communication was minimal. Plans for the next fiscal year's committee includes two scheduled meetings per year (TBA): one in December 2002 and one in June 2003. These meetings will be scheduled and set up by the chair, members will be informed by email, and members will be strongly encouraged to attend.

Several monthly reports were turned in to the Staff Council for inclusion in monthly minutes. Highlights include:

- * Continuing technology training activities as listed on the Expanding Excellence web site; several new training sessions were added this year:
 - * DreamWeaver
 - * Netscape Composer
 - * Instructional Design Principles
 - * iMovie
 - * One "special" training related to Technology initiatives coordinated by AOP and OTR for AOP members -- held April, 2002;
- * The formalization of the "Workshop." This workshop introduced online novice faculty to the principles of WebCT and online course development. Faculty were paid a small cash incentive to attend the workshop, but this will lead to an increase of USM online courses by at least 10. Two of the courses went online this semester (summer 2002); six will go online in the fall semester; and two will go online in spring, 2003. CELT staff is seeking funding to repeat the workshop for another group of interested faculty at the recommendation of the workshop participants.

* Completion of the redesign of the Staff Council web site by WebTeam. That site has now fallen into disrepair due to turnover on the WebTeam, but OTR has assigned a student worker currently to repairing and making that site current; we hope to have it current by the end of June. A plan will have to be implemented as to keeping the website current that does not depend on WebTeam to do it. Lin will discuss this with the Technology & Training Committee members to come up with a plan.

* OTR held a Technology Tea in April (the second of two scheduled for this fiscal year) which hosted a variety of vendors who provide instructional technology for the campus. The purpose of this was to showcase what is new and exciting in the field of educational technology.

* The Title III grant, in cooperation with funding from OTR, will fund the renovation of 13 classrooms in the USM system (12 in Hattiesburg and 1 at Gulf Park) to provide instructional technologies for faculty teaching in those rooms. This is the first of three Center for Education and Learning Technology by OTR and the addition of two full-time staff members funded through the Title III grant written by OTR;

* The CELT staff organized and facilitated a week-long (40 hours) "Putting your course on-line" workshop for 10 faculty during the first week of spring intercession.

* The matrix for Year 1 installations and the proposed equipment lists is available for download at http://www.usm.edu/celt/docfiles/projects/HVUC_list.xls

* The Title III grant will also cover the expansion of the Equipment Services equipment loaner pool which provides delivery of equipment on request (with 48 hours notice) to classrooms and faculty for instructional purposes. Several new types of equipment are currently available for checkout:

* Digital video cameras (2)

* Digital still cameras (2)

* New Macintosh iBooks (2)

* Portable SmartBoards (attendance at training session required before one is eligible to check this out)

* Several new data-video projectors

* This year saw the introduction of a new Technology Service to USM -- streaming video over the Internet. Through a Pew Grant for Course Redesign, partner-written by OTR and Dr. Michael Salda of English, a video server and Real Streaming licenses were purchased for use by Dr. Salda in his redesign of ENG 202. Policy for the rest

of campus in using this equipment is approaching readiness; services are planning to be rolled out by fall semester and will include video storage and Internet delivery services. While primarily proposed for use in supporting online courses, several faculty have requested the use of this technology to support traditional courses, and we believe the demand will be great.

I would like to express my gratitude to the members of Staff Council who volunteered to serve on the Technology & Training Committee.

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey

For the month of April, there were a total of 128 appeal forms accepted and presented to the court. The appeals with an individual present totaled 48 with six upheld and 42 denied. The appeals with individuals not present totaled 80 with 17 upheld and 63 denied. Of the 105 denied appeals, 49 citations were reduced at a total of \$1,610.00.

For the fiscal year 2001–2002, there was a total of 1046 appeal forms accepted and presented to the court for the months of July through December of 2001 and January through April of 2002. The total of upheld appeals was 385 and the total of denied appeals was 661.

B. Transportation Committee – Polly Odom

Three requests from the University community were discussed. Leach House Parking (The committee voted to decline the request for reserved parking at the Leach House parking lot.) SRS Faculty/Staff Parking (Because of the construction, approximately 20 Zone 4 slots have been lost. Some slots on Coliseum Drive have been or will be changed from Open Zone to Zone 4 to accommodate the faculty and staff in SRS.) HP&R Faculty/Staff Parking (Additional parking was requested by the faculty and staff of the HP&R building. There is no solution at this time.) The University Transportation Department now reports to the Vice President for Student Affairs. Mr. Cecil Wilson is Director of Transportation. Mr. Wilson reported that a little over 4,000 hangtags were purchased in August and a total of 1,983 tickets were issued between August 20–August 31 (a citation report is attached). Mike Giles will be meeting with the University Counsel relative to the wording of the appeals guidelines.

A few physical improvements are needed and are being requested of the City (Montague, Pearl Street, and Ross Blvd./overlays and/or widening). It was suggested that the hangtags be shorter next year and that the issuance of visitor passes be monitored. Mike Giles met with University Counsel relative to the wording of the appeals procedure found in the 2001–2002 Parking Regulations. The procedure needed to be reworded for clarification.

The Committee adopted the changes (attached); the changes will be included in the proposed 2002–2003 Parking Regulations. Due to the complaints relative to Zone 5 parking, an ad hoc committee has been formed to suggest guidelines for the issuance of Zone 5 parking decals. The committee members are Dave Marchman/Chair, Regina Knight, and Polly Odom. The expansion of parking at the new residence hall was discussed, and an estimate of \$50,000 was given for the project (includes 96 spaces). The budget for parking improvements is \$74,000. Further discussion and further estimates will be presented at the next meeting before the Committee will take any action.

Visitor parking was discussed. A suggestion was made to charge visitors a fee to park, which could help eliminate the abuse of faculty, staff, and students using visitor–parking decals. Further discussion and suggestions will be presented at the November meeting. The student representatives made a motion to change the Kelly lot from a Zone 4 to an Open Zone. The motion passed.

A student representative voiced a concern relative to the accuracy of the parking meters. Some students have received fines for an expired parking meter. However, according to the students, the time should not have been expired. The meters are calibrated periodically, but an effort will be made to test the meters more often and during the breaks.

The Transportation Committee met on Tuesday, November 6. The following information was distributed: Officer Revenue Report, Visitor Parking Survey, and Parking Fund Improvement Work.

A discussion followed relative to the need to generate a new revenue source to augment the Transportation Department's budget to take care of the parking improvements that are needed. In surveying other universities, there were three revenue streams that other universities used to put money back into parking improvements—charging visitors to park on campus, charging departments for event parking, and charging contractors for space used for staging construction. Further discussion will take place at the December 4 meeting. A suggestion was made by the Chair

Royce Pierce to reconsider the Kelly lot change that was made in October (changed from a Zone 4 to an Open Zone). Mr. Pierce told the Committee members that the traffic has increased so much in that area, that it has become a safety concern. Further discussion will take place at the December 4 meeting.

The Transportation Committee met on Tuesday, December 4. A request was received from the College of The Arts for six reserved spaces at the PAC for loading/unloading. The committee members discussed the request, and a suggestion was made to invite Dean Stringer to a committee meeting. The Staff Council's decision not to endorse the charging of visitors to park on campus, the charging of departments for event parking, and the charging of contractors for the staging of construction was discussed with no further comments at this time. A suggestion was made to issue visitor passes to University departments for issuance to visitors. Further discussion will take place relative to this suggestion. The committee members voted to change the Arthell Kelly Hall lot to a commuter lot in order to help eliminate some of the traffic congestion in that area. The extension of the new residence hall lot will begin in January. A total of 2,037 tickets were issued in November.

The Transportation Committee met on January 15. 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 Fine 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 Transportation Committee met on Tuesday, February 5. The issue relative to the size of the hangtags was discussed. The Transportation Department will request that the new hangtags be smaller. Cecil Wilson presented the Transportation Department's report. In January there were 2,686 tickets issued, 310 boots mounted, and 95 tows executed. There was a discussion relative to the fine money. The Vice President for Business and Finance presently has control of these funds. A suggestion was made for the Finance Subcommittee to work in getting these funds to the Transportation Department. The issue from Staff Council regarding temporary staff having to purchase a parking decal at full price and having to pay for the decal up front was discussed. The issue was given to the Enforcement/Operations/Publicity Subcommittee for further study. The Traffic and Parking Regulations for 2002–2003 were approved and will be submitted to the President's Cabinet for approval before submitting to the IHL Board of Trustees for their approval. An issue regarding the lack of sufficient commuter parking was presented and was given to the Zone Subcommittee for further study. A policy for the issuance of Zone 5 parking decals was presented and was adopted. The policy will be given to the Vice President for Student Affairs for approval.

The Transportation Committee met on 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 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 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. 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. Wilson 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

Parking concerns are being considered now for during construction of the new Student Life Center. An adjacent parking garage to the new Health and Human Sciences building is being discussed.

E. Student Life Center – Kathy Hayman

The building has been sent out to bid. Bids will be opened on July 11. In the last cabinet meeting Royce Pierce and Dr. Holloway discussed a map that would help people know where to park during the construction. This is being considered.

F. Sexual Assault/Harassment Committee – Joan Brashears

The draft of an educational booklet was produced, but the completion of that project is unknown. Due to the cost of this project, it might only be electronically produced. An update on this will be given at the July meeting.

G. Election Committee – John Hayman

The following people have been elected to the Staff Council. Their terms will begin July 1 and they will serve for three years.

- * Ray Scott – Professional
- * Mary Virgil – Service Maintenance
- * Charmaine Hill – Service Maintenance
- * Susan Blackwell – Clerical/Secretarial
- * Myra Herndon – Clerical/Secretarial
- * Frances Sudduth – Clerical/Secretarial
- * Tommy Dye – Skilled Craft
- * Sally Donovan – Gulf Coast
- * Keri Hensarling – Stennis

G. Nominating Committee – Kalin Butirich

There are several nominees in, but we still need a few more. The elections will be held at the next Staff Council meeting.

8.0 New Business

8.1 Could we as Staff Council suggest that the two percent raise we are anticipating in January be given to each employee in one lump sum in January for the first six months of that raise, rather than spread out over the different pay periods? There was discussion about this idea. It was determined that this probably couldn't happen for several reasons: 1) the money wasn't available for a one lump-sum payment, 2) employees who didn't remain on the payroll for the entire six months until the end of the fiscal year would get the money and not be here for work, 3) it would be too hard to figure out the hourly wage amount.

9.0 Announcements

1. July 2, 2002, will be the next Staff Council meeting. All new members need to be at the meeting at 8:30 AM for orientation.
2. Speakers for meetings are being lined up now. If anyone has an idea on someone to have as a speaker, please let Pam Posey know. There was a question from the floor about having Dr. Thames speak to the Staff Council at the July meeting. Pam advised she will try to get this scheduled. It was suggested that we ask Dr. Grimes from the J. L. Scott Marine Science Center to speak at one meeting.
3. Unique Catering will sponsor a Gingerbread House contest after Thanksgiving this year. If anyone has any ideas or input on this, please let Kim Busche know by the end of June.
4. We are considering future IVN meetings. Feedback on the meeting that was held in May is needed. Several considerations need to be ironed out such as: site testing on the day of the meeting, pre-planning for any voting that might take place, microphone usage, timing of meetings ? either at the beginning or end of a semester.

10.0 Adjournment

The meeting was adjourned at 10:56 a.m.

Kim Busche
Recording Secretary
June 4, 2002