

Staff Council Minutes
The University of Southern Mississippi
April 4, 2006

1.0 Call to Order

President Horne called the meeting to order at 9:35 a.m.

The following members were present: Susan Bone, Tyia Brooks, John Burks, Kim Busche, Melissa Carpenter, Steve Coleman, Kameron Dale, Margaret Firth, Wynde Fitts, Michelle Fleming, Valerie Horne, Sharon Hughes, Virginia Kittrell, Keith Long, Karen Lott, Beverly McNeese, Vassie Owens, Pam Posey, Stacey Ready, Tonia Shaw, Ray Stevens, Toni Stringer, and Mary Sumrall.

2.0 Adoption of Agenda

President Horne made two amendments to the agenda. Margaret Firth's Master Planning Committee report will be given earlier in the meeting and there was an addition of 9.6 Outsourcing Committee. Motion to accept the agenda as amended was made by Pam Posey and seconded by Virginia Kittrell. Unanimously approved.

3.0 Master Planning Committee Report and Staff of the Month

3.2 Staff of the Month - Rusty Anderson

Rusty Anderson of Career Planning and Placement was recognized as the March Staff Member of the month.

4.0 Guest Speaker - Donnella Wallace, iTech

Donnella has spent the last month and a half letting everyone on campus know about the upcoming portal capability that will happen for staff and faculty on April 15. This is a very exciting time. A portal is a Web site users can access that is personalized to that user. This will allow each user to have a personalized Web experience each time they log on.

This is a new way of doing business, like a desktop on the Web. This capability will allow the university's main Web site, www.usm.edu, to become a showcase for recruiting and information for people wanting to know more about Southern Miss. Internal Forms, information, and news for Southern Miss employees and students that the general public doesn't need, will no longer clutter up the main web site. Each student, staff, or faculty that logs on to the portal will be provided the information that pertains to that user. Currently a beta version is available for preview.

On April 15, staff and faculty will be converted to the new portal. Students will not convert until a later date. Nothing on the main Web site will change yet. As we further develop the portal, we will pull off of the main Web site information that needs to be put on the portal. This portal is not

the finished project; it is a growing venture. The Web Council makes the decisions about this, and is open to any suggestions or comments. There will be a suggestion/feedback area on the portal for your comments.

Your user name and password will be the same as your SOAR user name and password. Those that haven't gotten a SOAR password or those that need to change their e-mail password to the SOAR password have until Friday, April 14 to get this done. You can make these changes by going on the iTech Web site or calling the help desk. Please call early to avoid the last minute rush!

This is a test, and there are still parts that don't work yet. The new logo was developed by a Southern Miss graphic student. The banner and color design was farmed out to the Godwin Group.

The floor was opened to questions:

1. Is this intra-net? It will function similar to "My Yahoo".
2. Will the e-mail change? This will replace webmail, but you will still be able to use Outlook as you have in the past.
3. Will this new portal help with the amount of spam we receive? No
4. What will be on the home page for the university? Information for recruitment, university history, and other information that those who are not familiar with Southern Miss need to know.

5.0 Minutes

We will hold the vote on the minutes until next month.

6.0 Officer Reports

6.1 President's Report - Valerie Horne

6.1.1 Action Items -

New Action Item #118 concerning the moral of university employees was assigned to the University Relations Committee. One suggestion was made that a nice moral booster would be for a free parking space for over 25 years of service to the university.

6.1.2 Liaison Committee Reports

6.1.2.a The Bishop Award - The Bishop Award was presented at the Founders' Day celebration. The Development office will need new nominations for next year. Please direct any nominations to Jo Ann Stevens at the Foundation.

6.1.2.b Heroes of Katrina - There will be a luncheon held on May 5, at the Gulf Coast main campus in the Student Service Center for 27 recipients of this award. Each recipient will receive either a plaque or a metal.

6.1.2.c IHL - The next meeting is April 16. Dr. Meredith was the possibility of raises.

6.1.2.d MASCO Meeting - The discussions at the last meeting were centered around Parking Issues that we all face. Several

schools are sending out surveys to their staff. If you have any item you would like discussed please let Valerie know.

6.1.3 Elections

Kameron Dale will be the chairman of our election committee. Tyia Brooks will serve as the representative from the coast campus.

6.1.4 Other

6.1.4.a Brochures are done and ready to be distributed.

6.1.4.b Staff Council Student Scholarship Applications are on our Web site. Please help get this information out to those who need it.

6.1.4.c Article in Hattiesburg American - There was an article in this past Sunday's Hattiesburg American concerning the new selection process the IHL is using to hire university presidents. Faculty Senate is meeting Friday, April 7, with Dr. Meredith, Commissioner of the IHL, to get further information about our university's search for a new president.

Pam Posey pointed out to the council that the IHL has a new system of selection for university presidents. No input from students, staff, or faculty is taken. The searches are done in secret, with an announcement being made at the end.

6.2 President Elect's Report - Wynde Fitts

6.2.1 Publication and Printing Outsourcing

A Web survey has been sent out to everyone requesting information about the use and need of Publication and Printing. This survey is to determine what the use of Publication and Printing currently is. This information is a big factor in determining the outcome of this issue. If you received this survey please send it back. If you did not receive this survey and have used the Printing Center, please contact Tricia Linton at 266-5667 for a copy of the survey. Currently any vacancies in employment at Publication and Printing are not being filled.

6.3 Secretary's Report - Kim Busche

6.3.1 Call for Proxies

Scott Carr by Kameron Dale, Donna Donegan by Stacey Ready, Susan King by Joy Sansone, Robert Lowe by Kim Busche, Brad Sumrall by Karen Lott.

6.3.2 Staff of the Month information

It was agreed upon that the nomination essay submitted for the selected Staff of the Month candidate would be copied in the meeting minutes.

7.0 Unfinished Business

7.1 Unfilled Positions

We hope this will be resolved by the next meeting.

8.0 Standing Committee Reports

8.1 Constitution and Bylaws - Ray Stevens

The following is a recommendation of your Constitution and Bylaws committee concerning the process by which representatives from outsourced campus units may be brought onto the Staff Council and the privileges accorded those representatives. These recommendations are presented as Standing Rules Changes for discussion and hopefully, for a vote at this meeting. The committee recommends

1. An outsourced unit shall, if they so desire following an invitation from Staff Council, appoint one representative to serve on Staff Council.
2. The appointed representative's length of term of service will not be predetermined but will be at the discretion of the outsourced unit.
3. The appointed representative shall serve as a liaison between the partner company and Staff Council and, as such, is welcomed to bring issues before the council and to participate in Council discussions.
4. The representative shall not have voting, committee-service, or council officer privileges.

General Discussion regarding the recommendations was held. It was pointed out that these recommendations are different from the Standing Rules changes made last year. Those changes were not bylaws changes because this is a work in progress. Question was raising should these recommendation pass could outsourced personnel be appointed to an Ad Hoc Committee? Yes, but not a standing committee.

The committee moved that the recommendations be considered with the additions of adding the word "standing" to #4, and to add #5 Employees of outsourced unite who were employees of the University prior to July 2004, who serve on the Council, shall retain the same privileges accorded to university employees serving on the Council. The motion carried unanimously.

8.2 Legislative - John Burks and Margaret Firth - no report

8.3 Salaries and Benefits - Susan King - no report

8.4 University Relations and Cultural Diversity - Mary Sumrall

8.5 Technology and Training - Steve Coleman

Scholarship information forms are available on the Web site, but are located on another page. We need to provide better and more

consistent information. Steve needs to get clarification of photos before he puts more on the Web site.

9.0 Liaison to University Committee reports

9.1 Department of parking Management - Stacey Ready

There is a student led initiative that has generated a parking proposal. This proposal is hopefully to keep us from getting a blanket increase in parking fees. This proposal recommends that parking be structured so that those spaces closer to the center of campus cost more. There was general discussion about this proposal. Question was raised about reserved space consideration? Stacey will request information about this at the next meeting. Question was raised about where the revenue from parking fees goes, and will this proposal raise more money? The students will check into the amount of money this proposal will raise. The fees currently go to road resurfacing, ticket writers, and parking related issues.

9.2 President's Council - Stacy Ready and Mary Sumrall

Minutes of the last meeting have not been approved.

9.3 Wellness Program - Susan Bone

Susan thanked Kameron and Amy from Human Resources for their help with handing out the 10-, 20-, and 30 -year pins at the Founders' Day reception. The event was a huge success, and is something that can be built on each year. The Courtyard party was great! The music and food were a bit hit with all the guests. There were some offices that were not closed between 3-4. This was approved, and it is not sure why certain offices were not closed. Susan will report this back to the committee. T

A survey of 5 questions will go out to all staff and faculty on what would be a suitable employee recognition and appreciation event. Please encourage everyone to send feedback.

9.4 IT Advisory Board - Virginia Kittrell

The last meeting was canceled.

9.5 Master Planning Committee - Margaret Firth

The Master Planning committee has met and is committed to the improvement of the university campuses. This committee is to consider both functional aspects of campus as well as cosmetic aspects, however there is no budget for this committee's use. The main committee was divided into subcommittees. The committee would like to hire an architect / consultant to come in to review the original master plan file. After this review is complete the architect would make suggestions of additions and/or changes so that a new plan can be formed. The next meeting of this committee is on April 20. Hopefully by that time any information that can be gotten from the companies bidding for the outsourcing contract of physical plant can be

considered. The committee has agreed that some improvements can be made immediately, but feel that a long-range planning list needs to be started. Please send any suggestions or comments to Margaret so that she can relay them to the main committee.

Question was raised about where the money is going to come from for the architect/consultant? As of right now, Rusty Postlewaite at Physical Plant is covering any charges.

Question was raised as to if the committee was addressing the parking situation be created by the new Student Life Center? This building will be able to host many visitors, but there is no where to park. There is mention of this challenge in the original master file, and hopefully this will be one of the first things considered by the architect/consultant.

9.6 Outsource Committee - Virginia Kittrell

They are meeting each week. There were 4 proposals received. These will be reviewed, with the committee members sending their top two selections to Russ Willis. These votes will be tabulated selecting the companies who will come back for oral presentations. It is not known if these oral presentations will be open or close to the committee only.

10.0 New Business

10.1 Nominations for Outstanding Staff Member

Please nominate a deserving staff member. The nominations are due by April 19. This prestigious award will be voted on at our May meeting.

10.2 End of the Year Reports

Each committee chairman will give his or her end of the year committee report at the May meeting. Please e-mail this report to the secretary.

11.0 Ad Hoc Committee Reports

11.1 Scholarship Committee - Virginia Kittrell

All scholarship awards have been issued. The foundation would not take a check from the university from the department of contractual services fund. We are trying to figure out how this money can be transferred.

11.2 Development Committee - Wynde Fitts

We are reconciling the fleece sale budget. We sold 411 fleeces. We will not be able to do this type of sale again. Barnes and Nobles has a legal and binding contract for sales of this nature on campus.

12.0 Announcements:

- 12.1 Spring Break Holiday Monday - Friday, April 10 - 14
- 12.2 University Holiday Friday, April 14
- 12.3 IHL Meetings Thursday, April 20
- 12.4 Staff Council Executive Meeting Friday, April 21
- 12.5 Administrative Professionals Day Tuesday, April 26
- 12.6 Relay for Life Friday, April 28

13.3 Adjournment

Motion was made to adjourn by Susan King and seconded by Mary Sumrall. Motion carried.

Respectfully submitted,

Kim Busche
Secretary
March 7, 2006