

****Approved****

The University of Southern Mississippi
Staff Council Minutes
November 6, 2001

1.0 Call to Order

President Sumrall called the meeting to order at 10:50 am.

The following members were present: Rusty Anderson, Russell Beard, Joan Brashears, Cindy Burnett, Kalin Butirich, Melissa Carpenter, Shannon Davis, Carol Dunaway, John Green, John Hayman, Kathy Hayman, Mary Ann Iverson, Robin Johnson, Faye Mallette, Polly Odom, Susan Sanders, Carol Sims, Arlin Steen, Mary Sumrall, and Sam Williams.

2.0 Adoption of the Agenda

8.0 addition of – Joan Brashears' report on Southern Miss Sexual Harrassment Committee

3.0 Call for Proxies

The following members were represented by proxy: Bradley Bridges by Rusty Anderson, Cheryl Burnette by Melissa Carpenter, Mike Giles by Kim Busche, Lin Harper by Sam Williams, David Kinsey by John Green, Kenton McNeese by Kathy Hayman, Charlene McMillin by Polly Odom, Connie Morgan by Susan Sanders, Pam Posey by Mary Sumrall, Jan Roberts by Joan Brashears, Ronnie Williamson by John Hayman.

The following members were absent with no representation: Jessie Person and Veda Spencer.

4.0 Approval of Minutes

A motion was made by Kim Busche and seconded by Kathy Hayman that approval of the minutes of the October regular meeting be tabled and voted on at the December meeting. The motion carried. Notice will be put on the Web site that the October minutes will be voted on in December.

5.0 Officers' Reports

5.1 President's Report – Mary Sumrall

Wednesday, October 3, 2001, Homecoming Committee

The committee met to review the schedule for Homecoming weekend and to make any additions or corrections. The parade route was also finalized, and arrangements were made with University Police regarding parking for special guests who are being recognized at the business meeting held on campus Saturday morning so that their vehicles will not be towed.

Friday, October 10, 2001, Meeting with Sue Pace

I met with Sue Pace, director of Continuing Education, to discuss the Staff Council proposal regarding staff receiving a discount on non-credit courses. She said that due to budget cuts, they no longer offer any non-credit courses. She informed me that faculty/staff at Ole Miss use the Faculty/Staff Scholarship for independent study courses (correspondence courses). I talked with Russ Willis, director of Human Resources, who said that he would check into the possibility of this benefit for USM employees. Russ talked with personnel at Ole Miss, and they do offer this benefit. He proposed to Dr. Linda McFall that USM offer this benefit to our faculty/staff also, and Dr. McFall is agreeable and will present this information to the cabinet for discussion and approval.

Wednesday, October 18, 2001, Board of Trustees Meeting

Pam Posey; Dr. Sue Hubble, president of the Faculty Senate; and I traveled to Stoneville, Mississippi, for the monthly board of trustees meeting. This meeting was rather uneventful. USM had several items approved including \$750,000 for construction at the Peck House and the approval of a tower lease with Bell South Mobility pending the approval of the Attorney General. The board discussed at length the first draft of the executive officer appointment and evaluation process. An ad hoc committee was appointed to look into the performance indicators by which executive officers will be evaluated. Amy Whitten, Bill Crawford, and D. E. Magee will serve on this committee. There was a presentation and much discussion regarding the board members receiving the presidents' reports, board agenda, etc., each month on a CD. Many of the board members are not experts in technology, but they were requested to try to use the technology for a month or two to determine the efficiency of it.

Friday, October 19, 2001, Brown Bag Luncheon

Dr. Lucas summarized the actions at the board of trustees meeting. He also mentioned the possibility of a three percent budget cut this year and a 3- or 4-percent budget cut next fiscal year. Should this happen, faculty and staff positions may be cut.

Monday, October 22, 2001, Cabinet

Requests for "soft" money raises will be considered on a case-by-case basis. Departments are encouraged to have at least one person answer the telephones; but if voice mail is used, employees should check the messages and return calls promptly. The cabinet discussed the possible reasons why USM lags behind the other comprehensive universities in our retention rates. Information will be going out to all employees regarding the safe handling of mail; post office employees are already receiving instruction. Richard Giannini discussed the NCAA criteria to remain in Division I-A. USM meets the criteria in attendance at home football games, has at least five home ballgames, and gives at least 200 scholarships. We would need to add one more sport to meet the criteria (16 sports are required). The cabinet discussed arrangements for the December 7 home football game and how to make preparations on campus (parking, etc.) for the game.

Monday, October 22, 2001, Homecoming Committee

The committee met briefly to go over the schedule and answer any questions about the Homecoming weekend activities.

Monday, October 29, 2001, Cabinet

The Student Government Association has recommended that the new residence hall be named for Miss Oseola McCarty. Curt Redden gave an update on the Comprehensive Campaign. We have 311 Founders' Society members toward our goal of 500. We have received \$65 million toward the campaign. Much of the time was spent discussing arrangements for the December 7 football game. Seventy-two classes (1,614 students) meet on Friday afternoon from 12:00 to 1:00, and 113 classes (2,486 students) meet from 1:00 to 2:00. Dr. Lucas decided that we would close offices at noon that day to begin to clear the campus. Classes would be dismissed at 1:00. Students would have to move their vehicles on Thursday night.

Wednesday, October 31, 2001, Campus Advisory Committee

The first meeting of the 39-member presidential search Campus Advisory Committee (CAC) was held October 31. Virginia Newton, chair of the board presidential search committee, welcomed the group, as did Bill Crawford, president of the board of trustees. After each member of the committee made introductions, Dr. Andy Griffin made a presentation on USM, that can also be used in recruiting a new president. Dr. Tom Layzell, commissioner, reviewed the presidential search process. Dr. Layzell anticipates interviewing candidates in Jackson in January and then have the final candidates come for campus visits in March and early April. A

final decision should be made by the end of April. Bill Funk, consultant, told the members of the committee to encourage colleagues and professionals at other colleges/universities to apply. The ad will be in the Chronicle of Higher Education next week, and Mr. Funk expects to receive 50–80 applications. The CAC will review all applications and recommend eight to twelve for an interview with the board, which will interview these candidates and select four to visit the campus and meet with various groups. Confidentiality was stressed because many candidates don't want their names mentioned until the final cut is made. The committee will meet again November 13 to begin working on qualifications for the new president.

Monday, November 5, 2001, Cabinet/Expanded Cabinet (Canceled)

5.2 President Elect – Pam Posey – no report

President Sumrall advised that President Elect Posey was unable to attend the meeting due to health concerns. Her report will be included with her December report .

5.3 Assignment of Action Items

Action Item #77– How to handle incorrect reporting on payroll timesheets. Assigned to Salaries and Benefits

6.0 Old Business

6.1 The Staff Council Christmas Party will be held Monday, December 3, 2001, from 2:30 pm. until 4:00 pm. in the Polly Stout banquet rooms located in the J. B. George Commons. We will have holiday desserts.

6.2 Proposals update – Independent study options for staff will come before the cabinet soon.

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 –

Action Item # 74 – dealing with parking permits for temporary employees. Susan spoke with Cecil Wilson at UPD. Employees who are temporary but waiting for their three month probationary period to end and will be full time may buy a three-month parking permit for \$6. At the time they become full-time, payroll deduction will go into effect for the remainder of the year. This information needs to be given to the deans of each department for dissemination to those who are hired. There was discussion among the Staff Council

about temporary employees who will always have temporary status. No payroll deduction is available for these employees at this time. Susan is going to speak with Cecil Wilson again concerning this group of employees.

7.5 Technology and Training – Lin Harper – no report

7.6

Other Committee Reports

Parking Task force – Polly Odom – see attached

Parking Appeals – David Kinsey –

235 Appeals were heard in October

Those who were in attendance: 53 upheld – 41 denied

Those not in attendance: 70 upheld – 71 denied

262 Appeals were heard in November

96 upheld – 166 denied

Campus Master Plan – Rusty Anderson

At the October 8 meeting the committee voted to ask for removal of the consultant. The reason given was that several things the committee requested or suggested were not included or considered in the final draft of the Campus Master Plan. The question was raised that if the committee was not happy with the consultant, why wasn't this addressed earlier in the process? Rusty said that it was not until very late in the process that several committee members realized suggestions were not being included. Another question was raised that if a staff member wanted to suggest changes to be made in the committee membership, to whom were those suggestions to go? Dr. Lucas would be the person to talk with.

Student Life Center – Kathy Hayman –

The architects would like to visit in the spring to show us the plan.

Sexual Assault/Harassment Committee – Joan Brashears

The awareness day was a success and another is planned for the spring semester. There will be helpful tips and survival information handed out to the general public. There is a need for better lighting on campus. Dr. Holloway's office has been working very hard in providing information in the form of educational workshops and written material to students. The committee requests the Staff Council's endorsement on the position of improved lighting on campus.

A list of helpful hints is attached. The committee feels more funding needs to be directed toward this safety concern.

8.0 New Business

8.1 There will be an IHL- Legislative Forum at Jackie Dole Community Center November 6, at 7 pm. There are four different proposals to restructure the membership of the IHL Board. Everyone is encouraged to attend and give input.

9.0 Announcements

1. Kim Busche, United Way co-chair, will speak about the United Way Campaign at the December meeting.

2. The letter from Susan Hollandsworth regarding the Comprehensive Campaign has not gone out yet to the staff. This mailing is being delayed so that it won't compete with the United Way campaign.

3. The AOP/Delta Tau Delta Santa's Bargain Basement will be held December 1 in the Sports Arena from 8 am -11 am. Drop-off times are Monday and Friday the week before at the trailer on 34th and 4th streets from 4-6 pm.

10.0 Adjournment

The meeting adjourned at 11:45 am.

Kim Busche

Recording Secretary

October 2, 2001