

Getting to know the Southern Miss Family

Prior to the meeting, Staff Council members began introducing themselves to the Council. This process will be done at the beginning of each meeting until all members have been introduced. Each introduction included some past information that others might not know. The purpose of these introductions is to help build the working relationships between Council members.

September 3, 2002

1.0 Call to Order

President Posey called the meeting to order at 10:15 a.m.

The following members were present: Rusty Anderson, Susan Blackwell, Joan Brashears, Kim Busche, Melissa Carpenter, Shannon Davis, Sally Donovan, Carol Dunaway, Lin Harper, John Hayman, Kathy Hayman, Keri Hensarling, Myra Herndon, Mary Ann Iverson, Robin Johnson, David Kinsey, Kenton McNeese, Polly Odom, Pam Posey, Jan Roberts, Ray Scott, Arlin Steen, Frances Sudduth, Mary Virgil, Trisha Wilbanks, and Sam Williams.

2.0 Adoption of the Agenda

The agenda was adopted as printed.

3.0 Call for Proxies

The following members were represented by proxy: Bradley Bridges by Sam Williams, Mike Giles by Rusty Anderson, John Green by Shannon Davis, Willie Heard by Trisha Wilbanks, Charmaine Hill by Arlin Steen, Larry McMickle by Kim Busche.

The following members were absent without representation: Cheryl Burnette, Tommy Dye.

4.0 Approval of Minutes

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

5.0 Officer's Reports

5.1 President's Report – Pam Posey

There has been no action taken concerning a Fall Break for 2002. The calendar for this semester has already been set. The IHL Board of Trustees held a retreat in August for board members and university presidents; therefore, there was no public meeting to attend.

Cabinet Meeting – August 19

Dr. Shelby Thames announced that the retreat with the Board of Trustees was great and he commended the Gulf Coast personnel for serving as excellent hosts. Some issues discussed included approving general mission statements for universities; reporting of scholarships (number of student scholarships verses total student's scholarship); graduate tuition waivers (USM ROI 3/1); and allowing each university to set their own tuition within predetermined guidelines. Dr. Joe Paul announced that enrollment was up, including freshmen enrollment. Overall numbers look very good for this semester. Official numbers will be reported after the last day to officially add. Dr. Don Cabana announced that the Faculty Senate retreat was productive. Richard Gianinni announced that the USM and JSU game tickets were sold out; only season tickets were available. He announced that the USM vs. Illinois game has been designated as faculty/staff appreciation day; each full-time employee will be eligible to receive two free tickets and attend a tailgate party before the game. Dr. Bud Ginn announced that he is in the process of reorganizing committees for inclusion in the Committee on Committees booklet. September 14 is Legislative Appreciation Day. Dr. Jay Grimes announced that Dr. Maureen Ryan would become associate provost for institutional effectiveness. Dr. Jim Williams announced that the new library opened to students today; a dedication ceremony will be held at a later date. Lisa Mader stated that her office is working to establish a coordinated publicity effort on campus including alumni, recruitment, and development activities. This year's convocation will be called "Revelry" and be filled with pep and zip. Watch for an announcement early in September.

Dr. Joe Paul, assisted by Blake Hamm, distributed a memo from Greg Pierce, university registrar, concerning a resolution from

Faculty Senate and a proposal from the Student Government to have a fall break. Mr. Pierce stated that the Calendar Committee met in May and recommended the endorsement of the SGA to have a fall break on Monday, October 28, and Tuesday, October 29. In order for this to happen; however, graduation ceremonies would have to converge from two to one and be held Saturday, December 14, at 9 a.m. Commencement would only be held on Saturday in the fall. In addition changes to the exam times would be necessary. After some discussion, Dr. Cabana was directed to get feedback from the faculty by the end of the week. Dr. Cabana did state that this was discussed late spring but the calendar had been set for 2002-03 and no further discussion had taken place; also there could be some concern since the semester had begun. Syllabi have been prepared and given to students. It was stated this could be a morale booster for faculty. I quickly pointed out that the staff needs a morale booster too. At first glance, I didn't see anything wrong with a fall break but staff should be considered as well. This will be discussed at the next cabinet meeting.

Staff Council Executive Committee and Committee Chairs meeting – August 20.

This was a productive meeting to set goals and discuss issues. Chairs were asked to solicit feedback from committees as appropriate.

Issues and goals included:

- * how to communicate more effectively with all staff,
- * reviewing the constitution and bylaws and standing rules,
- * revisiting the proposals passed by Staff Council two years ago,
- * discussing the feasibility of reactivating/reorganizing the classification/compensation committee,
- * budget concerns,
- * apportionment of staff council,
- * fall appreciation day,
- * holiday party,
- * Revelry (Convocation)

It was decided that a variety of Student Services directors/coordinators would be invited to the October Staff Council meeting for an open forum of student services issues/concerns.

5.2 President-Elect's Report – Kenton McNeese

Cabinet Meeting – August 26

At this meeting, Dr. Joe Paul announced the enrollment by head count was up by a small margin. Actual numbers were not released at this time. Freshmen enrollment was up approximately eight-percent for students who received a 25 or better on their ACT score. Freshman head count for the Gulf Coast Campus was approximately 110 students. They will comprise the 75 full-time enrollment figure for the campus.

Dr. Dvorak presented a brief description of the Leaders for America initiative that will be pursued by the university. Endowments will be sought to assist with the development of this program, which will allow selected students to develop their leadership skills at Southern Miss while pursuing their chosen field of study. This program will be coordinated with the Honors College to provide education and training of USM students for future leadership rolls within our governmental and corporate environments.

There was a brief discussion concerning the need for additional academic space for the College of Nursing. Current limited space and great demand of local health care facilities for nursing graduates justifies this need. Plans will be developed in the near future then proposals will be presented to assist with the much needed growth of this program.

Dr. Cabana presented the fall break proposal to the cabinet based upon the survey of all Faculty Senate at USM. The findings of the survey determined that it would be a challenge to rearrange the academic schedule for this academic year. The faculty is very much in favor of a fall break. A discussion followed and Dr. Thames placed the decision upon the provost's office for a decision to be presented at the cabinet meeting September 3.

Blake Hamm, SGA president, advised that campus signage needs to be improved. This will greatly assist new students and visitors. Effort should be made to make all signs friendly and informative to those who are not familiar with the campus. This item will be

discussed with the appropriate parties and follow up discussions will take place.

Richard Gianinni presented a mailout that was submitted prior to the JSU game providing parking instructions and other information for the fans attending this weekend's game. Attendance for the game should be a new record at The Rock.

A presentation will be made on September 14, during the Memphis football game, in memory of Joe Ferguson. Joe, a USM graduate, was a casualty of the tragedy on September 11, 2001. The Department of Marketing and Public Relations needs to be notified about any other special services or events on campus recognizing September 11.

The Capital Campaign is currently at \$78.8 million. The Foundation is focusing fund raising efforts toward freshmen scholarships at this time. Everyone is encouraged to assist with this effort.

The convocation scheduled for September 3 has been canceled and will be rescheduled for September 12 at 3 p.m. Cabinet will meet at 9 a.m. September 3, due to the holiday and special presentation that will take place as the first item on the agenda for this meeting.

5.3 Assignment of Action Items

5.3 (a) Item #81 – Inclusion of Staff in Fall Break assigned to Salaries and Benefits committee

5.3 (b) Item #82 – Retirees Insurance Premiums assigned to Salaries and Benefits committee

6.0 Old Business

6.1 America Recycles Day for Mississippi –

Virginia Kettle distributed a schedule of events for this campaign and a pledge card. She is the Southern Miss chairman for this event, which will be held on campus November 14. There is a home football game that day, and volunteers are needed to make this campaign a success. Volunteers will stand at each gate and distribute recycling bags to everyone who attends the game. There

will also be a tailgating booth that needs volunteer help. Volunteers will get a T-shirt.

Advertising will be done on the TV, radio, and in the local newspapers. This will be an ESPN televised game and there will hopefully be a sponsor sign up in the stadium. There will also be a crayon and poster recycling drive in the local schools.

Questions: If warm bodies are not available, are monetary donations accepted? Yes, any amount would be helpful.

A motion was made by Mary Ann Iverson that Staff Council support America Recycles Day at Southern Miss. Seconded by Lin Harper.

The motion carried unanimously.

Kenton McNeese volunteered to be the contact person for this event from Staff Council.

6.2 Work place wellness –

We are in the process of developing a program using the Payne Center and the clinic. The Payne Center has the ability to track attendance, which should eliminate abuse of this benefit. This would enable this program to be done as a class with attendance taken. Cost is always a consideration, but hopefully a structured benefit request will be finished soon.

6.3 MASCO letter – Dependent Scholarships

We do not have a copy of the letter yet. This will have to be deferred to a later date. This letter will be distributed to all Staff Council during the coming month.

7.0 Committee Reports

7.1 Constitution and By Laws – Kathy Hayman

Committee will briefly meet after this meeting.

7.2 Legislative – Rusty Anderson – No report

7.2 Salaries and Benefits – Shannon Davis

Action Item #82 – Fully paid insurance premiums for retirees.

Russ Wills, director of Human Resources, reported the legislature passed a discount of 2 percent for each year worked. This discount implementation will take three to five years, due to money availability. The discount will apply to retirees only.

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

7.4 Technology and Training – Lin Harper

The committee met just prior to this Staff Council meeting. Several ideas were received from the committee and others who were in the room. A written report will be available at the next meeting.

7.6 Other Committee Reports

A. Parking Appeals Committee – David Kinsey – no report

B. Transportation Committee – Polly Odom – no report

C. Master Plan – Rusty Anderson – no report

D. Student Life Center – Kathy Hayman

The model is ready and will be unveiled on October 18, in the Union Lobby at 10 a.m.

E. Sexual Harassment Committee – Joan Brashears – no report

F. Calendar Committee – Kathy Hayman. Committee will meet very soon.

8.0 New Business

8.1 Kim Busche will chair the Christmas party committee. We have set a tentative date of December 11 from 2:30 to 4:30 p.m. If anyone knows a conflict with that date, please let Kim know.

8.2 The IHL Board of Trustees meeting for September will be at Ole Miss and will be attended by Kenton McNeese and John Hayman. The IHL Board of Trustees meeting for October will be at MUW and will be attended by Pam Posey and Mary Ann Iverson.

8.3 The Staff Council listserv is not updated as of yet. We will continue to use regular e-mail until it is.

9.0 Announcements

9.1 There will be a press conference this afternoon at 4 p.m. concerning events that took place on campus this past weekend.

9.2 Our next meeting will be Tuesday, October 1, in Union Room C.

9.3 September 6 is the date of the USM employee Benefit Fair. This will be held in the Union, in meeting rooms A, B, and C.

10.0 Adjournment

The meeting was adjourned at 11:25 a.m.

Kim Busche
Recording Secretary
September 3, 2002