

\*\*\*\*\* APPROVED MINUTES \*\*\*\*\*

## THE UNIVERSITY OF SOUTHERN MISSISSIPPI

August 3, 2004

### 1.0 Call to Order

President Kittrell called the meeting to order at 10:21 a.m.

The following members were present:

Keri Hensarling, Stacey Ready, Mathew Cox, Steve Coleman, Mary Butler Sumrall, Wynde Fitts, Diane Green, Vicki Watkins, Susan Blackwell, Michelle Fleming, Robin Barnett, Ray Scott, Trisha Wilbanks, Anne Marie Flowers, Kalin Butirich, Ratonia Shaw, Hitomi Wince, Karen Lott, Ray Stevens, Toni Stringer, Donna Donegan, Susan King, Kameron Dale, Pam Posey, Kim Busche, David Byrd, Myra Herndon-Wade, Valerie Horne, Stephen Rey, Mary Virgil, Carol Dunaway and Virginia Kittrell.

### 2.0 Adoption of Agenda

The agenda was adopted.

### 3.0 Call for Proxies

The following members were represented by proxy:

Valerie Horne for Frances Sudduth, Vicki Watkins for Kady Beoui, Mary Virgil for Charmaine Hill and Toni Stringer for Beverly McNeese.

The following members were absent without representation:

Billy Sanders, Robert Lowe and Tommy Dye.

### 4.0 Approval of Minutes

#### 4.1 June Proposed Minutes

The minutes of the June regular meeting were approved as amended.

#### 4.2 July Proposed Minutes

The minutes of the July regular meeting are at the proofreader's office at the time of this meeting. They will be discussed/approved at next month's meeting.

## 5.0 Officer's Reports

### 5.1 President's Report – Virginia Kittrell – Cabinet July 12, 2004

Cynthia Moore reported that 424 people would be graduating at the summer commencement, which will be held at the Multi-Purpose Center. Furniture vendors will be on campus at 2:00 p.m. in the Union Hall of Honors. Deans were asked to send faculty so they could view the furniture and evaluate the various items.

It was announced that Gulf Coast employees will receive Mardi Gras off and Hattiesburg employees will get two Thursday afternoons off for football games.

Dr. Cecil Burge announced that the Huron Consulting Group study revealed that there was no compelling business reason to go to the merged center (shared computing). The estimated cost to implement such a program would be \$35 million.

\$11 million was spent on pc's during the last two years. Itech has been discussing bulk buying and cost savings with vendors. We could save 30–35% on new computers. Computer hardware is only 20% of the total cost; 80% is maintenance and software. Dell, Howard, and IBM computers were considered and IBM offered the best price. Tim Hudson will help standardize buying computers for new faculty.

On Friday, the new marketing strategy will be announced for the Gulf Coast campus. Ken Malone and Jay Grimes will present.

### Provost's Council – July 20, 2004

Virginia Kittrell reported that Staff Council will be assisting with Student Move-In Day on August 19 to help with student relations. Staff Council will be working with America Recycles Day and Polish Your Piece of the Rock as well in November.

Dr. Hudson stated that the Board approved the 124 credit hour baseline for degrees. All degrees will be reviewed. Some fear that core courses will come under attack if the goal is to change to 120 hours. Seventeen states in the south were studied; 12 have 120 hour degree courses. By this time next year, we are supposed to go to the IHL Board with degree courses at 120 hours. This is a common college issue.

Gregg Lassen reported that there is a strong attempt to accommodate classes on Thursday football game days. 2:30 classes will meet on Friday. Labs will run through 4:00. Offices will close at 12:00. The library will remain open as long as classes are going on. The Gulf Coast is not really affected. Offices will not close and classes will not be cancelled. The Gulf Coast campus will get Mardi Gras off instead.

The Graduate Council Bylaws were approved to adjust to the new college apportionment.

IHL wants all eight state universities to review post tenure review policies. The Board wants some mechanism for potential dismissal for tenured faculty. The deadline is February 2005 to prepare a report on how to tweak policies to meet Board requirements.

Dr. Pierce announced that the Educational Testing Service sent a letter that a grading error had been found in the Praxis. However, it appeared that most people who had taken it had their grades adjusted upward. The problem was a technical grading error by ETS.

Paula Mathis reported that there were 95 incoming freshmen in the Honors College.

It was announced that there is a British Studies Forensic Science Program that will be held from August 14–19 that will be taught by Dean Bertram. The lectures and seminars will be at sea. Some of the best experts will give presentations.

Jane Siders reported that over 300 students were now being served through the Office of Disability Accommodation.

Rex Gandy announced that the School of Construction had been formed.

Meeting with Gregg Lassen – July 21, 2004

Valerie and I met with Gregg Lassen to discuss items that Staff Council is working on. Training was discussed in depth. He suggested meeting with Wanda Naylor in Human Resources to discuss our training interests. We talked about the textbook scholarship fund. We informed him that Larry Lee is working on that

through Aramark. He also suggested that we become familiar with other offices so that we can better direct/guide students. Mr. Lassen offered suggestions for an employee appreciation day. Staff Excellence Awards were also discussed and he is looking in to ways to fund the awards.

Meeting with Dr. Thames – July 27, 2004

Valerie and I met with Dr. Thames to discuss the mission, vision, strategies and goals of Staff Council for the upcoming year. Dr. Thames stressed how important we all are, both faculty and staff, in making sure students are taken care of. He liked the idea of a workshop for grant writing for staff and the implementation of a safety program. He would like to see an organizational type chart to demonstrate the various operations of the departments tying them together so that people could see at a glance the overall picture of the University's functions. We also talked about implementing best management practices between departments to create incentives for cost saving measures or ways to improve efficiency. We ran out of time and Dr. Thames asked Valerie and me to come back at a later date to continue discussions.

Cabinet – August 2, 2004

Gregg Lassen reported that the paving projects are underway but will not be completed prior to school starting. Dramatic improvements are being made to Seymour's and Stone's Throw. Einstein's Bagel will be in CICE. The Commons has been dressed up and will have improved hours. The Power Plant project will be accelerated to next year. It wasn't scheduled to occur for several years, but Mr. Lassen has talked with Aramark about the project being used as a demonstration for other universities to look at. A patio will be added at the library for faculty/staff. Dr. Thames asked what could be done at the Commons to make it more pleasing for students to hang out. There was discussion about adding patio furniture there and at Johnson Science Tower.

Tim Hudson reported that 112 full-time faculty have been hired across all colleges.

Dr. Burge reported that \$17 million in contracts have been put into place.

Richard Giannini reported that the stadium will be pressure washed and the goal will be to have it painted this year. First Friday is this

Friday at the Area Development Partnership. Go Gold Day is also this Friday. Fan Fare is August 14. Ticket sales are about 200 ahead of last year for football. Players will report on August 8 for first practice.

Cynthia Moore reported that more classrooms had been identified that needed furniture. The goal is to replace as much as possible to reinforce the commitment to students.

Virginia Kittrell reported that iTech and Physical Plant will be updating their websites to make information about submitting work requests easier. We will also be conducting some workshops on the process as well.

Dave Beckett announced the new Faculty Senate members. He and Gregg Lassen had a meeting about raises. He wants to emphasize that Faculty Senate played a major role in an alternative solution for the distribution of raises. Faculty Senate will put together a document regarding raises and review what other universities have done.

Dr. Thames discussed Garden Park, which is a 120,000 square foot facility that has been vacant for the last four years. The owners have offered to give it to Southern Miss for \$1.00. The university would borrow money for repairs and renovations, which would cost around \$2 million.

Dr. Thames is still working on getting the VA hospital in Gulfport. Southern Miss is trying to use existing resources rather than new construction.

Lisa Mader reported on the new light pole banners and banners that will hang from buildings. They will go up around September.

5.2 President Elect's Report – Valerie Horne – No Report

5.3 Secretary's Report – Keri Hensarling – No Report

5.4 Secretary-Elect's Report – No Report

6.0 Old Business

## 6.1 Report for Dr. Thames

This topic was discussed during the President's report.

## 7.0 Committee Reports and Assignments

7.1 Assignment of Action Items – none

7.2 Constitution & Bylaws – no report

7.3 Legislative – no report

7.4 Salaries & Benefits – no report

7.5 University Relations & Cultural Diversity –no report

7.6 Technology & Training – no report

7.7 Other Committees:

A. Sexual Harassment – Charmaine Hill

B. Department of Parking Management Committee – Mary Butler Sumrall

Stacey Ready will be assuming this position in September.

The Parking Management Committee met yesterday afternoon. We discussed several items, but I wanted to update you on the parking fee increase. I showed the committee the action items submitted to the Staff Council. The proposal is still on Dr. Joe Paul's desk. It has not been approved or disapproved, so it seems highly unlikely that the increase will take effect this fall.

Since the Parking Management Committee had no input in the proposal, Mary Beth Walker appointed an ad hoc committee to review the proposal to determine whether the committee will endorse the current proposal, modify it, or submit a completely new proposal. I will be chairing that ad hoc committee, and we will submit a draft to the entire committee at our September meeting.

The Department of Parking Management will provide information on how it plans to spend this additional money. We might need an increase to pave lots, hire additional ticket writers, etc., but an

increase from \$24.00 to \$40.00 is quite a hike. If you have any additional thoughts, I would appreciate your sending them to me.

We discussed many other items; be on the lookout for changes in parking in the center of campus.

#### C. Scholarship Committee – Virginia Kittrell

President Kittrell met with Larry Lee to discuss the scholarship possibilities. They are meeting with Barnes & Noble to find out about the \$10k that was written into their contract to be allotted to students and staff for scholarships. At this time they have not developed the criteria. As soon as they do, we'll let you know.

#### D. Drug and Alcohol Policy Review Committee – Mathew Cox

The committee met yesterday and there was some discussion as to what the centralized focus of the committee should be. There seems to be some feeling that drug and alcohol referral should be the main item of concentration. How the referral would be made and what it would lead to was a major topic of discussion. We got hung up on trying to map out the statutes and policies because they become very cumbersome. If you try to combine the federal, state and campus rules, they become almost unenforceable because of their complexity.

#### E. President's Council – Ray Scott

Wynde Fitts reported that most of the discussion was devoted to the alcohol policy and classroom conditions. They want to appoint someone in each building to be in charge of work orders and maintenance. The Faculty Handbook is still in committee and under discussion. A three year history was given of faculty and staff who have left the University and we seem to be pretty consistent.

#### F. Performance Review Committee – Virginia Kittrell

Pam Posey, Robin Barnett and Ray Stevens have volunteered for this committee. If anyone else would like to volunteer, please let President Kittrell know as soon as possible. Russ Willis and a couple of faculty members will also be serving. September will probably be the first meeting.

### 8.0 New Business

#### 8.1 Election of Officers

Anne Marie Flowers has volunteered to serve as Secretary–elect. After President Kittrell asked three times for nominations, Ms. Flowers was accepted as the new Secretary–elect.

#### 8.2 Filling vacancy of Sally Donovan

Carol Dunaway will fill the vacant seat of Sally Donovan.

#### 8.3 Community Blitz Week

Anyone who wants to help, please let President Kittrell know as soon as possible. We need 16 people to help. Staff day is September 3.

#### 8.4 Student Move–In Day

Please sign the volunteer list as it is passed around, if you would like to help August 19, 2004. Shirts will be provided by Dr. Paul's office.

#### 9.0 Announcements

9.1 Staff Council Executive Committee Meeting – August 24, 2004, 10:00 a.m.

9.2 IHL Meeting August 19, 2004

9.3 Summer Commencement will be held at the Lynn Cartlidge Multi–Purpose Center August 9, 2004. Ceremonies will be at 2:30 and 6:30.

9.4 Go Gold Day – August 6, 2004

9.5 Southern Miss vs California – Thursday, September 16, 2004. Offices will close at 12:00. Classes will be dismissed at 2:30.

9.6 Calendars and posters are available on the back table.

#### 10.0 Adjournment

The meeting was adjourned at 11:00 a.m.

Keri Hensarling  
Secretary  
August 2004