

Staff Council Minutes
The University of Southern Mississippi
February 7, 2006

1.0 Call to order

President Horne called the meeting to order at 9:40 a.m.

Members present: Susan Bone, Kim Busche, Melissa Carpenter, Steve Coleman, Kameron Dale, Margaret Firth, Wynde Fitts, Valerie Horne, Susan King, Virginia Kittrell, Karen Lott, Robert Lowe, Keith Mitchell, Vassie Owens, Pam Posey, Stacey Ready, William Sanders, Tonia Shaw, Ray Stevens, Toni Stringer, Mary Sumrall

2.0 Adoption of Agenda

Motion made to accept agenda with reservation to change if necessary by Pam Posey and seconded by Melissa Carpenter. Unanimously approved.

3.0 Recognition of Staff Textbook Scholarship and January Staff of the Month Award Recipients

3.1 Staff Textbook Scholarship

Virginia Kittrell, Scholarship Committee chairman, gave a brief explanation of the Staff Textbook Scholarship. She then introduced this year's recipients:

George Griffith - Physical Plant

Amy Bixby - Human Resources

Kelly Johnson - Physical Plant

Margaret Williams - Physical Plant

Joyce Bennett - Registrar's office

Kathy Oliver - Career Services

Cheryl Burnette - Heath and Human Performance

Staff Council gave each recipient a round of applause.

3.2 January Staff of the Month

President Horne presented a certificate to Natalie Wilkinson. Natalie is the January Staff of the Month and works at Publication and Printing. She also received a \$20 gift certificate to Southern Miss Dining and a \$20 gift certificate to Barnes & Noble Book Store. Staff Council gave Natalie a well deserved round of applause.

4.0 Approval of Minutes

Approval of minutes for December and January will be held at the March meeting.

5.0 Officer Reports

5.1 President's Report - Valerie Horne

5.1.1 Action Items

New action item #115 concerning the loss of counseling services and the Employee Assistance Program. This action item was assigned to the Salaries and Benefits committee.

New action item #116 concerning day care reimbursement taking so long to be received. This action item was assigned to the Salaries and Benefits committee.

5.1.2 Liaison Committee Reports - Cabinet and IHL

Cabinet January 9, 2006

Dr. Thames welcomed everyone back and stated that he always says "It is not how you get started it is how you finish and he believes that we are going to finish just fine."

Dr. Paul reported that enrollment is 26 1/2 percent down from last year. We are down 3730 students. He asked that we continue to work hard and encourage students to come back.

Gregg Lassen reported that the phrase of tearing down Pine haven has started.

IHL Board Meeting-January 19, 2006

I attended the IHL board meeting. Southern Miss has established the Center for Human Rights and Civil Liberties. This limited scope and outreach center serves to sponsor a degree program in human rights and provide opportunities for students to apply knowledge in practical ways. The center is administered by a voluntary Advisory Board and Board of Directors comprised of faculty, students, and community representatives. The University is seeking funding for the center through external grants. The University has established the Katrina Research Center. This limited scope and outreach center will provide a public clearinghouse for information and materials that contribute to the expansion of knowledge about Hurricane Katrina. The University is seeking funding for the center from various external sources.

Dr. Tom Meredith reported that Legislative visits are going well. He still believes that this is the year for Higher Education.

Cabinet-January 23, 2006 - Canceled

Cabinet-January 30, 2006 - I attended this meeting.

5.1.3 Fleece Jackets

Our sales have gone very well and it is really nice to see all of the employees wearing their jackets. Because of popular demand we will turn in one more order for fleece jackets. Please turn in orders by this

Friday, February 10, so that the order can go out on Monday, February 13. These jackets should be in on February 27. Thank you to everyone who has helped with this project.

5.1.4 *Eagle's Eye*

There will be an article about Staff Council in the *Eagle's Eye* this week. President Horne thanked David Tisdale from Public Relations and Marketing for doing such a good job in writing this article. This is the beginning of our mission to make staff and the university community more aware of what staff council does.

5.2 President Elect's Report - Wynde Fitts

5.2.1 Outsourcing Committee Assignments

Virginia Kittrell will be the Staff Council representative on the committee to review the partner company proposals concerning the outsourcing of Physical Plant.

Wynde Fitts and Scott Carr will be on the committee that is evaluating Publication and Printing. There are three task forces looking at different areas: service, policies and procedures, and probability. Wynde is on the service task force, and Scott is on the policies and procedures task force.

5.3 Secretary's Report - Kim Busche

5.3.1 Call for Proxies

John Burks by Melissa Carpenter, Donna Donegan by Ray Stevens, and Keith Long by Keri Hensarling

5.4 Secretary Elect's Report - John Burks - no report

6.0 Unfinished Business

6.1 Filling vacant positions

We are still looking for people to fill our vacant positions.

7.0 Standing Committees

7.1 Constitution and Bylaws - Ray Stevens

The sub committee considering how outsourced personnel will be selected for Staff Council is working on this.

7.2 Legislative - Margaret Firth and John Burks - no report

7.3 Salaries and Benefits - Sharon Hughes and Susan King-no report

7.4 University Relations - Mary Sumrall

We have an update on the payroll drop off that has been set up for the Union. There were 37 people who brought payroll sheets to the

Union. Even though this is on a trial basis it is working well. A better location for the drop off person needs to be found.

We are still working on the Staff/Spouse Scholarship and hope to have a better report next month.

7.5 Technology and Training - Steve Coleman

The Web Team will meet next week. Steve Coleman will be the new committee chairman.

8.0 Liaison to University Committee Reports

8.1 Department of Parking Management - Stacey Ready

This committee has not met again.

8.2 President's Council - Stacey Ready and Mary Sumrall

This month's meeting is tomorrow morning. These meetings are held in the Union Senate Chambers at 7 a.m. and are open to everyone. Agenda items for this meeting must be turned in today by noon.

8.3 Wellness Program - Susan Bone

Founders' Day is March 30. Staff and Faculty who have earned their 10-, 20-, and 30-year pins will be recognized at the ceremony on Bennett Lawn at 1:30 p.m.. The reception will be at 3:30 p.m. in The Courtyard next to the new PowerHouse. Bob Pierce of Alumni has asked us to look at what an Employee Moral Event should be.

8.4 IT advisory Board - Virginia Kittrell

The firewall policy has passed the committee, and an e-mail will be sent to everyone today explaining this. There are legal issues to be determined before the policy is finalized.

The January meeting minutes have not been approved.

The new digital MBA Program for the College of Business and Economic Development cost approximately \$1 million. Classes are taped for future use. Classrooms are now equipped for this. Students pay an additional fee to take these classes.

8.5 Outsourcing Review Committee - Virginia Kittrell

The committee has 10 people and has not met yet.

There are vendors on campus now and can visit until February 24. At the time the bids are opened the committee is to select two or three companies. Committee is expected to meet in March. Proposal deadline is March 7.

9.0 New Business

9.1 March meeting location

Our March meeting will be held at the Gulf Coast campus. Tyia Brooks who works for Gulf Park Student Services will be our host. We will send out a e-mail to see who will need to ride in vans to the meeting.

10.0 Ad Hoc Committee Reports

10.1 Scholarship Committee - Virginia Kittrell

We received a lot of applications that did not have the accompanying justification. When applications are turned in they must have receipts for the books, lab fees, or equipment that the scholarship would pay for. Applications turned in without justifying receipts can not be considered. The committee is also thinking about additional criteria. Notification of the scholarship was sent by e-mail to staff who are eligible to apply for the scholarship.

10.2 Development Committee - Wynde Fitts

The money we have raised from the fleece sale will be divided between our scholarship fund and Katrina Relief Fund.

11.0 Announcements

11.1 Staff Excellence Awards - We need more nominations for these. Please consider nominating a deserving staff member. The date for recognition is not set, but Letters Day is being considered.

11.2 March 8 at 3 p.m. is the United Way Celebration. Our goal was \$90,000 and we raised \$101,000. There will be incentives awarded to fair share givers at the celebration.

11.3 The "Winning with Teamwork" workshop will be held Wednesday, February 8.

11.4 Valentine's Day is Tuesday, February 14.

11.5 IHL Board Meeting - Thursday, February 16, 2006

12.0 Adjournment

Motion was made by Wynde Fitts and seconded by Ray Sims to adjourn.
Motion carried.

Respectfully submitted,

Kim Busche

Secretary

February 7, 2006