

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

## THE UNIVERSITY OF SOUTHERN MISSISSIPPI

September 7, 2004

### 1.0 Call to Order

President Kittrell called the meeting to order at 10:03 a.m.

The following members were present:

Keri Hensarling, Stacey Ready, Steve Coleman, Mary Butler Sumrall, Wynde Fitts, Diane Green, Susan Blackwell, Michelle Fleming, Ray Scott, Trisha Wilbanks, Ratonia Shaw, Hitomi Wince, Karen Lott, Ray Stevens, Donna Donegan, Susan King, Kameron Dale, Pam Posey, Kim Busche, Myra Herndon-Wade, Valerie Horne, Stephen Rey, Mary Virgil, Carol Dunaway, Charmaine Hill, Frances Sudduth and Virginia Kittrell.

### 2.0 Adoption of Agenda

The agenda was adopted.

### 3.0 Call for Proxies

The following members were represented by proxy:

Pam Posey for Robin Barnett, Donna Donegan for Mathew Cox, Charmaine Hill for David Byrd, Carol Dunaway for Vicki Watkins, Kim Busche for Robert Lowe, Virginia Kittrell for Toni Stringer, Ratonia Shaw for Tommy Dye, Valerie Horne for Billy Sanders and Trisha Wilbanks for Kalin Butirich.

The following members were absent without representation:

Kady Beoui.

### 4.0 Approval of Minutes

#### 4.1 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.

#### 4.2 August Proposed Minutes

The minutes of the August 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 – August 19, 2004 – Student Move-In Day

Members of Staff Council volunteered to assist students with moving into the dorms. It is amazing the amount of planning and coordination that goes into that day, and the number of volunteers is tremendous. This will most likely be an event that Staff Council will participate in each year now.

### September 3, 2004 – Community Blitz

Staff Council members along with Association of Office Professionals members and other staff will participate in Community Blitz this Friday.

### September 13, 2004 – Basics of Grant Proposal Development Workshop

Staff Council will host this workshop from 1:30 – 3:00 p.m. at Union Room C. Presenters will be Connie Wyldmon and Bonnie Cooper. Topics to be covered include institutional processes (since proposals and contracts for external funding must go through SPA), principles and terminology, university policies, resources for finding opportunities, and tips for increasing the chances of success.

### October 2, 2004 – Southern Miss Comcast Golf Classic

Staff Council will be joining the Division of Student Affairs and participating in the golf tournament on Oct. 2. In addition to raising money for student scholarships, Staff Council will be raising money for professional development and textbook scholarships for staff.

Committee for Improving Methods to Report Classroom Problems  
Physical Plant has updated the website to make the work request page easier to use for reporting problems on campus. A link to iTech's work request page has been added for audio/visual problems. Instructions for submitting work requests are available on the web for first-time users.

This system will allow users to enter and query a work request and search by a work order number or work request number to check the status of a job and view labor and materials charges including items purchased at Physical Plant Warehouse once the work order has been completed.

We hope this system allows greater flexibility and improved communication with regard to work requested of the Physical Plant.

Physical Plant has a building liaison list that is primarily used to contact personnel in buildings in the event of a utility interruption. However, we want to expand that or change it to list people who would be responsible for submitting work requests. This should be one or two people in each area that faculty and/or staff contact to report problems to either Physical Plant or iTech. Currently, the building liaison list is in order of building number. We will change it to an alphabetical listing once we get the updated list compiled.

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

Anne Marie Flowers was killed over the Labor Day holiday weekend. She and her husband were traveling to visit family and were involved in a car accident. Our thoughts and prayers go out to her family and friends. In lieu of flowers, please make donations to the Jackson County Animal Shelter. A moment of silence was observed at this time in Anne Marie's memory.

6.0 Old Business

6.1 Community Blitz Week

We had a terrific turnout and visited many businesses. It was a very successful venture. Thank you for your participation.

7.0 Committee Reports and Assignments

7.1 Assignment of Action Items

#108 – “Propose receiving a Payne Center membership in lieu of receiving/ attending an academic course.” – Salaries and Benefits

#109 – “Propose in lieu of receiving a tuition waiver for children to attend the University, receive a membership to the Payne Center.” – Salaries and Benefits

7.2 Constitution & Bylaws – Ray Stevens – no report

7.3 Legislative – Kameron Dale – no report

7.4 Salaries & Benefits – Mary Butler Sumrall – no report

7.5 University Relations & Cultural Diversity – Stacey Ready – no report

7.6 Technology & Training – Donna Donegan – no report

7.7 Other Committees:

A. Sexual Harassment – Charmaine Hill

B. Department of Parking Management Committee – Stacey Ready – no report

C. Scholarship Committee – Virginia Kittrell

President Kittrell met with Larry Lee to discuss the scholarship possibilities. She received a memo stating that \$1000 will be donated as matching funds if we participate in the golf tournament. We have been allotted \$500 toward implementing a Staff of the Month program, will be provided \$500 for America Recycles Day and \$50 toward our June luncheon.

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

E. President’s Council – Ray Scott

It was reported that USM dropped in its standing in the US News and World Report college rankings due to lack of information provided to the magazine. Also discussed was the furniture being purchased to replace the worn or broken furniture in classrooms and meeting rooms. The Faculty Handbook is in its final draft stage and should be approved soon.

F. Performance Review Committee – Virginia Kittrell

The committee has not met yet.

## 8.0 New Business

### 8.1 Secretary–elect Election

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

### 8.2 Golf Tournament

This is an excellent opportunity for us to raise money for scholarships for both students and staff members. If any of you could solicit prizes, sponsors, or participants, please let President Kittrell know. We need to raise \$1250 in order to receive matching funds.

## 9.0 Announcements

9.1 Grant Writing Workshop – Monday, September 13, 2004, 1:30–3:00 Union Room C

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

9.3 IHL Meeting – Thursday, September 16, 2004

9.4 MASCO Meeting – Thursday, September 16, 2004

9.5 Staff Council Executive Committee Meeting – Tuesday, September 21, 2004, 10:00 a.m.

## 10.0 Adjournment

The meeting was adjourned at 11:14 a.m.

Keri Hensarling  
Secretary  
September 2004