

October 2002

Guest Speaker: Dr. Jay Grimes

Dr. Jay Grimes, provost, spoke briefly regarding the new structure of the Office of the Provost. He introduced his two new associate provosts, Dr. Cynthia Easterling Moore and Dr. Maureen Ryan. He also mentioned the appointment of USM Gulf Coast Provost Dr. Tim Hudson. The primary reason for the appointment of the Gulf Coast provost is to convey a strong message that USM is a dual campus; this position will also convey that the Gulf Coast campuses are equal to the Hattiesburg campus and will bring uniformity and consistency with policies and procedures.

Dr. Moore is responsible for academic matters, and Dr. Ryan is responsible for institutional effectiveness that includes the accreditation by the Southern Association of Colleges and Schools. It is important that all our programs are accredited, and the associate provost for institutional effectiveness will assure that they are.

Dr. Grimes indicated that his office is working on a new assessment plan. The plan includes a new electronic performance evaluation form for faculty that will collect teaching-load information and research, creativity, and committee service activities.

Questions:

What about a staff assessment? Dr. Ryan indicated that there is an assessment committee that will focus on unit/program goals and missions that will look at what we are doing, what we want to do, and how to do things better. The staff will certainly be involved in this work.

How will the collected data be compared? Don't know until the first run is complete. We will make adjustments as necessary.

1.0 Call to Order

President Posey called the meeting to order at 10:00 a.m.

The following members were present: Rusty Anderson, Susan Blackwell, Joan Brashears, Cheryl Burnette, Melissa Carpenter, Shannon Davis, Sally Donovan, Tommy Dye, Mike Giles, Lin Harper, John Hayman, Kathy Hayman, Keri Hensarling, Mary Ann Iverson, Robin Johnson, David Kinsey, Kenton McNeese, Polly Odom, Pam Posey, Jan Roberts, Arlin Steen, Frances Sudduth, Trisha Wilbanks, Sam Williams, and Mary Virgil.

2.0 Adoption of the Agenda

The agenda was adopted with minor corrections.

3.0 Call for Proxies

The following members were represented by proxy: Bradley Bridges by Sam Williams, Kim Busche by Polly Odom, Carol Dunaway by Robin Johnson, John Green by Kenton McNeese, Myra Herndon by Shannon Davis, and Larry McMickle by Arlin Steen.

The following members were absent without representation: Willie Heard, Charmine Hill, and Ray Scott.

4.0 Approval of Minutes

The minutes of the September regular meeting were approved with minor corrections.

5.0 Officer's Reports

5.1 President's Report – Pam Posey

Cabinet Meetings:

A brief cabinet meeting was held on September 3. Dr. Frank Glamser gave an overview of the Academic Council's Academic Standards Committee report pertaining to grade inflation as submitted in spring 2002. A copy of the report is available upon request. The Calendar Committee will review the calendar in regard to a fall break for next calendar year (2003–04). A brief cabinet meeting was held on September 8. Lisa Mader announced Mr. Gene Fitts as the new licensure person for the university. The public relations department is working to increase business support of

USM by displaying black and gold posters, flags, etc. All faculty, staff, and students are encouraged to show support by displaying USM flags and wearing black and gold. All other cabinet meetings for September were canceled.

Thursday, September 12: Convocation 2002 – Golden Eagle Revelry

I represented the staff by giving a speech on why I, as well as other staff members, enjoyed working at USM. It was a very upbeat atmosphere.

Friday, September 13: Dedication – Bruce Todd and Virginia Wilgus Fitness Trail Many of the family members were present for this special ceremony.

Wednesday, September 11: Patriot Day

A memorial service, planned and coordinated by various student organizations, was held at noon in honor of those who lost their lives in the terrorist attacks of September 11, 2001.

Saturday, September 14: Legislative Day

I attended the legislative briefing that was given by Dr. Thames. Many legislators were in attendance.

Tuesday, September 17: Staff Council Executive Committee Meeting

Minutes were discussed and agenda was finalized for the October Staff Council meeting. The November SC meeting is tentatively scheduled at the GCRL. The December meeting will include a “forum” of student services staff. Questions and concerns from student services and/or other support services on campus will be solicited from Staff Council members and others, then approved at the November Staff Council meeting. This list will be sent to appropriate VP and other appropriate staff to be prepared to discuss/answer at the December SC meeting.

MASCO

Due to threat of tropical storm Isidore, Kenton and I canceled our trip to MUW for the September 26 MASCO meeting. I compiled the

responses received from Staff Council members and others regarding the Tuition Exchange Document. These were sent by e-mail to the secretary for distribution at the meeting hoping that some of our questions would be answered. The Delta State Staff Council Representative, originator of the document, was not going to be present at the meeting. A campus report from USM Staff Council was also e-mailed for dissemination at the meeting.

5.2 President-Elect's Report - Kenton McNeese

No written report given. Kenton did not attend the September Faculty Senate meeting because it was moved from the original scheduled date, and he did not get the message about the change. He and John Hayman attended the IHL Board meeting on September 19, which was an uneventful meeting.

5.3 Assignment of Action Items

There were four action items presented.

- * Action Item #84—Request a book allowance of \$100 a year for each staff member who takes at least two classes per semester - assigned to the University Relations Committee.

- * Action Item #85 - Request for justification of level adjustments and raises given to Administration Building Staff - assigned to the Salaries and Benefits Committee.

- * Action item #86 - Proposal to revitalize the Employee Wellness Program as proposed in 1998/99 by the Wellness Council of the University - assigned to the Salaries and Benefits Committee.

- * Action Item #87 - Request for assistance in job security by custodians in residence life due to the possibility of losing their jobs because of outsourcing - assigned to the University Relations Committee.

6.0 Old Business

6.1 America Recycles Day for Mississippi -

America Recycles Day—A sign-up sheet was distributed for the November 14 football game. Kenton McNeese made a motion to contribute \$350 toward the food for this event. The motion passed.

6.2 MASCO

There was no quorum at the MASCO meeting September 26, so no action was voted on. There has been no word regarding the questions/comments from USM Staff Council that were submitted to MASCO regarding the tuition exchange document. MASCO will be developing goals for the coming year—suggestions are pay raises and insurance. At last month's Staff Council meeting, we mentioned that we were trying to secure a copy of the letter sent to the IHL board regarding a tuition exchange document; there is no letter. The November meeting will be held at the Mississippi Valley State University campus, and there will be a vote on having the meetings quarterly instead of every other month.

6.2 Faculty/Staff Appreciation

The fall appreciation day is set for October 31. As in the past, there will be a costume contest. Other appreciation functions will be considered, and Dr. Cynthia Moore has been given comments regarding the pros and cons of these events.

7.0 Committee Reports

7.1 Constitution and Bylaws – Kathy Hayman. Kathy Hayman distributed a Constitution and Bylaws package for review for possible amendments.

7.2 Legislative – Rusty Anderson. Rusty Anderson met with Dr. Clyde Ginn. Dr. Ginn suggested that no reception be held for the legislators because of the Tort Reform meetings.

7.2 Salaries and Benefits – Shannon Davis – no report

7.3 University Relations and Cultural Diversity – Robin Johnson. No report

7.4 Technology and Training – Lin Harper. In Attendance: Ray Scott, Keri Hensarling, Jan Roberts, Myra Herndon (visitor to committee), and Lin.

Several issues came up for discussion:

(1) PeopleSoft Training

It was suggested that perhaps a PeopleSoft Basic Training Schedule could be published across a semester (similar to the Expanding Excellence training) so that people could better plan their schedules and make up missed sessions. It was also suggested that "skills refresher" short courses should be held to help remind people how to do things that they may only do once or twice a semester. There was some discussion about printing and distributing the PeopleSoft Navigation Charts, as those seem to be very helpful to some people. Ray Scott brought up the idea of a PeopleSoft User's Group (perhaps as a listserv), which could help people resolve common problems.

(2) Other Training

There were no immediate suggestions for new topics for training, but it was suggested that perhaps we should e-mail out to the campus a request for training topics. There was general consensus that we should be offering more "advanced" training classes in the areas we already teach, such as Word, Excel, and Access. Ray brought up that "MindLeaders" is a paid online training service that is on state contract and offers a wide variety of online courses, including some very technical offerings. Departments would have to contract with MindLeaders for their employees to get passwords to take the courses.

(3) Committee Issues

Several people on the committee had not seen any documentation on this committee's purpose or mission. Lin agreed to mail out a packet to all members with this information during September.

To Do's:

- * Lin to mail packets out to group during September (done)
- * Lin to distribute these minutes to group (done – at Oct. meeting)
- * Lin to distribute these minutes to PS trainers for their input (done -- no input received at this time)
- * E-mail request out to campus for input as to future training requests (to be done-Lin)

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey – no report

B. Transportation Committee – Polly Odom

The Transportation Committee met on September 10, at 3:30. The members present were David Anderson, Mary Beth Bankston, Toby Barker, Lynn McLelland, Polly Odom, Royce Pierce, and Bill Scarborough.

Royce Pierce presided and distributed a subcommittee membership list. A general discussion was held relative to the actions taken by the committee last year. Dr. Bill Scarborough suggested that the gated lot be presented to the current administration for approval. He also suggested the committee investigate the abuse of the issuance of visitor passes. Toby Barker reported that the students taking advantage of the shuttle service during the football season are pleased and appreciative, and the use of this service is increasing with every football game. Royce Pierce reported that he will be leaving the University and a new committee chair will need to be appointed. Since the majority of the membership was not present, this matter will be taken up at the next meeting. The next meeting of the Transportation Committee will take place on Tuesday, October 8, at 3:30.

C. Master Plan – Rusty Anderson – no report

D. Student Life Center – Kathy Hayman

October 18 will be the unveiling of the Student Life Center model.

E. Sexual Harassment Committee – Joan Brashears – no report

F. Calendar Committee – Kathy Hayman

The fall break was discussed, and a vote was taken not to implement this year. The fall break will be worked around the mid-term and football schedules. Graduation will be added to the exam schedule and will probably take place on a Saturday.

8.0 New Business

8.1 Pam Posey informed Staff Council there is a new policy regarding drop/add as it pertains to the faculty/staff scholarship. If at any time after the initial ten-day period at the beginning of the semester your actions (drop/add) go beyond the six hours of faculty/staff scholarship, you will be responsible for the additional hours. This applies whether or not you are still enrolled in the class. A penalty fee may also apply. Please check the schedule guide for details.

9.0 Announcements

9.1 The next Staff Council meeting is scheduled for November 5 at the Gulf Coast Research Laboratory. There will be a fish fry for lunch.

9.2 Open enrollment is scheduled October 7-10 in the Commons.

9.3 The next IHL Board meeting is scheduled for October 17.

9.4 There will be a 31 percent sale at the USM Bookstore on October 31.

10.0 Adjournment

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

Polly Odom for Kim Busche
Recording Secretary
October 1, 2002