

Staff Council Minutes  
The University of Southern Mississippi  
August 2, 2005

1.0 Call to Order

President Horne called the meeting to order at 9:30 a.m.

The following members were present: Susan Bone, Tyia Brooks, John Burks, Kim Busche, Melissa Carpenter, Scott Carr, Kameron Dale, Margaret Firth, Wynde Fitts, Michelle Fleming, Katheryn Hood, Valerie Horne, Sharon Hughes, Susan King, Virginia Kittrell, Keith Long, Karen Lott, Robert Lowe, Vassie Owens, Pam Posey, Stacey Ready, William Sanders, Tonia Shaw, Ray Stevens, Mary Sumrall, Trisha Wilbanks.

2.0 Adoption of Agenda

President Horne asked if there were any changes to the agenda. There were none. Motion to accept the agenda as written was made by Karen Lott and seconded by Trisha Wilbanks. Unanimously approved.

3.0 Approval of Minutes

3.1 June and July Minutes

These have not been returned from the proofreader.

Both sets of minutes have been proofread by Mary Sumrall, who found very few typographical errors. A motion was made to accept the June and July minutes with corrections by Virginia Kittrell and seconded by Kameron Dale. Unanimously approved.

4.0 Officer Reports

4.1 President's Report - Valerie Horne

4.1.1 Welcome New Staff Council Representatives

President Horne recognized and introduced each new Staff Council members and welcomed them to the council.

4.1.2 Action Items - there are no new action items to be assigned.

4.1.3 Staff Council lapel pins

Staff Council lapel pins were given to each new member and to members who did not have one. President Horne stated that Staff Council members should wear their pins as much as possible to show the campus community who the members of Staff Council are. We need to represent Staff Council so that we can be visible to all staff.

Southern Miss lapel pins were distributed to the Staff Council members. They are beautiful and need to be worn proudly.

#### 4.1.4 Staff Council member resignation

Staff Council has received an e-mail from Beth Bosarge submitting her resignation from Staff Council due to a change in her schedule. President Horne has also spoken with Lee Ducksworth by phone. He indicated to her that he was otherwise obligated and would need to tender his resignation as well. President Horne stated that she has checked the ballot and will be contacting the person with the next highest votes to see if they are interested in serving. Virginia Kittrell advised that she had checked the ballot to replace Kalin Butterich. The next person in line from Cedar Point has declined to serve. Virginia has contacted by email the last name on the ballot but has not yet received a response. If this person declines President Horne will need to appoint someone.

A question was raised about attendance at monthly meetings. President Horne explained that each year all members start with zero absences. Those who miss two meetings will receive a letter from the president explaining the attendance policy.

#### 4.1.5 Staff Council Committee Assignments

President Horne thanked the members who have agreed to chair a committee. She distributed the new committee assignments.

#### 4.1.6 Development Committee and Scholarship Committee

The executive committee has decided to change the name of the Fund-Raising Committee to the Development Committee. This committee and the Scholarship Committee will be ad hoc committees, and the council will begin the process of making them standing committees.

#### 4.1.7 Letter to Dr. Thames on Staff Council Mission

The letter stating Staff Council's mission and goals sent to Dr. Thames last year was distributed to the Staff Council membership by e-mail on August 1. This is a starting point for us. We need to use this letter to set and reaffirm our goals to be accomplished this year.

#### 4.1.8 Liaison Committee Reports

President Horne stated she was concerned about Provost Council. She has not been contacted about attending any Provost Council meetings yet. She is going to call the Provost Office to make sure of the schedule.

Cabinet - July 11, 2005 - Canceled

University Budget Advisory Committee - July 14, 2005

This committee has been charged with reviewing financial conditions and constraints; reviewing input from

various stakeholders; and making recommendations regarding resource allocations within the framework of the Strategic Plan. The committee will be reviewing the model called the Responsibility Center Management in Higher Education. Gregg requested ideas that save money and were not damaging to anyone.

#### MASCO- July 15, 2005

I attended the MASCO meeting on July 15, 2005. We shared a copy of our performance appraisals with each other. Some were used for merit raises, while universities used their appraisals to document poor performance. The next MASCO meeting will be in September.

#### Cabinet - July 18, 2005

Bob Pierce gave a presentation on the restoration and expansion of the Ogletree House. He stated that based on the initial estimate provided by Larry Albert of Albert and Associates Architects, the cost for this project is approximately \$3 million. This estimate will cover everything from construction to furnishing. A copy of the presentation is on the back table.

Richard Giannini reported that Dr. Paul was organizing the NCAA's visit. The annual beach bash will be Thursday of this week on the Gulf Coast. Our freshman eagles will be returning to campus August 5 for kicking camp. Our varsity squad will report on August 8, 2005.

Dr. Cecil Burge reported National Institute of Aging (NIA) funding is up. The Garden Park Center is being renovated for the nursing program.

Tim Ryan reported that there are many different ways to raise money. We have untapped sources that he is in the process of pursuing. New real estate acquisition policies and procedures have been developed.

Dr. Exline reported that we are in the final week of SACS. The freeze on Web links will begin August 2, 2005. We will still be able to update news and events. Everything must be updated. She reported on findings from an advisement survey. Jonathan Krebbs is currently on a foreign studies trip and he and Dr. Exline have been in contact regarding this survey. This information will be given to students upon his return. Course evaluations are being revamped.

Gregg Lassen reported that the budget process is an ongoing one. He reported that the board will be allowing the universities to request more money in order to completely fund their campuses. However, this does not mean full funding will be given, but it is a step in the right direction. The rumor is

that higher education will be adequately funded by the legislature next year.

IHL - July 21, 2005

I attended the IHL meeting on July 21. The Board of Trustees of State Institutions of Higher Learning selected Dr. Thomas Meredith as the state's next commissioner of higher education. Dr. Meredith brings extensive and wide-ranging experience in education to the post, having served as a high school teacher, college professor, and administrator, university president, and university system chancellor. He is currently the chancellor of the Board of Regents of the University System of Georgia.

Virginia Shanteau Newton, board president and chair of the commissioner search committee, said that the board chose Dr. Meredith because of his experience at all levels of education and his specific experience in systems using governance models similar to Mississippi's. "As part of the commitment to our new governance model, we vested this position with a great deal of authority," said Mrs. Newton. "So we focused on identifying candidates with complex experience at both the campus and system levels."

The board approved the renaming of the Center for Applied Research and Evaluation to the Center for Assessment and Training. They also moved the center from the Office of Vice President for Research and Economic Development to the College of Health. This change reflects the efforts to expand the scope of services presently offered. Request to delete numerous programs were approved. This was an effort by the university to clean up the Academic Program Inventory. The board approved the increase of our parking decals. Effective fall 2005, faculty, staff, and students will pay \$50. This in no way guarantees a parking space. The GPA requirement for our Dependent Child Scholarship will be dropped. It was stated that this was an employee benefit and not a scholarship.

There was a lengthy discussion relating to outsourcing. Mr. Scott Ross said that he was very concerned that they were trying to balance the budget on the backs of the lower-paid employees. He wanted to know why the board was not looking at faculty productivity and other cost-saving methods. He believes this is a bad way to do business. President Newton expressed that she was sensitive to his concerns. However, it is time for hard decisions. She stated that universities have been charged with bringing in new revenue and looking for new ways to save money.

Bill Doss, system auditor, reported that financially everything was fine. There were some findings related to Jackson State University. He reported that the complete report would be on the Web site July 22, 2005. The auditor prepared additional copies for anyone who wished to have one. I brought a copy back. The responses are noted, and all of the findings are federal. He reported that reimbursements are being addressed. A representative from Jackson State stated that their reimbursements were submitted three weeks ago. Mr. Doss thanked all the staff for their hard work. He said to get ready because the 2005 audit will begin soon.

Dr. Croft gave the Commissioner's Report. Dr. Croft met with Gov. Barbour. He is pleased to report that the governor said that next year will be higher education's turn. He wanted to get a better understanding of the board's term of service. Dr. Croft reported that higher education needed \$120 million to start. Thankfully the governor did not faint. Gov. Barbour was very interested in the board's work and is very supportive. He had a lot of questions.

President Newton thanked Southern Miss and MUW for agreeing to host board meetings. Southern Miss Gulf Coast campus will host the February meeting. MUW will host the April meeting.

The Board will hold its regularly scheduled meeting on August 18, 2005 in Jackson.

#### Cabinet - July 25, 2005 - Cancelled

Following the president's report there was general discussion concerning the increase in the parking decal fee. President Horne stated she had made an appointment to meet with Lucy Bowens in Parking Management. It was noted that this decision to increase to \$50 per year was not a recommendation made by the Parking Management Committee. This committee hasn't met since last spring.

A major concern that was discussed was that this would also be a one-time payment and that installments would not be taken out monthly. Staff Council felt that a one-time payment would be a hardship on the majority of the staff. Several points were made.

- ❖ If the fee needs to be increased then do a gradual increase and not 100%.
- ❖ Since there had been no raises for the staff, then there should be no raises in the fees.
- ❖ A large number of outsourced personnel have not worked much, if any, this summer, thus their paychecks are

relatively small. They also have no ability to use payroll deduction.

- ❖ The possibility increasing fee payment according to the pay scale was suggested.
- ❖ Could we request that payment be made in installments?

A Motion to draft a letter to Dr. Thames, the administration, and the Parking Management Committee to make a request that the fee be reduced to \$24 and that further discussion be held to keep this amount affordable for staff, faculty, and students was made by Karen Lott and seconded by Susan King. Motion carried.

President-Elect Fitts asked if payroll deduction could be a consideration for payment of this fee. Kameron Dale advised that each staff member would have to sign a payroll deduction agreement for this to happen, and in the past payroll deduction for parking fees began in October.

#### 4.1.9 Staff Survey

We are in the process of developing a survey to be sent to all staff to help determine what the wants and needs of the staff are.

If anyone has questions to be considered for inclusion in the survey, please e-mail any executive committee member.

This is a project that needs to be completed as soon as possible.

#### 4.2 President-Elect's Report - Wynde Fitts

##### 4.2.1 Faculty Senate - the next meeting is in August

#### 4.3 Secretary's Report - Kim Busche

##### 4.3.1 Call for Proxies

The following members were represented by proxy:  
Steve Coleman by Trisha Wilbanks, Donna Donegan by Stacey Ready, Toni Stringer by Christopher Giroir, and Brad Sumrall by Karen Lott.

The following members were absent without proxy:  
Kady Beaoui, David Byrd, and Mathew Cox.

#### 4.4 Secretary-Elect's Report - John Burks - no report

#### 5.0 Unfinished Business

##### 5.1 Filling Vacancies - Skilled Craft and Kalin Butterich Covered in President's Report

## 6.0 Committee Reports and Assignments

6.1 Legislative - John Burks and Margaret Firth - no report

6.2 Salaries and Benefits - Trisha Wilbanks - no report

6.3 University Relations and Cultural Diversity - Mary Sumrall  
We are ready to get started. Please find us action items.

6.4 Technology and Training - Donna Donegan  
Currently working on the Web site update.

6.5 Ad Hoc Committees:

6.5.1 Parking Management Committee - Stacey Ready

This committee has not met this summer. The next meeting has not been scheduled yet.

6.5.2 Scholarship Committee - Virginia Kittrell

The scholarship money awarded to the student will be applied to her account this week. We are in the process of finalizing the criteria. This scholarship will be to pay class expenses. Some of the criteria being considered are that you must make less than \$30,000 per year, and maintain a certain grade point average. It was mentioned that a way to increase our funding of scholarships is for Staff Council to become more active in raising money through the golf tournament, which will be held on October 1.

6.5.3 Drug and Alcohol Policy Committee - Matthew Cox

Faculty Senate has had one consultation with the draft of the new policy

6.5.4 President's Council - Stacy Ready

No minutes from the last meeting are available.

6.5.5 IT Advisory Board - Virginia Kittrell - no report

6.5.6 Wellness Program - Susan Bone

We are beginning a program called "Wellness on Wheels." This program is done in offices. It will include body fat analysis, blood pressure screenings and many other things. The pilot program for employee wellness ended in May. The response was very good. Now this program is ready for administration. Funding is being looked at. Pam Posey, a member of the pilot program, stated that it was a very good program, and she benefited from it very much.

6.5.7 Fund-Raising Committee - no report

## 7.0 New Business

7.1 Southern Miss Student Move in Day

This is Saturday, August 20. There is a need for many volunteers. Move-in time is 10 A.M. - 4 P.M. If you are representing other organizations on campus, please wear your Staff Council pin.

## 7.2 Southern Miss Community Blitz

September 2 has been selected as the day for Staff Council to help with Southern Miss Community Blitz Week. During this week we go out to the community to thank patrons for their support. Goodie bags of Southern Miss items and yard signs are distributed. We need two groups of four people each from Staff Council to help with this campus-wide project. The community's support benefits us all. A sign-up sheet was distributed. Those employees on the coast who want to participate need to contact Shelia White on the Gulf Park campus. If anyone needs yard signs, please contact Charlie Rogers at 601-266-6866. Should you go to a business that does not carry Southern Miss logo items, please contact Gene Fitts at [Gene.Fitts@usm.edu](mailto:Gene.Fitts@usm.edu).

## 7.3 Employee of the Month

Forms for nominations will be on the Web site soon. There are so many deserving staff, please nominate someone from your department. Please send out the form by e-mail to everyone in your department to encourage nominations.

## 8.0 Announcements

### 8.1 Executive committee and committee chairs meeting

August 12, 2 P.M., University Commons

### 8.2 IHL Meeting - Thursday, August 18, 2005

### 8.3 Student Move-in Day - Saturday, August 20, 2005

### 8.4 Southern Miss Community Blitz Week August 29 to September 2

### 8.5 Go Gold Day - Friday, September 2

### 8.6 Southern Miss vs. Tulane - Sunday, September 4, 3 P.M.

## 9.0 Adjournment

Motion to adjourn was made by Bob Lowe and seconded by Ray Stevens.  
Unanimously approved.

Kim Busche, Secretary  
August 2005