

March 4, 2003

Welcome: Dr. James Williams warmly welcomed Staff Council to the Gulf Coast Campus and to the new library. He smiled as he stated that this week in particular he was reminded of the importance of staff (his secretary is on leave.) Dr. Williams invited staff to tour the new building. The Gulf Coast campus went from a crowded library with 7,000-square-feet to a beautiful new 54,000-square-foot building. They are currently in the process of building the book collection to fit the building! The Gulf Coast staff was delighted that Staff Council chose to hold their monthly meeting here today. Dr. Williams mentioned that the Mardi Gras lunch buffet should be good. He cautioned about taking a wrong turn as the Hattiesburg representatives returned home, and becoming a part of a parade! He then introduced Dr. Tim Hudson.

Speaker: Dr. Hudson remarked on how smart the staff is to plan their meeting at the Coast campus on Mardi Gras day. He thanked Staff Council for helping our political leaders grasp the fact that higher education is an investment not a cost. We are shifting their thinking beginning this year. The legislature funded education first and not last. Now we can plan better.

He stated he had been working on the coast campus since August. His family will move to the coast during the month of March. Some renovation was being done to the home on the front of campus, and as soon as it was finished, they would move down. He will maintain an office on the coast, but will be traveling to Hattiesburg several times a week. He will also be going to Jackson for IHL meetings.

Dr. Hudson laughed as he said his actual office was his vehicle.

Dr. Hudson has always been fortunate to work with a very professional staff. He has learned so much from staff, and knows the importance of staff. This is crucial for everyone to understand.

Reorganization at the coast campus is now in the planning stage. There will be more tweaking of the process. The Coast campus is not a mirror image of the Hattiesburg campus. The Coast campus will harmonize with the other campuses. There are presently 60 full-time faculty on the coast campus, and the potential for growth

is very real. This growth provides opportunity for the staff, as they will also need to grow. To achieve the 20,000–student goal we must double the coast students. This brings on the need for expanded student services, which are typically provided by staff.

Staff on the coast campus will need to be multitasking and very professional. It is expected that the number of graduate students on the coast campus will dramatically increase. The time frame for the presentation to the cabinet on the plan for reorganization process is about two weeks. The Coast campus is already lean when it comes to staffing, so there doesn't appear to be an area where jobs will be eliminated.

Dr. Hudson thanked the Staff Council for visiting. He said he hopes to see all of us visit the Gulf Coast Campus more. President Posey thanked Dr. Williams and Dr. Hudson for taking time to address Staff Council.

1.0 Call to Order

President Posey called the meeting to order at 10:18 a.m.

The following members were present: Rusty Anderson, Susan Blackwell, Cheryl Burnette, Kim Busche, Melissa Carpenter, Shannon Davis, Sally Donovan, Carol Dunaway, Tommy Dye, Lin Harper, John Hayman, Kathy Hayman, Willie Heard, Keri Hensarling, Myra Herndon, Charmaine Hill, Mary Ann Iverson, Robin Johnson, David Kinsey, Kenton McNeese, Pam Posey, Ray Scott, Frances Sudduth, Mary Virgil, Trisha Wilbanks, Sam Williams.

2.0 Adoption of the Agenda

The agenda was adopted with the addition of 8.4 Profile, and one minor correction.

3.0 Call for Proxies

The following members were represented by proxy: Mike Giles by Kathy Hayman, John Green by Shannon Davis, Jan Roberts by Susan Blackwell, Polly Odom by Frances Sudduth.

The following members were absent without representation: Kim Brown, Arlin Steen, Ray Stevens.

4.0 Approval of Minutes

The minutes for the February meeting were approved. President Posey thanked Kim Busche for the detail made available with regard to Dr. Thames' address.

5.0 Officer's Reports

5.1 President's Report – Pam Posey

Item 1: Tuesday, February 11, 2003

Briefly met with Kenton to finalize holiday proposal and possible options. Previously e-mailed draft proposal to Kenton and Kim for input.

Item 2: Wednesday, February 12, 2003 – CST Dean's Search Committee

College of Science and Technology Dean's Search Committee met to discuss ways to distribute position announcement.

Item 3: Monday, February 17, 2003 – Cabinet Meeting

Dr. Maureen Ryan, Associate Provost for Institutional Effectiveness, presented a plan for USM's 2005–06 SACS accreditation, including proposed budget, committee structure, and timeline. We are slightly behind in our time frame and must begin immediately to form committees, etc. Dr. Ryan stated that there are major changes in purpose and requirements for re-affirmation beginning in 2003: old SACS system (Criteria for Accreditation) verses new system (Principles of Accreditation). If anyone is interested in a copy of the plan, please let me know. Tim Ryan was introduced as the new Executive Director of the Office of Development. As time was elapsing, I did distribute the Staff Council Holiday Proposal. I briefly made a few comments and pointed out that savings could possibly be more since we are talking about winter months in comparison to the spring. No discussion took place but everyone seemed "eager" to have received the proposal.

Item 4: Tuesday, February 18, 2003 – Executive Committee Meeting

Kenton, Kim, and Ray Scott were in attendance at the monthly executive committee meeting to discuss and set the March agenda. We discussed possible speakers for the remaining months: Linda McFall/Dana Keith to discuss budget processes in April; Candy Santell and others from OTR in May; a representative from athletics in June. Susan Blackwell has been unable to attend executive committee meetings and is now taking classes on Tuesday/Thursday and the Executive Committee accepted her resignation as Corresponding Secretary. Officers agreed to pick up duties for remainder of the year if Staff Council approves (under new business). She has made arrangements with her instructor for the remaining Staff Council Regular meetings. Discussed some concerns with the constitution and bylaws; will ask for a review to be completed by the April meeting; proposal in May; vote in June. Kenton stated he had requested the EEOC lists to review the apportionment. Concern was expressed over the number of positions being vacated due to absences. Kim was to check out options of where the July luncheon could be held. Committee chairs are invited and encouraged to attend; meetings held the third Tuesday of each month.

Item 5: Thursday, February 20, 2003– IHL Board Meeting, Jackson, MS

Kenton and I attended the IHL Board meeting. February was Black History month recognition. Nominees from each IHL were presented a certificate of recognition. Dr. Kimberly Davis, USM, received a second place recognition. Dr. Royce Hudson, MS Valley State University, was recognized as the Educator of the Year by IHL. Eunita Blackwell, first black female mayor in Mississippi (Mayor of Myersville, 1976–1996), was also honored with a community service award. Roy Klumb presented the Academic Affairs agenda. Several programs affecting USM were renewed, such as Mississippi's Teacher Quality Enhancement Partnership for Improving Teacher Quality and No Child Left Behind Act: Improving Teacher Quality Program 2003–04 Awards (formerly Title II – Eisenhower). USM's request for approval of a new academic structure was publicly approved. Mr. Klumb said this was a "positive accolade" and the restructure represented only 2-percent of unrestricted budget and

he (Klumb) wants more of this "go-go-go!" Mr. Klumb also encouraged the presidents to use a "more business-like approach" and to "focus on missions" of their respective universities. Ms. Whitten presented the Budget and Financial Affairs agenda. Most of the agenda was routine; however, Mr. Klumb asked for more "straight-line" comparison as it pertained to financial data. He wants to view at a glance the history, five-year trend, and projections of expenditures and see where revenue is flowing; for example, IHL Board says salary is a No. 1 priority, but what does each IHL do? Scott Ross presented the Building/Facilities agenda. USM received approval of construction documents for paving, lighting, storm drainage, roofing, and waterproofing at the Gulf Park campus; and approval to purchase property. Mr. Ross announced that next month he would have plans for a new boardroom and that the Director of Mississippi Procurement Center should have a formal proposal for the participation of minority contractors. Dr. Layzell presented the Personnel/Foreign travel agenda. Some discussion pursued regarding the number of sabbaticals given by larger schools. Question arose whether or not the smaller schools were at an unfair advantage. Mr. Klumb stated that the largest increase in jobs has occurred in government, while all other areas have decreased. Last quarter, 110 new positions were filled; he requested a review of the employment data and the FTE growth rate.

Item 6: Monday, March 3, 2003 – Dr. Joe Paul

I met with Dr. Paul to discuss the staff council agenda item # 86 concerning outsourcing of custodians in residence life. This agenda item was assigned to University Relations in October but since the Chairman, Robin Johnson, has been unable to come to Hattiesburg to meet with Dr. Paul, she asked that I do so. Dr. Paul said there were no plans at this time to outsource custodial services in residence life. However, he pointed out that, as we know, changes will be occurring across campus in all areas of our university life as we study ways to provide more services and be more efficient. We do not know what those changes will be yet. Dr. Paul encouraged those employees who are still concerned with this issue to set up a meeting with Lorinda Khрут and himself.

5.2 President-Elect's Report – Kenton McNeese

Item 1: Attending the IHL Board meeting was good. The IHL Board is adamant in its demand for information from the IHL Board staff. The IHL Board wants more information on topics before they are discussed in the meetings and before decisions are made. The impact our administration is having on the IHL Board is becoming evident.

Item 2: Lisa Mader has sent a list of the legislative contacts Dr. Thames has made since our last meeting. On February 10, 11, 12 Dr. Thames was in Washington, D.C., talking with our State Senators and Congressional Representatives regarding our federal priorities and funding opportunities. During those three days, Dr. Thames met with Senator Lott, Senator Cochran, Congressman Pickering, Congressman Taylor, Congressman Wicker, and Congressman Thompson. He also met with their top staff liaisons to outline the future opportunities for Southern Miss.

Item 3: The Staff Council has \$4,926 remaining in the budget for this year. We have spent 13.95 percent of our budget. Staff Council will be buying lunch today for all delegates.

Russ Willis has been helping with the numbers. While these numbers will have to be double-checked for accuracy, the apportionment percentage needs to be established. Staff numbers are broken down as follows:

Hattiesburg Campus

Executive Staff 37- 1 Staff Council Delegate
Professional/Nonfaculty 583- 13 Staff Council Delegates
Clerical 374-9 Staff Council Delegates
Technical 63-1 Staff Council Delegates
Skilled Craft 63-1 Staff Council Delegates

Stennis

staff 55-2 Staff Council Delegates

GCRL

staff 144 3 Staff Council Delegates

Gulf Coast Campu

staff 156 4 Staff Council Delegates

Item 4: Dr. Grimes spoke to the Faculty Senate. He defended the activity report that the faculty is required to fill out. This report will be filled out online and is being used for studies and to answer questions. The faculty expressed major concern regarding the reasoning for this study, as well as the fact that they are being required to complete this information for the past year.

5.3 Assignment of Action Items – none

Kim Busche announced that the action items would be quoted as received in the minutes

6.0 Old Business

6.1 2003 Holiday Schedule Request

Our motion was presented to the Cabinet. President Posey distributed the information and commented on each suggestion offered. There has been no response as of today. President Posey will ask at the next cabinet meeting.

On council member asked if there were questions asked by the cabinet regarding our proposals. No, there were not. Our back up information was obtained from Turner Jones at the Physical Plant. In the numbers used to illustrate our point, we chose the low numbers.

6.2 Dean's Search Committee

Several Staff Council members expressed concern over the staff members selected to serve on the Dean Search Committees. A major concern is staff selected is not from the college affected and has no tie to that college. They are administrators; thus is not a true representation of the staff voice. This has caused staff in the different colleges to feel slighted. It is possible that a clarification on who is considered staff is needed.

When will the opinion of the general staff be heard in the dean hiring process? The procedure is to be the same as the presidential hiring process. The finalist would visit both the Hattiesburg and

Gulf Coast campuses and meet with each campus group for a question-and-answer period.

The staff selected for the committees are:

College of Science and Technology

Pam Posey, Andre Heath, Peter Ranelli

College of Health

Dr. Virginia Crawford, Sid Gonsoulin

College of Business and Economic Development

Vicki Flanagan, David Butler

College of Education and Psychology

Susan King, J.T. Johnson

College of Arts and Letters

Tara Burcham, Petra Lamb

Question was raised concerning who selected the individuals for the committees. President Posey reminded the council that she had sent in lists of those who were willing to serve; however, none of the names she submitted was selected.

President Posey is the only Staff Council delegate who is serving as a member of a committee. Other questions raised were:

Why were more business leaders selected than staff?

What would a student know about the qualifications of a dean?

What is the ratio of academic staff to faculty? 2 to 1

What can we do?

The feeling is that the staff is being left out of this process and their opinions are not being heard. President Posey will report on these concerns at the next Cabinet meeting.

6.3 New Logo for the school

No concrete information is being given concerning the new school logo. Departments are being told not to order new letterhead until new school logo is published. This is causing concern. When will the new logo be out? Those departments needing to get new materials

printed are unable to. Will departments be able to use up old letterhead first or will they be required to buy the new immediately? Considering the budget situation, several departments really can't afford to buy new letterhead and other printed materials until they run out of what they have. It is the understanding that departments can use up what they have in stock before purchasing new.

It would be more helpful if there were better communication about the new school logo process. It was pointed out that even Dr. Thames, Dr. Grimes, Dr. McFall, and Dr. Moore didn't know anything about it when asked at our last meeting.

6.4 Staff called to active duty

We have a list of approximately 30 students who have withdrawn due to active duty status. Should anyone know of any employee or spouse of an employee who is activated, please let Pam know.

6.5 Vacant seats on Staff Council

According to our constitution, exceptions can be made to the absentee policy. Charmine Hill has requested to be reinstated to the council. Her position at University Police was the main reason she was absent from meetings. She has met with her supervisor and has been given permission to continue on Staff Council. A motion is being made by the Executive Committee to reinstate her to Staff Council provided she does not miss a meeting for the remainder of the year. Coming out of committee, a second is not needed. Motion carried by unanimous vote. The Council members extended congratulations to Charmaine.

7.0 Committee Reports

7.1 Constitution and Bylaws – Kathy Hayman

No written report. The Constitution and Bylaws committee will meet with the Executive committee on March 18 to discuss the possible changes.

7.2 Legislative – Rusty Anderson

Every other Monday at 7:30 a.m. the ADP hosts "Meet with your legislators" at a breakfast at Lake Terrace Convention Center.

Reservations need to be made to attend. Rusty will send the meeting dates out on e-mail.

7.3 Salaries and Benefits – John Hayman

Action item #79 regarded dependent scholarships of those students with both parents employed at Southern Miss. Dr. Thames had said he would revisit this issue. Questions that need to be answered are: Where does portability stand? How do you submit for this benefit? This issue is on top of the agenda for the next MASCO meeting. Dr. Paul has advised we treat this as a benefit and not a scholarship. There is nothing in the IHL Board policy that says Southern Miss cannot develop policy for this.

7.4 University Relations and Cultural Diversity – Robin Johnson

Action Item #83 Book allowance for employees taking two classes has been presented to Dr. McFall and no response has been received as of yet.

Action Item #86 concerned residence life custodial outsourcing.

Dr. Paul advised this past October that there are no plans to outsource this department. According to one Staff Council member, the date for outsourcing is May, and the custodial contract with the outsource company is on Dr. Paul's desk. It has been there since October and is waiting on his signature. Kenton McNeese advised that there is a shortage of custodial workers at all Mississippi Institutions for Higher Learning. The IHL Board is looking at this situation.

Action Item #92 Security code word – Kim Brown is following up on this.

Action Item # 89 Parking Garage – Kim Busche will help with this.

7.5 Technology and Training – Lin Harper

Action Item # 91 The Web site has been updated and is current.

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey

There were a total of 94 appeal forms accepted and presented to the court. Of the 52 wishing to be present, 27 were upheld and 25 denied. Of the 42 not present, seven were upheld and 35 denied. Of the 34 citations that were upheld, seven were reduced at a total amount of \$280. Original revenue of these citations was \$420.

B. Transportation Committee – Polly Odom – no report

C. Student Life Center – Kathy Hayman

Dirt removal will be finished soon. Building is on schedule.

8.0 New Business

8.1 Review of Constitution and Bylaws

A time frame needs to be set for this. We will review in April, and propose the changes in May.

8.2 Corresponding Secretary Position

As reported under President's Report, the Executive Committee accepted the resignations of the Corresponding Secretary. Due to our ability to

e-mail, this position may not be necessary. The Election Committee is asking the Constitution and Bylaws Committee to review the possibility of the position being merged with the Recording Secretary position. Since there are only a few months remaining in this year, the Executive Committee recommends absorbing the duties of this office. The Executive Committee makes a motion that the Bylaws be suspended that requires a special election be held; two-thirds vote is required. Motion was unanimous.

8.3 Election of Nominating Committee

* Kim Busche – Chair

- * Rusty Anderson
- * Mary Ann Iverson

8.4 Profile

The Department of Public Relations and Marketing is working on highlights of staff. Please send a paragraph of information of involvement you have and organizations you belong to Pam. Pam will send an e-mail reminder for this information.

9.0 Announcements

9.1 Ray Stevens will replace Bradley Bridges.

9.2 Ray Scott announced that position audits have been canceled by the president's office for this year. Currently there is no procedure available to reevaluate a position that has extra responsibilities added to it.

Many are unaware of the cancellation of this procedure, and are still turning in requests for position audits. Since there is a lot of paperwork done before the audit is requested, the word needs to get out.

9.3 The listserv for staff council is being worked on. We hope to have it cleared up this week.

9.4 Summer Employment Fair for students will be in the Union on March 21. There will also be a workshop that day titled "Presenting a Professional Image in the Job Market" at 1 p.m. in the Union.

9.5 The bookstore will have a book signing featuring Robert St. John and Wyatt Waters with their cookbook, A Southern Palette, on March 25 in the afternoon.

9.6 Look for an e-mail from financial affairs for a training class on how to look at your budget through PeopleSoft. This will be very informative. This will cover purchases, requisitions, travel, grants and contracts, payables, general budgets, expenditure reports, and payroll distribution. There will be excellent information at this session.

At this point in the meeting, President Posey thanked the staff members of the Coast campus for attending the meeting. She asked if anyone had any questions, or had anything they wanted to discuss. One gentleman asked if there could be a policy started to clearly inform new staff of the true working conditions at Southern Miss? After much discussion, it was pointed out that because we are an educational institution, some of our bright young people learn and move on quickly.

Though individual expectations cannot be controlled, it would benefit both Southern Miss and the new staff member to point out the positives as well as any other issues with employment.

President Posey advised the council that after adjournment we would proceed over to Hardy Hall cafeteria for a lunch buffet. She thanked the delegates from the Gulf Coast campus for hosting the meeting in such a beautiful new building.

10.0 Adjournment

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Kim Busche
Recording Secretary
March 4, 2003