

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
STAFF COUNCIL MINUTES  
April 5, 2005**

**1.0 Call to Order**

President Kittrell called the meeting to order at 10:02 a.m.

The following members were present:

Robin Barnett, Beth Bosarge, Kim Busche, Melissa Carpenter, Steve Coleman, Mathew Cox, Carol Dunaway, Michelle Fleming, Keri Hensarling, Kathryn Hood, Valerie Horne, Susan King, Virginia Kittrell, Karen Lott, Bob Lowe, Beverly McNeese, Stacey Ready, Ratonia Shaw, Ray Stevens, Brad Sumrall, Mary Butler Sumrall, Mary Virgil and Trisha Wilbanks.

**2.0 Adoption of Agenda**

The agenda was adopted.

**3.0 Call for Proxies**

The following members were represented by proxy:

Keri Hensarling for Donna Donegan, Valerie Horne for Frances Sudduth, Mary Sumrall for Pam Posey, Virginia Kittrell for Toni Stringer, Ray Stevens for Ray Scott, Trisha Wilbanks for Kalin Butirich, Stacey Ready for Steve Rey, and Michelle Fleming for Kady Beaoui.

The following members were absent without proxy:

David Byrd, Kameron Dale, Tommy Dye, Wynde Fitts, Diane Green, Billy Sanders.

**4.0 Approval of Minutes**

**4.1 February Proposed Minutes**

The minutes of the February regular meeting were approved.

**4.2 March Proposed Minutes**

The minutes of the March regular meeting were approved with typographical changes.

**5.0 Officers' Reports**

**5.1 President's Report – Virginia Kittrell**

**Provost's Council – Friday, March 4, 2005 – 10:00 a.m.**

Continuing Education/Distance Learning is being looked at for reorganization. The SACS probation dealt statistically with distance learning and continuing education and how they are assessed. Ken Malone will be looking at operations, how resources will be handled, and how staff will be affected. Continuing Education will focus on non-credit programming. Training, symposiums, CEU's, etc. with academic credits will go back to the academic units. Details will be worked out this month. This change is SACS driven. One problem will be that Continuing Education will not provide proctors for exams. That will be worked out. Correspondence courses will be moved to academic areas.

The Compliance Leadership Team is identifying things that the University is not in compliance with and will develop a plan. The University Assessment Committee is reviewing 04-05 plans. Joy Hamilton is putting together a CD with templates and comments. Each Dean will be given a folder for his unit to review, correct if there are problems, and approve. Last Friday, Dr. Exline and Dr. Thames visited with SACS. We are on track. The consultant will be back next week for a few days. The Strategic Planning Open Forum will give people an opportunity to provide feedback and the committee will review input obtained. Dr. Exline asked people to go to the website and provide feedback.

Dr. Grimes discussed spring registration. The Gulf Coast numbers are higher for the spring than last fall. Usually spring numbers are smaller. There are at least 300 additional students, probably due to SOAR being open longer.

Susan Siltanen reported that graduate applications were up 72%. We are up 50% in the number of doctorates awarded.

Greg Pierce announced that mid term rosters are out. Students not attending need to be identified.

Dr. Panton is finishing awarding presidential scholarships. There are 50+ faculty involved. They may be able to award 24 scholarships. The number of applications is up.

Sue Pace stated that Continuing Education is working through transition and working with other departments to provide information.

Faculty Senate is working on Post Tenure Review.

Dr. Gandy reported that the masters program in Physics was given a one month extension from IHL to provide additional information in order to continue the program.

Cory Wengreen stated that his office is busy working on SACS. The Strategic Plan must be in place before discussions on budgets will begin. We are looking at 5-10% cuts. We are looking at additional revenue versus cuts.

**Cabinet – Monday, March 7, 2005 – 9:00 a.m. - (Valerie Attended)**

**University Planning Committee – Monday, March 7, 2005 – 3:30 p.m. (Virginia was out of town attending a conference).**

**Cabinet – Monday, March 14, 2005 – 9:00 a.m. – Cancelled**

**IHL/MASCO – Thursday, March 17, 2005**

At MASCO, the various universities discussed cell phone usage/costs, the makeup of Staff Councils, and various awards programs.

**Cabinet – Monday, March 21, 2005 – 9:00 a.m.**

Bob Pierce reported that Founder's Day is March 30, 2005. The featured speaker will be John Cox. He will talk about the history of Southern Miss Athletics at 2:30. There will be an unveiling of the plan for the Science Quad. Students will be talking about modifications for that area. The unveiling of the official rings will be at 6:00 p.m. in the Polymer Science Auditorium.

Dr. Dave Beckett asked about patio furniture at Johnson Science Tower. Dr. Moore and Gregg Lassen reported that this is scheduled and is part of the student plan. Advisement is next week. There are 900 majors in Biology.

Jonathan Krebs, SGA President, reported that the north bound bridge is being painted. Graphics should go on tomorrow – in time for Founder's Day. SGA is paying for this, and the cost is about \$14,000. Jonathan discussed concern about advisement in the College of Business area because they don't actually meet with faculty. He stated he is working on the one-card system for the university.

Dr. Joe Paul stated that the Calendar Committee will meet tomorrow at 9:00 a.m. to work on finalizing the fall break for Thursday and Friday after homecoming or Monday and Tuesday. SGA is proposing changing the spring calendar again. They will be asking for the Wednesday before Thanksgiving off. Dr. Paul said they are

working on expanding the SOAR window for advisement and registration. This should help with advisement.

Dr. Exline said that Hinds Community College personnel will be coming March 31 to visit with Southern Miss. Planning forums will be on March 23 on the Hattiesburg campus and noon Thursday on the Coast campus. Not many people have posted comments to the message board. There will be a planning session for chairs on April 22 from 9:00-4:00 in Union Rooms B and C. With regard to SACS, Dr. Exline stated that Margaret Sullivan, the consultant, was at the IHL Board meeting last week. She says the things we are doing are what needs to be done in order for us to get off probation.

There have been approximately 30 recommendations for a commencement speaker. The cutoff date is March 31.

Richard Giannini said that football practice will begin tomorrow. A track meet will be held here this weekend. There will be a picnic after the competition. They are working on the NCAA self study/evaluation. He discussed lighting at the track/soccer field. This was part of the bond issue that failed. They are looking at other alternatives to increase lighting, which will increase attendance. The estimate for lights is approximately \$150,000.

Dr. Moore is working on the appreciation reception for coaches/staff. It will be the first week in May.

Dr. Exline is going ahead with the online student evaluations. Ray Scott has sent her an alternative plan. They couldn't get it in SOAR. She will send it to faculty. It will be password protected. They are looking at incentives for students to complete the evaluation – possibly a lottery to get free textbooks for next semester. They won't be doing evaluations by hard copy.

Dr. Burge stated we must be in compliance with HIPPA by April 21. They are interviewing web content managers and will be advertising soon. There will be one for each VP area and one for each college and one for the library. This is part of the recruitment strategy.

**Executive Cabinet – Monday, March 21, 2005 10:00 a.m.**

Russ Willis presented the Performance Evaluation document to the Executive Cabinet.

**Meeting with Dr. Thames – Monday, March 21, 2005 – 1:30 p.m.**

Valerie and I met with Dr. Thames to discuss the Staff Council Constitution and Bylaws. We also discussed some of the upcoming changes. We left the document with him to review and sign.

**University Planning Committee Open Forum – Wednesday, March 23, 2005 – 12:00 p.m.** – Committee presented Mission, Vision, Commitments, Broad Strategies, and Goals to attendees and listened to feedback and recommendations.

**Provost's Search Committee Meeting, Wednesday, March 23, 2005 – 4:00 p.m.**

At the Provost's Search Committee meeting, Dr. Thames asked to speak to the group. He commented that Southern Miss will have the results from the SACS review in December. We will do fine and will exceed expectations. He understands that this has resulted in double duty for many people. After talking with the SACS people in Atlanta and Margaret Sullivan, the consultant, it has been concluded that a change in the Provost at this time is not a good thing. Funding for next year is still up in the air. There is a possibility of a 5% cut; some are saying 7.5%. There is a rumor that a tax may be imposed on cigarettes, which may generate enough

money to offset the cuts; however, the Senate is not willing to do that. A 5% cut amounts to \$3.8 million. Every twelve months, expenses go up about \$3 million. If we take a 5% cut and expenses go up \$3 million, it would be a substantial burden to Southern Miss.

Therefore, Dr. Thames regrets to announce that we should terminate the Provost search at this time. Dr. Grimes will serve as Provost for both campuses, at least until we have been removed from probation. It is the best thing for us. The feeling from Atlanta is that bringing in a new Provost is not a good thing to do right now.

The administration will send out information very soon regarding this decision.

A few questions were asked at the meeting. Why do we need two provosts? Dr. Thames isn't sure we do right now. Maybe we need an Associate Provost on the Coast. The reason why we had two provosts was because the Coast campus felt it was necessary. We've come a long way, and there has been tremendous change on the Coast campus. A comment was made that the Coast needs someone in some capacity because they feel disconnected.

A couple of clarifications were made regarding budgeting. Dr. Thames said the money for the new provost was one thing, but it was a minor issue. The main thing is SACS. The other issue was communication. It was requested that the committee wait until Dr. Thames had sufficient time to make this announcement to the Deans, which was to occur directly after this meeting. Also, Dr. Joe Paul will inform the candidates today of the decision.

After Southern Miss has been removed from probation, the situation will be reviewed again to see if it is necessary to have a provost on both campuses or if another alternative is more feasible.

Dr. Exline stated that she was very hesitant to have someone new come in and deal with SACS.

Dr. Grimes' title will be changed from Interim Provost to Provost.

Dr. Thames thanked the committee for its hard work on the search for a new provost and regretted that the process must be terminated at this time.

**University Planning Committee Open Forum/Gulf Coast – Thursday, March 24, 2005 12:00 p.m.** - Committee presented Mission, Vision, Commitments, Broad Strategies, and Goals to attendees and listened to feedback and recommendations.

**Cabinet – Monday, March 28, 2005 – 9:00 a.m.**

Dr. Beckett discussed the issue of faculty going to high schools to teach courses. He approves high school students attending Southern Miss because it gives them an opportunity to get familiar with campus, but he doesn't understand why Southern Miss faculty are going to Oak Grove school when faculty are already stretched thin. He asked if there were conversations with faculty, chairs, and Undergraduate Council. He stated that this is clearly distance learning and wanted to know if SACS approved this. Dr. Exline stated that she checked with SACS, and it has been approved.

Dr. Joe Paul said conversations are taking place about dual credit for high school and college. The Oak Grove project is intended to be a pilot project. Deans were involved in the process. Sociology and psychology are the courses taught at Oak Grove. Dr. Beckett stated he preferred that students come to our campus. Dr. Paul said that students must have a GPA of 2.5 and a 25 on the ACT.

Dr. Exline announced that there were numerous planning meetings scheduled with the Deans and Mathew Cox in Admissions regarding the Oak Grove project. If it were a whole degree program, it would be different. Faculty must meet requirements to teach college courses at a high school. Courses are based on what advisors stressed as needed and deans with what is feasible.

Dr. Paul stated that recruitment was looking good. Founders Day is March 30. The ceremony will begin at 2:30 outside the Administration Building. The official school ring ceremony will take place that evening. April 1 is priority preview.

Jonathan Krebs talked about the entertainment he is planning for students. There will be three Friday Night at the Fountain events. The students are submitting a change to the Calendar Committee for review. Dr. Beckett stated that he didn't like having students return on Thursday for the second semester. SGA will propose having exams on Wednesday, Thursday, and Friday one week and Monday and Tuesday, the next week. They would like to have October 20 and 21 off for Fall Break.

Dr. Beckett stated that Bob Bateman chaired the committee to put student evaluations online. The question was asked, "Who sees the evaluations?" Dr. Exline said that deans, chairs and the provost get copies of everything. She will call a meeting with those involved.

David Hansen reported that Southern Miss has won six straight baseball games now. It was a good weekend for baseball, and USM is tied for second place in the conference. Football is underway. We will host the spring game on April 16. There are two new coordinators in offense and defense.

Gregg Lassen reported that there was a fire at the Performing Arts Center. Due to the quick responses of John Wooton and Larry Panella, the fire was quickly put out. Gregg stated that ELI has been torn down. The retaining wall may need to come down. Parking will go there and will allow West Memorial to be closed to become a pedestrian mall. The funding formula process is going on at IHL. A model was presented a couple of weeks ago. Next week he will be at MUW for a funding formula retreat. The Texas model was used when Dr. McFall was here. It showed we were underfunded. The edited version shows we are not hurt at all. The newer model is weighted on what the costs have been which doesn't hurt Southern Miss.

Dr. Exline reported that the planning committee forums were held last week. Good comments were received. The committee will meet at 3:30 today and will present to Cabinet next week.

Lisa Mader announced that the unveiling of plans for the science quad will take place on Wednesday at 1:30. She encouraged faculty to participate in the lecture series. A press conference will take place with Placido Domingo on April 1.

**University Planning Committee – Monday, March 28, 2005 – 3:30 p.m.**  
Worked on planning document.

**University Planning Committee – Thursday, March 31, 2005 – 8:00 a.m.**  
Worked on planning document.

**University Planning Committee – Monday, April 4, 2005 – 8:00 a.m.**  
Committee presented Mission, Vision, Commitments, Broad Strategies, and Goals to Executive Cabinet for feedback.

**5.1 President Elect's Report – Valerie Horne**  
**3-4-05 Faculty Senate**

I attended the Faculty Senate meeting on March 4, 2005. Dr. Beckett reported that the Provost Search was in a dormant state. Everyone was waiting on Dr. Paul. He reported that the Drug and Alcohol Policy was on Lee Gore's desk. Also, in answer to the question from last month's meeting on the Research Foundation Director's position, as it is still vacant.

Dr. Bill Powell reported that he attended and asked Homer Coffman for Faculty Senate representation on the Itech Advisory Committee. He reported that faculty hiring is moving forward. J. T. Johnson is working on evaluations.

They had two students to speak on the tearing down of Pine Haven apartments. Both were very concerned. They provided the Senate with a copy of the letter that they received from Residence Life on March 1, 2005.

### **3-7-05 Cabinet Meeting**

I thanked Bob Pierce for providing copies of The Drawl for Staff Council members and making it available for all new employees. I confirmed that Virginia and I had scheduled an appointment with Dr. Thames to discuss our constitution and bylaws.

SGA President Walt Cain reported that the painting of the bridge would be done by April 8, 2005. Dr. Thames was very pleased because it was completely paid for by the students. Jonathan Krebs, the new SGA President for 2005-06, reported that he wanted to go to the new card system and that the only hold-up would be Residence Life and everyone looked at Dr. Paul.

Dr. Beckett reported that he was finishing his assessments for SAC. He also reported that the Senate was visited by two Pine Haven Residence. He asked Dr. Paul what the plan was for housing our married students. Dr. Paul reported that it would cost between 25-32 million to replace Pine Haven. He reported that only 1/10 of our students stay there and that at this time there are no plans to rebuild. However, every effort will be made to accommodate our current residents.

Richard Giannini reported that a NCAA enforcement officer was on campus Thursday and that they were pleased with the results. He provided us with a copy of a report from the Clarion Ledger for 3-6-2005 that stated "Golden Eagles soar in academic report." USM not only saw every one of its 13 athletic teams earn a passing grade for the 2003-04 academic years, but was among the 142 schools from Division 1's pool of over 300 to meet the NCAA's new minimum academic performance standards.

### **3-11-05 IT Advisory Council Meeting**

We voted on and passed the new governance model. A motion was passed to include a Faculty Senate representative on the council.

#### **5.2 Secretary's Report – Keri Hensarling – No Report**

#### **5.3 Secretary-Elect's Report – Kim Busche - No Report**

#### **5.4 Parliamentarian's Report – Mary Sumrall for Pam Posey**

Staff Council has been quite informal in conducting its business, which is good at times. When we meet once a month, we have a lot of business to conduct, which is also good. But, we also need a little order to the way we conduct our business. I feel this is partially my fault and I apologize for this. I am asking President Kittrell to use a head table in the following manner in which to better conduct business. The Parliamentarian should sit to the immediate left of the podium and president. On the immediate right of the podium, the president-elect, then secretary, and then secretary-elect should sit. This allows for the president-elect and the

parliamentarian to help the president in proper protocol and in recognizing members.

Hopefully, this structure will help with a more orderly manner with which to conduct and discuss business and allow all members the opportunity to be heard.

Sometimes it is imperative that we take some action and not delay voting in time-sensitive issues. At other times when issues have been presented to the members ahead of time, it is permissible to put a time limit on matters of discussion. If the outcome of the issue cannot be decided in the meeting and is not time sensitive, then action to continue the discussion the following month can be taken or assigned to a committee for recommendation.

When discussing an issue, please remember the following: 1) stay focused on the issue being discussed, 2) please wait to be recognized by the president, 3) only one person speaking at a time, and 4) give respect to the presiding officer.

When issues are assigned to a committee and the committee brings forth a recommendation, a second is not needed. Once the recommendation is made, the president can then call for discussion. Please be reminded to keep focused on that issue only.

For instance, today, the Constitution and Bylaws Committee will make a recommendation on one aspect of an issue dealing with the decision to "what extent" outsourced people will serve on Staff Council. The Committee has also recommended that President Kittrell set a time limit of 20-30 minutes for discussion. There is only one aspect of this issue to be discussed and the mechanics are not being recommended at this time. The Committee simply wants Staff Council approval on whether or not to accept their recommendation. The recommendation was submitted earlier via our list serve and members should have had ample time to review and be ready to discuss. After proper discussion, in simple terms, your options are: 1) vote for the recommendation, 2) refer back to committee, 3) defeat the motion, or 4) amend the motion.

The Constitution and Bylaws is taking the "overall" issue of outsourcing step by step. Last month the Staff Council voted to include outsourced employees as part of Staff Council. Actual wording and changes to the Constitution and Bylaws will be presented at a later time when all issues have been dealt with and the Committee has the direction in which to proceed regarding all components of outsourced employees.

I want to encourage members to continue using our Staff Council list serve for discussions and encourage Staff Council members to solicit information from those we represent in order to best serve the university staff members. These comments are merely reminders of some basic rules of order and are not intended to stifle any discussion of an issue.

I apologize for not being at the meeting today. I had requested to be put on the agenda a few weeks ago before I realized I would not be at the meeting today.

Mary Sumrall is serving as my proxy today as well as serving as Parliamentarian. Have a great meeting!

## **6.0 Old Business**

### **6.1 Elections**

Elections for Staff Council members have been held and the votes have been counted. The winners will be notified and invited to the June luncheon. New terms will begin July 2005.

### **6.2 Outstanding Staff Member Award**

Nominations for Outstanding Staff Member Award are due today.

## 7.0 Committee Reports and Assignments

### 7.1 Assignment of Action Items – #112 – University Relations

*Increase the speed limit on Turk Circle, around the coliseum, from 10 mph. It is impossible to go 10 mph. You have to ride your brakes to do this..*

This action item was submitted by Virginia Kittrell and will be handled by the University Relations committee.

### 7.2 Constitution and Bylaws – Ray Stevens

During the month of March, your Constitution and By-Laws committee has been working on the next step following our S-C vote to include staff from out-sourced units. The C&B-L committee met earlier this week and will present the following for S-C consideration at the April meeting. Our intent here is to provide each Staff Council member with the committee's results, so each representative may have time to reflect on the issue presented and allow you to discuss this with other staff constituents. (If you know of S-C members who do not receive our S-C list serv, please provide them a hard copy of this message, or contact me and I will see that they receive a hard copy...thanks!)

Three potential *types of membership* for out-sourced staff are proposed:

- (1) **Full privileges** – out-sourced representatives would carry the *identical* membership privileges as university staff representatives. They would have full voting privileges, could hold office within Staff Council, and would serve on Staff Council committees in the same capacity as university staff representatives.
- (2) **Limited privileges** – out-sourced representatives would have full voting privileges; they would not be allowed to become a member of the S-C Executive Committee (hold an elected S-C officer position). They would serve on S-C committees but they would not be allowed to hold committee chair positions.
- (3) **No privileges** – out-sourced representatives would carry *no* membership privileges, as accorded to university staff representatives. In this capacity they would be allowed to “hear and be heard.”

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It is the consensus of the C&B-L committee present that...

- (1) The Constitution and By-Laws Committee recommend limited privileges (item #2 above.)
- (2) That discussion and voting within S-C should, at this time, be limited only to this issue. (Other matters pertinent to the issue of out-sourced staff membership on S-C will be presented for discussion and vote at subsequent S-C meetings).
- (3) The Constitution and By-Laws Committee recommends to the S-C president that discussion on this question be limited to between 15 and 30 minutes at the April meeting. Further, that discussion be terminated at the end of the stated time period and a call for a motion be requested.
- (4) A S-C decision on “type of membership” for out-sourced personnel should be determined prior to addressing the issue of “how out-sourced staff personnel should be selected” for membership.
- (5) It is hoped that following this procedure will expedite discussion and will allow for an informed decision.

A motion was made by Kathryn Hood and seconded by Ray Stevens to call for a vote on Type #2 membership to be held by out-sourced representatives. 26 aye, 4 nay. Motion passed.

### 7.3 Legislative – Kameron Dale - no report

7.4 **Salaries and Benefits** – Mary Butler Sumrall – no report

7.5 **University Relations and Cultural Diversity** – Stacey Ready

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI'S  
STAFF OF THE MONTH AWARD  
Sponsored by the Staff Council**

The purpose of this award is to recognize a university employee for dedication, leadership, service, and unselfish contribution of time and effort in the promotion of the mission and goals of the university.

Criteria for nominees: *Any part-time or full-time employee with a minimum of one year of continuous service to Southern Miss. **A person may only receive the award once in a three year time period.***

Recipient receives: *\$40 gift certificate which can be redeemed at Barnes and Noble at Southern Miss or any on campus food service venue( or gift basket of comparable value if preferred by winner), two tickets to the athletic event of their choice (sport that is in season at the time), their photo on the Staff Council website and a 1 month trial membership to the Payne Center.*

- **Receipt of the Staff of the Month Award does not replace or supercede a staff member's annual evaluation by their immediate supervisor.**
- **If a nominee is not selected, they must be re-nominated to be reconsidered.**
- **Anyone selected as a Staff of the Month will automatically be eligible for the Staff Council's Outstanding Staff Member of the Year Award.**

All nominations must be submitted by a university employee by the 20<sup>th</sup> of each month to be considered for that month's award. To nominate someone, complete the following information:

Name of nominee: \_\_\_\_\_ Phone# \_\_\_\_\_

Department and years of employment: \_\_\_\_\_

Nominated

by: \_\_\_\_\_

University community and committee

involvement: \_\_\_\_\_

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Please describe professionalism, reliability, customer service, job knowledge, communication skills and any other relevant criteria of employee. Provide specific examples if possible:

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**7.6 Technology and Training – Donna Donegan**  
Ms. Donegan stated that the list serve and photo page are being updated and the website is almost finished.

**7.7 Other Committees:**

**A. Department of Parking Management Committee – Stacey Ready**

The Parking Management Committee met on Tuesday March 8, 2005 in Union Room H. Among the Old Business discussed was the recent completion of the elimination of the curve by Arthell Kelley Hall. The completion of that sidewalk should be soon. The hold-up of the completion of the work by Owings-McQuagge is completely related to weather and soil conditions, stated Mr. Postlewaite. Apparently the debate over the complete elimination of Zone 5 decals is still ongoing within the Administration. When the ELI building is razed that lot may become a Zone 5. There is also concern over abuse of retiree stickers. Dr. Eddie Holloway asked the Committee for a recommendation as to what to do with retiree stickers. There is a problem with many retirees parking in the Zone 5 area. After much, at times heated discussion, our recommendation was to change the system so that retirees would only be allowed to park in Faculty/Staff zones as opposed to any zones.

Lucy Bowens discussed new business: One thing that staff will certainly want to be aware of is that there will be a slight increase in the cost of decals in the next academic year. The decals will go up to \$35 in fall of '05. This will be for everyone: Staff, Faculty and Students. Other new business that was mentioned is the continued concern about where to park visitors to our campus. We really don't have a true visitors parking lot...this continues to be an issue.

Our next meeting was set for April 5, 2005.

**B. Scholarship Committee – Virginia Kittrell**

The application deadline is April 22, 2005.

**C. Drug and Alcohol Policy Review Committee – Mathew Cox – no report**

**D. President's Council – Ray Scott – no report  
February 10, 2005**

**E. Performance Review Committee – Robin Barnett**

The Performance Review document was presented during the Speaker portion of our meeting by Russ Willis. Staff Council unanimously approved the use of this document with minor changes.

**F. University Planning Committee – Virginia Kittrell – no report**

**G. IT Advisory Board – Virginia Kittrell – no report**

**H. Wellness Program – Robin Barnett – no report**

**8.0 New Business**

**8.1 Staff of the Month Awards**

This item is a work in progress and a determination of how the procedure will work should be ready for review shortly.

**8.2 End of Year Reports**

The Chairs of all committees should begin compiling their year end reports for presentation at the June meeting.

**8.3 Fundraising Committee**  
Tabled until May meeting.

**9.0 Announcements**

**9.1 Registration begins for Summer Semester – Friday, April 1, 2005**

**9.2 Daylight Savings Time begins – Sunday, April 3, 2005**

**9.3 Staff Council Executive Committee Meeting – Tuesday, April 19, 2005, at 10 a.m.**

**9.4 IHL meeting – Thursday, April 21, 2005, 8:30 a.m.**

**9.5 Administrative Professionals Day – Wednesday, April 27, 2005**

**9.6 Southern Miss Trivia (from The Draw!)**

**10.0 Adjournment**

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

**Keri Hensarling**  
**Secretary**  
**April 2005**