

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
STAFF COUNCIL MINUTES  
August 5, 2003**

**1.0 Call to Order**

President McNeese called the meeting to order at 10:05 a.m.

The following members were present:

Cheryl Burnette, Kalin Butirich, David Byrd, Scott Carr, Mathew Cox, Kameron Dale, Sally Donovan, Victoria Adams Fairley, Kathy Hayman, Keri Hensarling, Myra Herndon, Charmaine Hill, Valerie Horne, Susan King, Virginia Kittrell, Karen Lott, Beverly McNeese, Kenton McNeese, Stephen Rey, Ray Scott, Tonia Shaw, Ray Stevens, Toni Stringer, Mary Butler Sumrall, Mary Virgil, Vicki Watkins.

**2.0 Adoption of the Agenda**

The agenda was adopted with reservation to change as necessary.

**3.0 Call for Proxies**

The following members were represented by proxy:

Robert Lowe, Donna Donegan, William Sanders, Robin Johnson, Tommy Dye, Stacey Ready, Susan Blackwell, Robin Barnett.

The following members were absent without representation:

Janice Caudill, Willie Heard, Bobbie Martin, John Troy Ross, Arlin Steen (Active Military Duty – excused), Frances Sudduth.

**4.0 Approval of Minutes**

The minutes of the July regular meeting were approved with minor grammatical changes to the Holiday Proposal and the President's Year End Report.

**5.0 Officer's Reports**

**5.1 President's Report – Kenton McNeese  
Cabinet Meeting, Monday, July 7, 2003**

I attended this meeting and presented on the topics of old business in regards to the December/January holiday proposal, the MASCO tuition exchange document, and the 50 percent vs. 100 percent dependent tuition waiver issue when both parents are employed by Southern Miss. The holiday proposal was discussed very briefly, and I have asked for a decision prior to school beginning so that families can make travel plans for the holiday season in advance. Many other departments that impact the campus would like to publicize their dates of operation according to this decision.

The MASCO Dependent Tuition Waiver document was discussed and many felt that timing was not good in reference to scholarship dollars and which institution would ultimately pay for the funding of this scholarship. It would either be cash out of the sending institutions' budget, or scholarship dollars that must be reported in the receiving institutions' budget. The general opinion was that it would be a very costly program to operate and ultimately affect many institutions in a time when dollars are so tight.

The 50 percent vs. 100 percent dependent tuition waiver issue was presented on the basis that Delta State University and the University of Mississippi are both receiving the benefit, while all other institutions are not provided the same. A feasibility study will take place to consider the economic impact this change would have on the institution.

Dr. Thames asked how our membership grew, and reapportionment was discussed. He asked that we reconsider our ratio of 1 to 44 and take into consideration a fixed number of representatives to prevent the body from becoming too large in the future. I stated that I would submit this question to the Bylaws Committee for consideration during this upcoming year.

After my presentation and discussion on these topics, I was excused from the meeting.

### **IHL Meeting, Jackson, Thursday, July 17, 2003**

Virginia and I attended this meeting. It was determined that a multiyear plan should be developed in regard to increased compensation for faculty and staff at our institutions. It would require \$8.39 million dollars to provide a raise of one percent across the board at our institutions. It was also agreed that the board should begin the process of budgeting earlier as not to run into these lengthy discussions at the board meeting. The Mississippi Military Communities Council (MMCC) is in the process of assisting communities in preparing for the potential base closures in Mississippi. This council is concerned with the economic impact any closure will have on our communities.

### **MASCO Meeting, Jackson, Thursday, July 17, 2003**

Virginia and I met with Staff Council officers from other state institutions in the IHL building in Jackson. A quorum was not present, so voting did not take place. A discussion was held in regard to the feedback on the dependent tuition portability document from administrators, and the general consensus was not positive on its acceptance by the Council of Presidents.

### **Staff Council Executive Meeting, Monday, July 21, 2003**

Virginia, Robin, Keri, and I met at the Physical Plant conference room and discussed the upcoming events as they pertain to Staff Council meetings and our responsibilities.

### **Benefits Committee, Monday, July 21, 2003**

This committee has been revitalized by the Department of Human Resources and is directed by Kameron Dale from that department. Dolly Lloyd will serve as chair of the committee. A general discussion took place to bring issues of concern forward and to make each member aware of the challenges facing this committee. Emphasis was placed on the lack of awareness of some benefits, such as the medical reimbursement plan and the daycare reimbursement plan. A plan will be implemented to assist with the education of Southern Miss community members about these and other programs. It was also determined that a request should be made to have the deductible amount posted by the health care administrator on each statement provided to the insured.

## **5.2 President-Elect's Report – Virginia Kittrell**

No report.

## **5.3 Assignment of Action Items**

### **#93 Rezoning of Parking – University Relations**

Attached is an “Action Item” for your consideration. This memo, hopefully, explains why the action item was written. Recently, those of us who work in McLemore Hall learned that approximately 30 additional University personnel would be moving to our building by the end of this summer.

A call was made to the Transportation Department to see if they planned to conduct an investigation of parking in the area of McLemore Hall, in order to possibly rezone some areas to accommodate this remarkable increase in Zone 4 vehicles. We learned that such analyses are not done. As departments on other units shift on campus, especially during this time of transition within our colleges, it seems logical that an examination of the impact rearrangement of personnel will have on parking demands would be an integral part of the plan. That is not the case.

In addition, it was explained that IHL had previously approved the University's parking zones and regulations for 2003-2004. An increase of this magnitude will impact personnel in Kinnard-Washington Hall, the Clinic, Honor House, Olgletree Alumni House, in addition to McLemore Hall. It is our understanding that at this time in parking zones could not be accomplished.

For the future, if it was standard practice to involve the Transportation Department in the loop when offices and personnel were being relocated on campus – and subsequent assessment was made of parking availability – problems of the type that prompted this action item might never need arise.

### **#94 Monetary Award for Specialist Degree – Salary and Benefits**

Compensation for completion of degrees is currently as follows:

Bachelor's - \$800.00

Master's - \$1,000.00

Doctoral - \$1,200.00

Currently there is no compensation for a Specialist's degree. A proposal would need to be submitted to Cabinet for approval. Also, the award amounts should be revisited and upgraded.

### **#95 Staff Member of the Month Award – University Relations**

Please look into the formation of a staff of the month award that is determined by an ad hoc committee on staff council. Delta State has a great program in which sponsoring groups about campus providing monetary gifts and other items monthly to the award recipient. We should look at food services, athletics, bookstore, and maybe even outside entities to provide donations to reward the winner of the monthly award.

## **6.0 Old Business**

### **6.1 IHL Tuition Exchange Document**

An update on this document was given by President McNeese during his report.

### **6.2 Dependent Tuition Waiver Proposal/Letter**

An update on this document was given by President McNeese during his report.

## **7.0 Committee Reports**

President McNeese stated that committees must meet at least quarterly, even if no action items have been assigned to them. Committees should be proactive and look for ways to improve policies, procedures, and staff/faculty/student life on campus.

### **7.1 Constitution and By Laws – Kathy Hayman**

No report.

### **7.2 Legislative – Cheryl Burnette**

No report.

### **7.3 Salaries and Benefits – David Byrd & Myra Herndon**

No report.

### **7.4 University Relations and Cultural Diversity – Robin Barnett & Mathew Cox**

No report.

### **7.5 Technology and Training – Ray Scott & Toni Stringer**

No report.

### **7.6 Other Committee Reports**

**A. Parking Appeals Committee** – Mathew Cox stated that this committee has no leader at present.

**B. Transportation Committee** – No report.

**C. Student Life Center** – Presentation made by Kathy Hayman and Barbara Ross, before the call to order. See attached printout of PowerPoint presentation for details.

## **8.0 New Business**

Blitz week was announced and volunteers were requested. During Blitz week August 25-29, staff and faculty will visit area businesses to thank them for their support of Southern Miss and to deliver signs, posters, stickers, and similar items for public display. This campaign will go hand in hand with the “Go Gold!” campaign to boost campus and community morale towards Southern Miss. Marketing will distribute a list of businesses for each team of volunteers to visit. This campaign will be repeated on the Coast in the near future.

## **9.0 Announcements**

**9.1** IHL Meeting, Retreat at GCRL. Public not invited.

**9.2** Staff Council Executive and Chair Meeting; 10 a.m.; August 26; Physical Plant Conference Room

**9.3** September Staff Council Meeting; 9:30 a.m.; September 2, 2003; Union Room C

**9.4** Request for volunteers for Blitz week

**9.5** Nametags will be bought for Staff Council members. These should be worn to meetings and any other time a member represents Staff Council.

There will be a football clinic for women August 21, 2003. The cost is \$20.

Janice Caudill has resigned from the Staff Council.

There will be a PeopleSoft forum from 2-4 p.m. August 6 for questions and discussion.

The Alumni FanFair will be held this weekend. Please attend if you can.

**10.0 Adjournment**

The meeting was adjourned at 11:10 a.m.

Keri Hensarling  
Acting Secretary  
August 5, 2003