

Approved
The University of Southern Mississippi
Staff Council Minutes
March 5, 2002

Bob Pierce, director of the Southern Miss Alumni Association, was the speaker and was accompanied by Tim Breland. His discussion was on Southern Miss traditions that need to be reinforced and continued. Our Southern Miss history is very important. A study commissioned by the alumni board of directors researched answers to the following questions: What makes USM different from everyone else? What are our traditions? It became evident from this research there was a need to create awareness of our traditions. The committee met several times during 2001. They focused on the following:

1. Review impact of traditions and discuss their importance.
2. Safeguard traditions to ensure consistency and awareness.
3. Research lost or underutilized traditions, such as the Southern Miss Creed.
4. Instill the practice of honoring traditions.

Staff and faculty are the permanent players here. Students are here for a short time. The staff and faculty are the ones to uphold the traditions.

We need to start graduating "Southern Miss" graduates not simply college graduates. Southern Miss graduates are students who have the desire to begin returning to the school as participating alumni. This can be done in many ways, one of which is to ensure that traditions are a large part of the student experience.

Traditions identified by the committee were separated into four categories:

Established University Traditions: Black-eyed Susan, All-American Rose Garden, Administration Building, Alma Mater

Developing University Traditions: Use of black and gold on campus, "Southern Miss to the Top!" Southern Miss merchandise, Founders' Day

Established Athletic Traditions: Eagle Walk (facility and game-day events), Painting the Eagle Walk, The Rock, The District, Friday night at the Fountain, Junior Eagle Club Tunnel, Fifth Quarter Concert, The Pride and the Dixie Darlings, Fight Song, Amazing Grace

Developing Athletic Traditions: Rivalries (Louisville and Tulane), Nasty Bunch Defense, Eagle Fest Weekend, Painting the little Rock

A campaign to promote and solidify our traditions will begin March 26, 2002, with the celebration of Founders' Day. Activities will be held during the day ending with a Founder's Day reception celebrating USM's 92nd birthday. A traditions brochure is being drafted for the purpose of informing new students about the traditions on campus. Copies of this draft have been distributed to several groups of people for input. This brochure will be finalized during the summer so that distribution can begin with the freshman class of 2002 in the fall. Bob requested that some Staff Council members take copies of the draft for review, then return it with their input to the Alumni Association. Those Staff Council members who volunteered were: Kim Busche, Arlin Steen, CJ Sims, Joan Brashears, Pam Posey, Mary Sumrall, Cheryl Burnett, Lin Harper, Carol Dunaway, Robyn Johnson, Shannon Davis, and Kathy Hayman. Traditions are a fun addition to our normal responsibilities. They create a sense of belonging and loyalty. This is something Southern Miss needs to cultivate. This will only work if the staff and faculty buy in to the process and give it support.

1.0 Call to Order

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

The following members were present: Rusty Anderson, Joan Brashears, Cindy Burnett, Cheryl Burnette, Kim Busche, Kalin Butirich, Melissa Carpenter, Shannon Davis, Carol Dunaway, John Green, Lin Harper, Kathy Hayman, Mary Ann Iverson, Robin Johnson, David Kinsey, Faye Mallette, Kenton McNeese, Polly Odom, Jessie Person, Pam Posey, Jan Roberts, Susan Sanders, CJ Sims, Veda Spencer, Arlin Steen, Mary Sumrall, and Ronnie Williamson.

2.0 Adoption of the Agenda

The agenda was adopted with a correction to the spelling of Joan Brashears name.

3.0 Call for Proxies

The following members were represented by proxy: Mike Giles by Rusty Anderson, John Hayman by Kathy Hayman, Charlie McMillin by Polly Odom.

4.0 Approval of Minutes

Minutes of the February regular meeting were approved as printed.

5.0 Officers' Reports

5.1 President's Report – Mary Sumrall

Thursday, February 7, 2002, Campus Advisory Committee

The campus advisory committee met at Gulf Park to prepare the final list of candidates to be submitted to the IHL Board committee. The consultant, Bill Funk, was at this meeting and gave additional information on candidates as well as mentioned at least two additional candidates who have not submitted applications at that time. There was much discussion regarding the final list. Lists from all committee members were tallied and ranked. The committee agreed to submit the list of 10 names with the highest rankings. The Board committee will interview each candidate in Jackson the weekend of March 14–15 and select perhaps three or four candidates. These candidates will come to campus in early April for interviews.

Monday, February 18, 2002, Cabinet

Dr. Lucas was quoted in the Hattiesburg American as saying that our reserves were gone and the state's rainy day fund was depleted. He clarified that quote by indicating that when we got the second round of budget cuts in February, we used the bridge money that had been set aside at the first of the year for this purpose. We did not have to go into our fund balances or use designated funds. All positions are now frozen, and Dr. Lucas will have to make any exceptions. We are looking at cuts of up to \$11 million. With the cuts we had in November 2001 and February 2002 amounting to a little more than \$3 million, and if we get additional bridge money of \$4 million and increase tuition, we still have to cut approximately \$4 million. The Cabinet worked on principles to guide the budget process. Those were 1) focus on our teaching mission (graduate and undergraduate); 2) maintain our accreditations; 3) identify critical areas for PeopleSoft; 4) not ignore basic areas, such as English and History. There was lengthy discussion about the possibility of delaying some of the implementation of PeopleSoft until a later date. In August 2003 we will have a new version at a cost of \$300,000 for software and \$1 million for consultants. Dr. Lucas will appoint a small task force to look at all areas of technology to determine what our most

immediate needs are. The Cabinet will make recommendations for committee members next Monday.

Thursday, February 21, 2002, Board of Trustees Meeting

Bryce Griffis presided in Mr. Crawford's absence. Dr. Bill McHenry gave his report on academic program reviews. The report recommended that our undergraduate programs in chemistry and biochemistry be put on three-year probation. In the master's degree programs, we will have three programs put on three-year probation: anthropology, physics, and recreation. The Ed.D. program in science education will be suspended. However, action on program reviews was delayed until the March board meeting. The IHL Board approved the name change for the USM School of Communication to the School of Mass Communication and Journalism. The IHL Board will consider another tuition increase in April. Other business was routine. The MUW and USM search committees gave updates. Interviews for USM presidential candidates will be held in Jackson March 14 and 15 with campus interviews to be held in early April.

Friday, February 22, 2002, Dedication of Club Natural High Fitness and Wellness Lounge, Payne Center

I was surprised but pleased to represent the staff at the dedication ceremony of Club Natural High Fitness and Wellness Lounge at the Payne Center. This program is offered in partnership with Dasani and Hattiesburg Coca-Cola Bottling Company.

Monday, February 25, 2002, Cabinet

The Cabinet met briefly in Dr. Lucas' absence to make recommendations on a committee to serve on the technology task force. Possible task force members were submitted by those present. Staff, faculty, students, and OTR will be represented on the committee. There will also be critics of PeopleSoft. This group will be charged with the task of making recommendations on technology for the budgeting process.

Monday, March 4, 2002, Cabinet

Congratulations to Dr. Jim Williams on the ruling by the Mississippi Supreme Court to allow USM Gulf Coast to offer freshman and sophomore level classes. Dr. Lucas, Dr. Williams, and others will meet with Dr. Tom Layzell, IHL Commissioner, Tuesday, March 5, to discuss implementation. The ad hoc committee on technology has been established. The committee will be charged with looking at all aspects of technology to determine where we are, current costs, funding sources as well as where we are going, when we will "upgrade," and costs involved. The presidents of the eight

state universities are to meet with key legislators in the House and Senate next Monday, March 11. The legislature is continuing to look for bridge money for higher education. The Cabinet discussed a proposal from Sue Hubble and Mary Sumrall regarding time off for staff during the summer. Dr. Lucas will discuss this proposal with Dr. Layzell. Cabinet members were asked for alternatives to boost staff morale. SGA elections will be held this week; however, the president and president-elect are running unopposed.

Expanded Cabinet met following regular Cabinet. Dr. Andy Griffin, Provost, discussed the program review process and related that a Board member asked that the recommendations of the chief academic officers and Board staff be reconsidered and voted on at the March meeting. The academic officers and Dr. McHenry agreed not to change their original recommendations but provide additional information on how the data were derived. Candidates for the presidency at USM will be on campus the second week in April.

Bob Pierce then made a presentation to the Expanded Cabinet regarding traditions at USM.

5.2 President Elect – Pam Posey

Pam attended the Faculty Senate meeting February 15, 2002. The forum speakers were Dr. Bucky Wesley, Dean of Admissions, and Mr. Greg Pierce, Registrar. They addressed a list of questions from faculty that were submitted to them prior to the meeting regarding PeopleSoft. The faculty has been lobbying the legislature by meeting with various leaders and is presenting key issues, as have been defined by the faculty. Pam read a list of action items the USM Faculty Senate Government Relations Committee had identified to be key issues facing higher education in Mississippi. Handouts are available for those who would like a copy. Pam also referred to the IHL Board Web site (www.ihl.state.ms.us) for a fact sheet concerning the FY2003 IHL budget cuts. Pam stated that she attended the IHL Board of Trustees meeting February 21, 2002, with Mary. Pam encouraged the Staff Council members to read the details of the board meeting in the president's report.

5.3 Assignment of Action Items – none.

6.0 Old Business

6.1 Staff Council Award – nominations are to be submitted at the April meeting. We will vote on the award at the May meeting and announce the winner at the June meeting.

6.2 Staff participation in Career Fair – poster used has been the same one used for the last 12 years. A new poster will be used next year with the addition of staff to the list of invitees.

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 – no report

7.4 University Relations – Susan Sanders/Sam Williams

Spoke with Russ Willis regarding the creation of a new level 17 position here at the University. Human resources could not find where one had been created within the last 6–8 months. The highest level created within the last six months was a level 12. Susan will continue to do research and report more at the next meeting.

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 Web Team 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 Web site 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 Web site 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 the 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 Web site and register online!

7.5 Other Committee Reports

A. Parking Appeals Committee – David Kinsey

There were a total of 32 appeal forms accepted and presented to the court at the February 25 meeting. Ten individuals wished to be present and of those three were upheld and seven denied. Twenty-two individuals did not wish to be present with seven being upheld and 18 being denied.

B. Transportation Committee – Polly Odom

The transportation committee met Tuesday, February 5. The issue relative to the size of 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 monies. 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 that 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 its 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 next scheduled meeting is March 5.

C. Campus Master Plan Committee – Rusty Anderson

A smaller committee to help redefine the job description of a consultant and to hire a consultant has been created from within the membership of the main committee.

D. Student Life Center – Kathy Hayman

The Student Life Center should be going to bid in April.

E. Sexual Assault/Harassment Committee – Joan Brashears

No report.

F. Election Committee – John Hayman

Surveys have been mailed and are coming back in.

8.0 New Business

No new business.

9.0 Announcements

1. Dr. Lucas will be the speaker at our April meeting.
2. We may be interviewing presidential candidates the week of April 8 through April 12. The final list will include either three or four candidates. Staff need to make an effort to meet each candidate and ask questions. We need to know as much as we can about each candidate. Should you have any questions about the process or the candidates, please e-mail Mary Sumrall.
3. The United Way fairshare givers thank you luncheon will be Monday, April 1, in the J.B. George Commons in Polly Stout Banquet Rooms A, B, and C.
4. The Bookstore will be having a Founders' Day sale and the Annual Easter sale.

10.0 Adjournment

The meeting was adjourned at 11:05 a.m.

Kim Busche

Recording Secretary

March 5, 2002