

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
STAFF COUNCIL MINUTES
NOVEMBER 4, 2003**

1.0 Call to Order

President McNeese called the meeting to order at 10:31 a.m.

The following members were present:

Robin Barnett, Susan Blackwell, Cheryl Burnette, Kalin Butirich, David Byrd, Scott Carr, Kameron Dale, Donna Donegan, Sally Donovan, Tommy Dye, Kathy Hayman, Keri Hensarling, Myra Herndon-Wade, Charmaine Hill, Valerie Horne, Robin Johnson, Susan King, Virginia Kittrell, Karen Lott, Robert Lowe, Beverly McNeese, Kenton McNeese, Stephen Rey, William Sanders, Ray Scott, Tonia Shaw, Ray Stevens, Toni Stringer, Frances Sudduth, Mary Butler Sumrall, Mary Virgil, and Vicki Watkins.

2.0 Adoption of Agenda

The agenda was adopted with reservation to change the order as necessary.

3.0 Call for Proxies

The following members were represented by proxy:

Victoria Adams-Fairley by Addie West; Mathew Cox by Pam Posey; Stacy Ready by Donna Donegan; and Arlin Steen by Charmaine Hill.

The following members were absent without representation:

Willie Heard and John Troy Ross.

4.0 Approval of October Minutes

The proposed minutes for October were distributed to the group the night before the meeting. This was due to several snags with acquiring copies of information from the October meeting. The minutes were also extremely long at 15 pages. President McNeese has been approached by several members to suspend the approval of the October minutes until next month. This would allow everyone ample time to read the minutes and submit any corrections. A motion was made by Cheryl Burnette and seconded by Mary Butler Sumrall. The motion reads, "That we suspend the approval of the October minutes until our next regularly scheduled meeting." The motion carried unanimously. President McNeese asked that everyone take the time to read the minutes and submit any corrections to Robin Johnson.

5.0 Officer's Reports

5.1 President's Report - Kenton McNeese

President McNeese stated that last month was very slow for him. There was only one scheduled meeting, Cabinet, on October 27, 2003. At Cabinet there were presentations on the ring unveiling and on homecoming activities. All other regularly scheduled meetings were canceled.

President McNeese announced that he was stepping down as Staff Council President due to his resignation from the university. He stated that it pains him deeply to do so. He has gotten to know many of us and thinks of us like family. President McNeese will be around until November 18, 2003, which is our next Executive meeting.

5.2 President-Elect's Report - Virginia Kittrell Faculty Senate, October 10, 2003

Discussion of the faculty handbook was the main topic of the meeting with a good turnout from faculty in addition to the press. A motion was made to have the Faculty Senate's version substituted for Section 11.3 in the handbook. The motion passed 42 to one for substitution of 11.3. Faculty were encouraged to submit concerns about the faculty handbook. The Faculty Handbook Committee will reconvene early in November. They will need to consider what to do if 11.3 is not replaced with the substitute.

With respect to grants, the current status of indirect costs is that 25 percent goes back to the department. It is supposed to be changed to 15 percent going to the department and 10 percent going to the deans. Dr. Thames agreed; however, Dave Beckett got an e-mail from Dr. Dvorak about the breakdown. There will be no change. The dean of Science and Technology recommended a phase-in proposal over the next two years with the departmental percentages gradually decreasing every six months as the dean's office percentage increased to the newly established indirect cost of ten percent. This phase-in proposal would be for the College of Science and Technology only. Other colleges won't phase-in, and the amount will begin at 10 percent. The goal is 20,000 students with \$100 million in funding.

With regard to programs, Dr. Grimes is not interested in cutting programs. There is some concern about the master's program in philosophy being cut. An IHL mandate requires a certain number of students graduating each year to keep a program.

Some professors have concern about requirements in English teaching loads. Faculty have been told that if they didn't teach graduate-level courses, they would be required to teach 12 hours. Handbook states that grants,

community service, etc., do not exempt anyone from the 12-hour requirement.

Myron Henry introduced me to the Faculty Senate to enlist their support for "Polish Your Piece of 'The Rock,'" to be held November 7, 2003. Faculty were encouraged to get involved with activities such as mulching, painting, recycling, etc. to show support and give back to the university. This event is also a way for people to work with others they would not otherwise come in contact with. Faculty were asked to join Staff Council, along with staff, students, and administrators to participate in this event.

Association of Office Professionals "Writing for Success at Southern Miss" Workshop, Friday, October 31, 2003

I attended the AOP workshop presented by Angie Cutrer on university style guides, etc. The workshop was well received, with people requesting an additional session at a later date.

Cabinet, Monday, November 3, 2003

Jared Loftus reported that attendance in the student section at the Homecoming game was good. However, people began to leave around halftime. Student lines into the game were quite long, and students felt they were being checked too closely, causing entry into the stadium to be delayed. Students and families from Louisiana enjoyed tailgating in the district. The next home game will be November 15 against Tulane at 2 p.m., which is also Black and Gold Day.

Bob Pierce stated that Homecoming activities went well. There was a golf tournament, Hall of Fame dinner, and awards breakfast. The turnout for the golf tournament was the best ever. Proceeds from the tournament go into the Legacy fund, which funds scholarships for students whose parents or grandparents were graduates of Southern Miss. The goal is \$100,000 with the total currently around \$80,000. The ring unveiling went well. A ring unveiling will be held at Gulf Park on Thursday. Pierce encouraged everyone to vote tomorrow for SCR 522.

Dr. Joe Paul discussed fall break 2004 and how the football schedule will impact the decision to have a Monday/Tuesday holiday as opposed to Thursday/Friday.

Lee Jarrell Davis, Tom King, and Haley Barbour stopped by for a few minutes. SGA was spearheading a campaign to support Haley Barbour.

Dr. Angie Dvorak reported on the Research Enterprise and stated that the goal of \$100 million is not cumulative. It starts at zero in July. By the end of October, we were up \$3 million. There are 52 proposals up from last year.

Dr. Tim Hudson reported that seven to nine instructors have been upgraded to full-time faculty. Faculty members are more likely to do research than instructors, so this is an important issue.

Richard Giannini reported that Homecoming was a good weekend. Sammy Winder was on hand for a postgame party. The conference realignment for the Big East conference will be finalized in the near future. Some Conference USA teams will be joining the Big East and the Atlantic 10. Conference USA will be adding new teams to replace the ones that will be departing.

The men's basketball team had a scrimmage game, which was one of the better ones. There was a good turnout. Southern Miss will be playing Louisville Wednesday at 7 p.m., and the women's team will be playing Saturday at 10 a.m.

Tuesday, the architects will be selected to begin Phase I of the renovation of Reed Green Coliseum.

Dr. Greg Lassen thanked Dr. Thames for Employee Appreciation Day. Lassen spent most of the time walking around mingling and talking with people, and he felt the event was well received and the money well spent. In addition, he encouraged the administration to support future employee appreciation days because employees feel they are an important part of the process and appreciate being recognized.

Dr. Jay Grimes announced that the Peter Anderson Festival was this past weekend, with approximately 100,000 people in attendance. There will be a dinner for tourism businessmen Wednesday night. Approximately 30 people have been invited to a dinner to discuss what they need from students to run the industry. Participants will complete a questionnaire to assist with providing this information.

5.3 Secretary's Report - Robin Johnson

I asked that all officers and committee chairs submit their written reports by Friday after our monthly meeting. This is necessary so that the monthly minutes can be written in a timely manner.

Vicki Watkins and I also met with Milton Marshall at the Gulf Coast Physical Plant to discuss "Polish Your Piece of The Rock" events on the Coast. Our activities are similar to those taking place in Hattiesburg.

5.4 Secretary-Elect's Report - Keri Hensarling - no report

5.5 Assignment of Action Items

There are no action items to be assigned.

6.0 Old Business

6.1 Dependent Tuition Waiver Proposal/Letter

The dependent tuition waiver proposal/letter was originally presented to Dr. Thames during June 2003. President McNeese stated that he spoke to Dr. Moore regarding the proposal. The proposal is being considered through the kitchen cabinet.

6.2 America Recycles Day Participation

President-Elect Kittrell reported that Staff Council will assist with the America Recycles Day activities on Saturday, November 15, 2003. We will have a tailgate party as well as distribute bags for the litter free event. We need volunteers to assist with the tailgating and passing out bags. We will be tailgating near Vann Hall. If you can assist, please contact Virginia Kittrell.

6.3 "Polish Your Piece of The Rock"

President McNeese has asked Faculty Senate and Student Government Association to take part in "Polish Your Piece of The Rock." As part of the event, participants will be picking up litter, tagging storm drains, painting curbs and pruning the roses. By participating in the event, we will show our pride in our work environment. We all have a beautiful campus, and sometimes we take it for granted. Virginia Kittrell and Robin Johnson have coordinated the events on their respective campuses. President McNeese expects that Staff Council members participate in the event if at all possible and encourage other faculty and staff to participate. Participants were asked to wear their "GO GOLD" shirts.

6.4 Other

Holiday Proposal - President McNeese stated that Dr. Thames has responded to our proposal to close the university on December 22, 2003, and January 2, 2004, for an intersession break. Dr. Thames has recommended that the university close on January 2, 2004. However, he will not agree to closing on December 22, 2003. He stated that the university needs this day to close out the fall semester and prepare for spring registration.

7.0 Committee Reports & Assignments

7.1 Constitution & Bylaws - Kathy Hayman - no report

7.2 Legislative - Cheryl Burnette

A new list of all legislative contacts will be created after election results are known.

7.3 Salaries & Benefits – David Byrd & Myra Herndon

Action Item#82 -

The committee spoke to Russ Willis in Human Resources about whether or not the discount on insurance premiums for retirees had received any further action other than being made into law. No action has been made by the legislature at this time in moving it forward due to funding.

Action Item #98 -

The committee consulted with Russ Willis in Human Resources about whether or not the reclassification and level adjustments process would open this fiscal year. Last year the process was opened for a brief period and closed before employees could take advantage of this opportunity. He stated that reclassifications and level adjustments would not take place this year.

President McNeese mentioned a new policy that has been added to the staff handbook. If employees are seeking other employment on campus, they must have permission of their current supervisor to do so. They must also have worked for that office for one year. There are a few other stipulations listed in the policy. All deans, chairs and directors were notified of this change.

Robin Barnett asked if Staff Council could make a statement regarding changes made to the staff handbook. Faculty Senate gets to review changes made to their handbook. Barnett feels that we need to be more proactive. She feels that this body (Staff Council) should have been notified of this change to voice our opinion. We all know that we cannot make policy, but we should have an opportunity to review it before it goes into effect.

7.4 University Relations & Cultural Diversity – Robin Barnett & Mathew Cox

Action item # 96 -

Per Lucy in transportation, they only have an in-house policy for no refunds on decals. There is nothing in writing. She has agreed to add it to the application process. Per Pam Price in Human Resources, it is not a part of the in-processing to inform new employees of the no refund policy. She suggested that we contact the new director to see if he would consider adding it.

Action item # 93 -

Is there an analysis/study done when offices relocate to determine if parking designations need to be changed? Lucy in transportation says a study is done, and when it concludes that changes need to be made, they are done.

They notify us by sending an e-mail. They don't have to have IHL approval for the map so they are allowed to make changes as needed or if needed.

7.5 Technology and Training - Ray Scott & Toni Stringer - no report

7.6 Other Committees:

A. Institutional Effectiveness - Mathew Cox - no report

B. Sexual Harassment - Charmaine Hill

Charmaine will present a self defense class December 5, 2003, on the Coast. There will be other classes held in Hattiesburg. Contact Charmaine for more information.

C. Transportation Committee - Mary Butler Sumrall

The Transportation Committee met on Thursday, October 30, 2003, at 2 p.m. for the first time in almost a year. Mary Beth Walker chairs the committee.

Members of the committee introduced themselves and stated what areas they represent. Areas represented are Faculty Senate, Staff Council, Student Government Association, Physical Plant, Athletics, Fraternity Housing, and Pine Haven Apartments. Ex-officio members are the representatives from University Police, the dean of Students, and acting head of the Transportation Department.

Dean of Students Eddie Holloway gave a brief overview of the history of the committee and its purposes. The main purpose is to determine allocation of parking spaces and zoning consistent with the long-range planning and development of the university.

The goals of the committee for 2003-2004 are:

- to be a higher appeal for traffic violations for faculty and staff
- to make policy and procedure recommendations for the Transportation Department
- to research similar institutions and use this research in policy recommendations
- to serve as a positive voice and buffer zone for the Transportation Department
- to designate Zone 5 recipients

Members of the committee received a copy of the Transportation Rules and Regulations and reviewed zones designated for faculty/staff, commuter, residence halls, administration, and open zones.

Lucy Bowens with the Transportation Committee gave a brief update on the Transportation Department. The university has five full-time and two part-time ticket writers.

	2002-2003	2003-2004	Increase
Permits Issued	8,996	9,036	40
Tickets Written	7,178	8,596	1,418

One significant statistic is the number of visitor permits already issued in 2003-2004: 12,248 at the information booth and 15 by the Transportation Department.

Student traffic appeals are heard every Wednesday by the Student Government Association. Faculty and staff appeals are heard by the Traffic Appeals Committee.

The committee then discussed issues we will address this year. These include the following:

- issuing handicap permits and abuse
- alternative parking solutions - parking garage and shuttle service
- safety issues
- enforcement in faculty/staff lots
- number of visitor permits issued
- how parking improvement funds have been used

The committee will meet monthly on Thursday afternoon at 2 p.m. If you have specific questions or issues which need to be addressed, please let me know.

D. Scholarship Committee - Virginia Kittrell

Responses by staff members on the relationship between enrolling in Southern Miss classes and a textbook scholarship are given in the table below. It is evident that more than 90 percent of the respondents agree or strongly agree that textbook scholarships would encourage their enrollment in classes. In particular, 85.6 percent of those staff members responding to the survey who are not currently enrolled in classes agree or strongly agree that a textbook scholarship would encourage their enrollment.

If text book scholarships were offered, I would enroll in Southern Miss classes.	I am currently enrolled in _____ Southern Miss classes.										Total	
	0		1		2		3		More than 3		#	%
	#	%	#	%	#	%	#	%	#	%		
Strongly agree	97	53.6	23	79.3	3	82.8	5	100.0	8	88.9	171	63.3
Agree	58	32.0	6	20.7	8	71.4	0	0.0	1	11.1	73	27.0
Disagree	20	11.0	0	0.0	0	0.0	0	0.0	0	0.0	20	7.4
Strongly disagree	6	3.3	0	0.0	0	0.0	0	0.0	0	0.0	6	2.2
Total	181		29		4		5		9		270	

A motion was made by Keri Hensarling and seconded by Charmaine Hill. The motion reads, "To suspend our standing rules that we do not exceed an hour and half at our meetings." The motion carried unanimously.

8.0 New Business

8.1 SCR 522, Vote Today

8.2 Vacated Positions

Currently we have five staff council seats vacated from the following areas: professional (1), service maintenance (1), Gulf Coast (1), and GCRL/MEC&A/Cedar Point (2). These vacated positions are something that President McNeese has struggled with. Dr. Thames feels that Staff Council is too large. We are currently at 40 members. Dr. Thames has asked that we review our reapportionment again. President McNeese asked the Constitution and Bylaws Committee to gather information from other institutions in the southeast as well as Faculty Senate as to how their apportionment is set up. We will put together a proposal for Dr. Thames to maintain the membership at 'X.' President McNeese stated that it would be difficult to fill a few of the vacated position without a new election, as there were no others on the ballot. President McNeese proposed that we suspend our policy on filling the vacated positions until such time that we can gather the information needed to justify our size. Faculty Senate has agreed to limit its body to 42-44 members. A motion was made by Keri Hensarling and

seconded by Karen Lott to suspend filling the vacant positions until we can gather sufficient research to justify these positions. President McNeese asked for discussion on this proposal. There was a concern regarding what happens if we have additional vacancies due to absences. When the university reaches its goal of 20,000 students, the university will have to hire additional staff. Will the size of Staff Council increase to compensate for the increase in the number of staff? President McNeese feels that by not filling these positions, we are showing that we are willing to work with Dr. Thames. After further discussion, 33 were in favor, and the motion was opposed by three. Motion carried.

8.3 Annual Christmas Party

President McNeese stated that our annual Christmas party will be held on Wednesday, December 3, 2003. Keri Hensarling asked if the Christmas party could be held on the afternoon of our regular monthly meeting to allow all Coast members to enjoy the festivities. It would be impossible for the Coast group to come up two days in a row. President McNeese moved the date to December 2, 2003. We will hold the dessert social from 2-4 p.m. President McNeese asked for volunteers to help with planning the event. The following agreed to help: Robert Lowe (menu), Robin Barnett (flyers), and Kenton McNeese (room reservation).

8.4 Space Allocation Committee Formation

Staff Council has been asked to form a space allocation committee to bring ideas to the University Space Utilization and Allocation Committee. The Staff Council committee must move quickly, as the Space Utilization and Allocation Committee must have input by the end of November. The members are Virginia Kittrell (chair), Kathy Hayman, Cheryl Burnette, Karen Lott, and Stephen Rey. Kathy Hayman is part of the university-wide committee. Hayman offered to report back to Staff Council as decisions are made and information released.

8.5 Transition of Officers

President McNeese stated that his decision to leave is no reflection on the administration or this body. This is a personal decision to move on and become self employed. This is an opportunity to chase his passion of construction and building. President McNeese thanked everyone for support during his term as president. Virginia will serve as president until July 2004. The Constitution and Bylaws Committee should consider revising the bylaws to cover this situation. President McNeese passed the gavel on to President Kittrell. President Kittrell thanked Kenton for his dedication to Staff Council. She stated that Kenton has put forth 110 percent effort, and he

wanted to take Staff Council to a higher level. President Kittrell presented Kenton with a plaque for serving as Staff Council president. She also gave Kenton a token of her appreciation. Robin Johnson and Keri Hensarling presented Kenton with a devotional book for the business professional to help him through the trying times of self-employment.

8.6 Other

We must hold a special election for the office of president-elect. A nominations and elections committee must be formed. The following members volunteered: Robin Barnett (chair), Kathy Hayman, and Frances Sudduth. A separate committee will be formed in March for the regular election.

9.0 Announcements

9.1 Staff Council Executive Meeting, Tuesday, November 18, 2003, 10 a.m., Physical Plant Conference Room

9.2 Friday, November 7, 2003, "Polish Your Piece of The Rock"

9.3 United Way, "United We Give \$3" Campaign

9.4 Football, November 8, Houston; November 15, Tulane at 'The Rock'; Thursday, November 20, Texas Christian at 'The Rock' (Offices will close at 12:15 p.m.); November 29, East Carolina

9.5 Other

Black and Gold Day is November 15, 2003. This is the largest on campus recruitment event.

November 20, 2003, IHL and MASCO meetings.

10.0 Adjournment

The meeting was adjourned at 11:44 a.m.

Staff Council surprised Kenton McNeese with a going-away luncheon immediately following the meeting.

Robin Johnson
Secretary
November 4, 2003

Jill Beneke, president and CEO of PILEUM Corporation, enlightened Staff Council about the iTech reorganization during the November 4, 2003, meeting.

Beneke is currently serving as the interim chief information officer at Southern Miss. She is excited to be a part of this growing institution. The Office of Technology Resources recently changed its name to iTech. The department is going through a transition to help the institution and Dr. Thames accommodate the goals of serving 20,000 students, \$100 million in research funds, and pay raises for faculty and staff in the near future. Beneke has been charged with finding revenue-generating opportunities to help achieve these goals and to prepare the campus technologically for the increase in students and research funds.

Beneke joined forces with Southern Miss at the beginning of Dr. Thames' presidency to help assess the possibilities of what was needed technologically to meet his established goals. In the spring of 2003, Dr. Thames hired PILEUM Corporation, a management consulting firm, to do assessment on PeopleSoft, technology, and any other business process reliant on technology. PILEUM comprises a variety of consulting practices; accounting, customer service, business process review, technology, and organizational behavior. A report made to the kitchen cabinet in May 2003 revealed some interesting facts about PeopleSoft. PeopleSoft is an extremely valuable piece of software to Southern Miss. Its use, however, was not at the level that benefits were being experienced. PILEUM's main focus was to help achieve what PeopleSoft could really do for the organization in terms of reporting and tracking of information. Dr. Thames also asked Beneke to work closely with revamping the information services area of the university, specifically how business processes relate and tie back into all aspects of the university including academics and financial.

In June 2003, PILEUM started with the goal of developing and implementing a strategy to become user-focused information driven institution fully capable of supporting 20,000 students by 2007 and a \$100 million in research budget by 2005. The campus community should be seeing some of the progressive changes now and in the near future.

The iTech organizational structure and staffing was also an area of focus. The information technology group was structured to facilitate the implementation of PeopleSoft. This structure worked for the actual conversion from BULL to PeopleSoft. Looking ahead, though, there needed to be some changes made to better support and facilitate users. The technology group was reorganized, and now there are five technology officers who are assigned to and report to their respective colleges and one for the financial side. Staff Council member Ray Scott is the college technology officer for the financial side of the university. The CTO

is the liaison from the user community or customers of the technology group back to the technology group. A unit was created to handle project management and strategic planning for the campus. This group will focus on how we will go about deploying and purchasing technology in the future. We need to focus on disaster recovery; a lot of strategies need to be in place so we do not find ourselves behind the curve in deploying technology.

All information systems policies and procedures are currently being reviewed. The campus was constructed on an ATM network (the connectivity between all the buildings). At that time, there were two technologies emerging, ATM and Gigabyte Ethernet. ATM at the time was a very solid, complex, and secure solution. Gigabyte was less secure, but not as complex. The university chose to go with ATM to serve the campuses' connectivity needs. Years later we find out that Gigabyte Ethernet has really emerged as a technology of the future. Parts for our current ATM network cannot be replaced, so a plan has been made to upgrade the network to Gigabyte Ethernet. We should be up around December on the new network. Response times and trouble shooting will be better with the new network.

A business process software usability review found that PeopleSoft is an excellent enterprise resource management package. This review found that some missing links were there. We used our old traditional ways of doing business and tried to mold them into PeopleSoft. In many cases, this did not work as far as reporting and data integrity.

iTech is working on inventorying all computers and software being used on campus. This will help with technology refresh programs. Many computers on campus, about four out of five, are old and need to be replaced. A technology refresh program will be implemented to replace all computers and laptops within three years so that we will not be behind again.

The customer service area of iTech is also being revamped. The quality of help and service has improved recently. Within the next few years, Beneke feels the customer service area will be a 24-7 service area. A new system called "TouchNet" will be implemented to allow customers to buy football tickets, pay tuition, pay housing, and buy theater tickets electronically.

The student administration side of PeopleSoft has been upgraded to version 8.0. Financials will be upgraded to version 8.8 in early 2004. Beneke stated that PeopleSoft is here to stay. It is not going away. If the system is used properly, it can be a tremendous help to us in our jobs. She encouraged all of us to seek more training if need be. We are out of an implementation mode; there will be continuous releases, patches, and changes that have to be made. Technology is moving so fast, and the capabilities of software and hardware are increasing so dynamically that we have to grow.

A few comments were made by Staff Council members regarding training issues. Some felt that the upgrade training was not adequate on the student administration side. Others commented that the training that they received was adequate. Beneke stated that training has been reorganized and now is under strategic planning and development. There are concerns about improving and staffing training programs. There were two trainers who conducted all the upgrade training. If you would like to set up a small group training session, Beneke suggested contacting Paige Strickland or April Jordan.

Dr. Thames is running the university like a business. He makes decisions based on the information extracted from PeopleSoft. This university spends twice as much as it receives in revenue. In order to get revenues up, the university must be run like a business. This would prevent the university from being totally dependent on funding from the legislature and student tuition...

Beneke can be reached at jill.beneke@usm.edu

Mike Giles - Space Utilization and Allocation Committee

Mike Giles spoke to Staff Council regarding the Space Committee. Many of the university community have undergone changes when the nine colleges were consolidated into five. This reorganization caused offices to be combined and departments to change and be relocated. The Physical Plant and other parts of the campus were greatly involved in this process. The group met many times to deal with the issues involving reallocation of space. The Space Committee will now focus on determining the proper way to deal with issues of space in the future. Kathy Hayman also serves on the Space Committee with Giles.

Staff Council has been asked to provide input to the University Space Committee. President McNeese has been asked to form an ad hoc committee to provide input on how space should be utilized or allocated to one group or another. Faculty Senate has provided similar input to the Space Committee already. It became apparent that the staff was not represented in the process of developing the criteria of when a space move is valid. The Staff Council committee that will be formed must act quickly. The Space Committee needs the input from Staff Council before the end of the month.

The faculty senate has provided the following recommendations:

- Personnel and budgets should drive space allocation.
- Chairs and directors should annually evaluate space in their area.
- Deans and vice presidents review the annual reports, adding comments and recommendations prior to submission to the Space Committee.

- Where allocation is necessary, appropriate administrators would be questioned by the committee prior to the request being submitted to the provost.

The Space Committee is represented by all areas of the university community. Giles urged us all to get involved in this process. Results of the ad hoc committee should be reported to Hayman or Giles before the end of the month.

Cheryl Burnette asked about the status of the sports arena. Giles stated that we know there will be a change made. Funding, however, remains an issue. Burnette is concerned about the room scheduling for the upcoming year. Giles suggested that rooms be scheduled as they always have until further notice.

Myra Herndon asked what happens to the classrooms that are assigned to the colleges now that some departments have been moved to a different college. Some of the previously owned rooms now belong to another college. Giles suggested that the deans from both colleges communicate. The rooms should be scheduled as in the past; changes can always be made when the rooms are reallocated.