

Staff Council Minutes  
The University of Southern Mississippi  
October 4, 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 Susan Bone and seconded by John Burks. Unanimously approved.

3.0 Forum Speaker

Sid Gonsoulin, Assistant to the Vice President of Student Affairs

The outpouring of clothing for the Faculty/Staff Career Clothing Drive for our coast colleagues was tremendous. Many thanks to Valerie Horne for helping deliver and to all of those who were able to help by donating clothing. The third annual golf tournament fund-raiser for Student Affairs was a success. The tournament brought in \$30 thousand to \$31 thousand. This is the second year that Staff Council has been involved. This is one of 40 golf tournaments that are fund-raisers for different Student Affairs divisions for universities around the country. The purpose of this tournament is to raise money for professional development and student scholarships.

Each campus organization that participates has the chance to raise as much as they can for development projects for their group. This year Staff Council raised \$3425. The date for next year's tournament is set for the first weekend in October. It is time now to start gathering sponsors and participants for next year.

4.0 Approval of Minutes

4.1 **August Minutes**

Are not complete yet. They should be ready for the November meeting.

## 5.0 Officer Reports

### 5.1 President's Report - Valerie Horne

#### 5.1.1 Action Items

We have one action item (#116) that has been assigned to the Salaries and Benefits committee. This is concerning a compressed work schedule.

#### 5.1.2 Service Maintenance Position Opening

Keith Mitchell was welcomed to the council. He will be filling the vacant service maintenance position.

#### 5.1.3 Faculty Staff Clothing Drive

This was a good event, and the coast employees appreciated the help.

#### 5.1.4 Staff Council Brochures

President Horne will be meeting with the proofreader today for the final review.

#### 5.1.5 Liaison Committee Reports

The MASCO meeting was canceled.

#### 5.1.6 Other

Southern Miss Community Blitz has been rescheduled for this week. We are hoping to reach 300 business this week. Please contact Charlie Rodgers at 6\*6866 if you are able to volunteer. This is a very good way to build relationships with local businesses as well as thank them. We could get several potential golf tournament sponsors.

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

I attended the cabinet meeting on Sept. 26:

1. Gulf Coast - Classes begin on Oct. 10; the Garden Park Facility in Gulfport has now had 49,000 square feet renovated, including labs and 30 classrooms
2. Margie Putnam Jepson, the new Marketing Public Relations director, will begin in two weeks
3. iTech issues with the wireless network persist. It needs a complete upgrade at a significant cost.
4. Alumni plans are under way for homecoming festivities, including a Dixie Darling reunion
5. The Foundation reported the university received \$250,000 from the Asbury Foundation as part of a million dollar commitment; the Katrina Relief fund needs to grow, and annual fund calling has begun
6. Student affairs stated that enrollment was down slightly due to Katrina; we are very pleased we could accommodate so many students from other universities.

### 5.3 Secretary's Report - Kim Busche

#### 5.3.1 Call for Proxies

The following members were represented by proxy:  
Kady Beaoui by John Burks, Scott Carr by Kameron Dale,  
Michelle Fleming by Kim Busche, Wynde Fitts by Valerie Horne,  
Vassie Owens by Toni Stringer, Ray Stevens by Karen Lott.

The following members were absent without proxy:  
Tyia Brooks, David Byrd, Katheryn Hood, Robert Lowe, Billy Sanders.

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

## 6.0 Unfinished Business

### 6.1 Filling Kaline Butirich's position

We are still looking for someone for this position. We have exhausted the list we have and are now looking for someone to volunteer to serve.

### 6.2 Replacements for Beth Bosarge and Lee Ducksworth

We are in the process of contacting the next people in line for these positions.

## 7.0 Standing Committee Reports

### 7.1 Constitution and Bylaws - Ray Stevens - no report

### 7.2 Legislative - John Burks and Margaret Firth - no report

### 7.3 Salaries and Benefits - Trisha Wilbanks

The committee contacted several universities in the South to compare parking rates, salary ranges, and pay increases. A \$50 parking fee is comparable, but the salary range for Southern Miss employees is not. Pam Posey pointed out that it is still very hard for employees earning less than \$15,000 per year to pay a \$50 parking fee. The question was raised if the number of 90 employees who earned \$15,000 or less each year was a cumulative count of all campuses or just the Hattiesburg campus. Trisha will check this.

#### 7.3.1 Action Item #115 - Birthday off with pay

This cannot be done university-wide. There is a legal issue with paying employees for time that they do not actually work but not charging leave time.

### 7.4 University Relations and Cultural Diversity - Mary Sumrall

Our meeting is going to be rescheduled.

### 7.5 Technology and Training - Donna Donegan

Many hours have been spent on the Staff Council Web site. Security issues have made it difficult to complete everything. iTech Web team was in charge in the past and was able to move freely around the Web site. Donnella Wallace is a big help. At this time Donna needs

full access to finish the update. This is being worked on, and we should see progress soon.

If anyone should see anything that is incorrect or does not work, please contact Donna immediately by e-mail.

## 8.0 Liaison to University Committee reports

8.1 Parking Management Committee-Stacey Ready  
Committee has not met.

8.2 Drug and Alcohol Policy Review Committee  
This committee no longer meets, and we will remove this report.

8.3 President's Council - Stacy Ready and Mary Sumrall  
Dr. Weeland will be on campus later in December for a visit.  
The minutes of the last meeting are not yet approved.

8.4 IT Advisory Board - Virginia Kittrell -  
This committee has not met.

8.5 Wellness Program - Susan Bone

There are forms being passed out for information gathering to build a database on the staff. The "Wellness on Wheels" program is now available to come to your office or location to help promote good health to all employees. When you are ready to schedule an appointment for a visit, please call the Payne Center and ask for Susan Bone.

There is a report being submitted for programming on campus that would allow faculty and staff to have a membership to the Payne Center that is considered an academic class. This program, if accepted, would ultimately be taken to the coast campuses as well. Wellness will turn into an academic class for students in Community Health.

## 9.0 New Business

9.1 Matthew Cox

Matthew Cox has left the university to take a position at Millsaps. We will pull the ballots to look for a replacement.

9.2 Volunteer opportunities with Salvation Army

We have the opportunity to work with the Salvation Army on several projects: bell ringing, food drives, Adopt a Fire Family, Adopt an Angel. Discussion was held. Motion was made by Pam Posey for Staff Council to participate in the Adopt a Fire Family program, seconded by Keith Long. Unanimously approved.

Discussion was held about a food drive. Motion was made by Susan Bone that staff council members hold a food drive by bringing items to each of the next two staff council meetings. These items would be distributed to four Southern Miss

employees from the coast and the Hattiesburg campus. Two employees would benefit at Thanksgiving and two at Christmas. Seconded by Karen Lott. Unanimously approved.

A list of foods needed was distributed to all members present. Dr. Joachium, provost on the coast campus, will be contacted for help in locating a coast employee.

### 9.3 Employee Thanksgiving Day

Discussion was held about an Employee Thanksgiving Meal. The purpose of this meal would be to gather employees of the university for fellowship and to learn more about each other and the different departments on campus. This will hopefully build morale and a stronger bond among employees. It was decided that it was too late in the year to plan something for Thanksgiving; this would be better in the spring. Motion was made to assign this project to the wellness committee by Kim Busche and seconded by Mary Sumrall. Unanimously approved. Susan Bone was thrilled.

## 10.0 Ad Hoc Committee Reports

### 10.1 Scholarship Committee - Virginia Kittrell

We will present at the November meeting the criteria for the Staff Scholarship. The council will vote on the criteria in December. We would like to award the scholarship in January.

### 10.2 Development Committee - Wynde Fitts

The committee would like to propose that part of the money raised be donated to the Southern Miss Hurricane Katrina Fund. General discussion was held. Motion was made by Karen Lott to accept the committee's decision. Unanimously approved.

## 11.0 Announcements

11.1 Executive Committee - Meeting will be scheduled soon.

11.2 Southern Miss Community Blitz - October 3-7

11.3 Open Enrollment will be October 3 - 5 in McLemore Hall.

11.4 Southern Miss vs. Tulsa - Saturday, October 8

11.5 Southern Miss vs. Central Florida - Saturday, October 15

11.6 IHL Board Meeting - Thursday, October 20

11.7 Southern Miss vs. UAB - Friday, October 21

11.8 Southern Miss vs. NC State - Saturday, October 29

11.9 United Way kicks off Wednesday, October 5.

11.10 Breast Cancer Awareness Month activities are everywhere. Please be involved. October 27 is the ceremony and the walk.

11.11 American Heart Walk is scheduled for November 12.

## 12.0 Adjournment

Motion to adjourn was made by Susan Bone and seconded by Melissa Carpenter. Unanimously passed.

Kim Busche, Secretary  
October 2005