

The University of Southern Mississippi
Staff Council Minutes
Tuesday, March 6, 2007
Gulf Coast Student Service Center Room 117
Speakers: Dr. Joachim and Mr. Bass

Dr. Joachim welcomed us to the Gulf Coast. She said that staff is the glue that holds everything together. They had 17 night classes that began in January on the Gulf Coast campus. They will have day and night classes by fall 2007. Ann Billings has been working with colleges to decide on schedules. She stated both campuses will be used for the next five years.

Gulf Park campus will be a stand alone campus. Film program will be moving to the Gulf Coast in the fall 2007. Entertainment Industry is the new degree program on the coast. New modules units that will hold between 65 to 70 students opened March 1, 2007. They have four regular classrooms that hold 437 students. The rest of the rooms will be converted for office space. College of Business and Arts and Letters faculty will be housed on the north side of the first building. The library will be housed both at the Gulf Park and Gulf Coast Student Service Center. All faculty space will remain at the Gulf Coast Student Service Center site.

Sara Jackson, director for the Toy Library and Technology Learning Center, secured a \$1.6 million grant for Technology Learning Center. This grant will be used for the Barbara Annex, Walking Trail, Tennis Courts, wheel chair tennis team, small recreation center, Police Academy, and Workforce Development. Everything will be ready by September 30, 2007.

Robert Bass is a CPA/Attorney, former head of personnel board for the state board of trustees, and former Mayor of Long Beach. He has been hired as the director for the development and building of the facilities. Mr. Bass said that three important decisions were made June 2006 to give higher education access to the Gulf Coast, additional campus on the Mississippi Gulf Coast for higher education, and The University of Southern Mississippi campus. Bass stated that the Long Beach campus will be rehabbed. The Holloway Complex has been renovated. The Advanced Education Center and the Library will be renovated later this month. The additional campus needs to be visible, accessible, expandable, and a top-notch facility recoverable. Barbara Annex will be rehabbed. Northrop Grumman is building the next warships in Gulfport. They are looking at environmental firms. They need 150 acres of land.

Their goal for fall 2007 is to have functioning classrooms. They have a total of \$3.2 million in contracts and a \$1 million grant from the Department of Education. They are looking to have wireless Internet access on the first floor of the library and a coffee shop. They are still working on demolition and debris removal.

- 1.0 Call to Order at 9:48 a.m.
 - 1.1 All guests were asked to introduce themselves before the meeting.

- 2.0 Adoption of Agenda
 - 2.1 Susan Bone added 9.2 to discuss staff excellence awards.
 - 2.2 Tracey Robinson requested 9.3 to discuss changing the name of the staff of the month.
 - 2.3 Agenda moved by Melissa Carpenter, seconded by Mandy Tilley and adopted with minor changes.

- 3.0 Call for Proxies
 - 3.1 Proxies were read. Linda Davis will be out on medical leave for the next few months, please keep her in your prayers.
John Hayman for April Jordan
Michelle Fleming for Margaret Firth
Keith Long for Melissa Coker
Susan Bone for Linda Davis
Tracy Robinson for Scott Carr
Amy Thornton for Sharon Meyers
Melissa Carpenter for Vassie Owens
Tina Griffin for Jon Joo McClendon
Mandy Tilley for Steve Coleman
Cory Williams for Shane Coghlan
Mary Virgil for Arlin Steen

- 4.0 Approval of February Minutes
 - 4.1 A motion was made by Tracy Robinson and seconded by Melissa Carpenter. The motion was passed unanimously. February minutes will be posted to the Staff Council Web site.

- 5.0 Officer's Reports
 - 5.1 President's Report- Wynde Fitts provided a special thanks to the Gulf Coast staff members for hosting the meeting.
The Chief Technology Officer reported that our email system was upgraded during this past weekend. At this time 85percent of spam is being blocked by our system, and the system processes a million e-mails per day. On June 30 USM, MSU, UM and JSU will collectively move to another server to up our memory capacity. Evidently this will assist those faculty with large research projects. The Web CT problems of late have been rectified by Blackboard by adding expanded servers.
Graduate School reports applications for admission are up over last year
Foundation reports it has put forward a prospect management policy. It has been reviewed by the executive cabinet and will be revised before it becomes policy. The Foundation board will meet this week. April 3, 2007, is the Foundation scholarship reception.

Research and Development reports we are at 71.9 million in research money to date, up from the previous year. In addition, faculty submitted 502 proposals, up 100 from the year before.

Athletics reports that bids for the south end zone project came in and they are ready to move ahead with the next phase.

The CFO reports that all the eight institutions in the state will meet with Commissioner Meredith to discuss budgets.

Faculty Senate is reviewing the advisement process and Academic Council is reviewing the general education core.

5.2 Presidential Search report

2/20/2007 (Jackson, Miss.) The Board of Trustees of State Institutions of Higher Learning (IHL) Search Committee for the next President of The University of Southern Mississippi, chaired by Trustee Robin Robinson, will meet on **Friday, February 23, 2007, beginning at 8:30 a.m.**, and **Saturday, February 24, beginning at 7:30 a.m.**, in the IHL Board Room in the Universities Center, 3825 Ridgewood Road, Jackson, MS, 39211, for the purpose of conducting round one interviews for the next President of The University of Southern Mississippi. Representatives from the Southern Miss Search Advisory Committee will participate in the preliminary interviews with the Board Search Committee, Commissioner of Higher Education Dr. Thomas C. Meredith, and search consultant Dr. Jan Greenwood. An executive session may be held in accordance with the Open Meetings Act. Institutions of Higher Learning Executive Officer Search Process allows Mississippi to be on the consideration list of the highest caliber professionals in higher education. The process is open, transparent and representative-based, and works in accordance with today's recruitment standards for high-level institutions of higher learning. For more information on The [University of Southern Mississippi institutional Executive Officer Search Process](#), including a timeline of events, click [here](#).

Under the leadership of the Board of Trustees, Institution of Higher Learning governs the public universities in Mississippi, including Alcorn State University; Delta State University; Jackson State University; Mississippi State University including the Mississippi State University Division of Agriculture, Forestry and Veterinary Medicine; Mississippi University for Women; Mississippi Valley State University; the University of Mississippi including the University of Mississippi Medical Center; and The University of Southern Mississippi.

Jackson, MS—The Board of Trustees of State Institutions of Higher Learning (IHL) Search Committee for the next president of The University of Southern Mississippi (USM), chaired by Trustee Robin Robinson, will meet **Friday, March 2, 2007, beginning at 8 a.m.**, in the IHL Board Room in the Universities Center, 3825 Ridgewood Road, Jackson, MS, 39211, for the purpose of hearing the results of candidate background and reference checks.

Representatives of the Southern Miss Search Advisory Committee will participate in the meeting with the Board Search Committee,

Commissioner of Higher Education Dr. Thomas C. Meredith, and search consultant Dr. Jan Greenwood. An executive session may be held in accordance with the Open Meetings Act.

The Board Search Committee for the next president of Alcorn State University (ASU), chaired by Board President Dr. D.E. Magee Jr. will also meet **Friday, March 2, 2007, beginning at 10:30 a.m.**, in the IHL Board Room in the Universities Center for the purpose of hearing the results of candidate background and reference checks. Representatives of the ASU Search Advisory Committee will participate in the meeting with the Board Search Committee, Commissioner of Higher Education Dr. Thomas C. Meredith, and search consultant Dr. Jan Greenwood. An executive session may be held in accordance with the Open Meetings Act.

Institution of Higher Learning executive officer search process allows Mississippi to be on the consideration list of the highest caliber professionals in higher education. The process is open, transparent and representative-based, and works in accordance with today's recruitment standards for high-level institutions of higher learning. For more information on the IHL institutional executive officer search process, including a timeline of events for both searches, visit

http://www.ihl.state.ms.us/ieo_search/index.html.

Next steps in the Presidential process.

Founders' Day: Founders' Day will be held on campus March 30, 2 until 4 p.m. Staff and faculty will receive 10, 20 and 30 year pins at this ceremony. We have asked that both staff members and their supervisors be notified of their honor so they may attend the ceremony. We have also asked that consideration be given to all offices being closed for 1 hour and $\frac{1}{2}$ to observe the ceremony. If this is approved it will be sent via the committee.

- 5.3 President-elect's Report- John Hayman: No report
 - 5.4 Secretary's Report- John Burks
 - 5.5 Secretary-elect's Report- Melissa Carpenter stated that the Association of Office Professionals is having a donation drive for Missy Marshall, an employee on the Gulf Coast campus. They are requesting household items that can be replaced from her loss after the hurricane. You may drop off your donation to Melissa Carpenter in Union Room 229 by March 13. Missy Marshall thanked the council for their contributions to her family.
- 6.0 Unfinished Business
- 6.1 Nomination Committee- The bylaws were read by Pam Posey and explained that three members are to be elected from the floor. Wynde Fitts asked for volunteers. Michelle Fleming, Tracy Robinson and Tyia Brooks volunteered to serve on the committee. Wynde will appoint a chair for the committee. Michelle then volunteered to be chair and Wynde accepted.

- 6.2 Fund raising Plan/ Golf Tournament- It was discussed to develop a plan for the fundraising. This will be something that will need to be adopted in the bylaws. Susan Bone requested that we look into an "In and Out" account at the Foundation. Mandy Tilley requested that we limit the number of scholarships and build the endowment scholarship. Wynde Fitts discussed developing a committee to explore options for fund raising. Mandy Tilley said she could sit on the committee; Sharon Hughes, Wynde Fitts, Susan Bone, Tina Griffin and John Hayman will sit on the committee. Susan Bone will contact Sharon Meyers to sit on the committee and John Hayman will chair the committee.
- 6.3 Town Hall Meeting/ Presidential Report- Wynde explained that the faculty senate is very vocal and out spoken. A town hall meeting will be a great way for staff members to provide input. This will be confidential and a summary will be developed by Wynde and given to the new President. Wynde requested that we look into developing a timeline. It was suggested to have the coast meetings on May 14 through 18. Therefore, the Hattiesburg meeting will take place on May 21 through 25.
- 7.0 Standing Committee Reports:
- 7.1 Constitution and Bylaws- No report
- 7.2 Legislative- No report
- 7.3 Salaries and Benefits- The Salary and Benefits Committee did not meet the month of February. However, a sample welcome letter was sent out via e-mail for approval/corrections, and collected. April Jordan from iTech also contacted Mandy about adding a handout or two to the packet specific to iTech issues. After discussion, they agreed that it could be added to the end of the orientation packet as an appendix. April is working with her contacts to get the information pooled together for the Salary and Benefits Committee to look over and approve for the packet. Once this added iTech information is received, the committee will then send a rough draft to the university proofreader for approval. Once this has been reviewed by the proofreader, we will then present it to Staff Council.
- 7.4 University Relations and Cultural Diversity- no report
- 7.5 Technology and Training- No report
- 8.0 Liaison to the University
- 8.1 Department Parking Management- No report
- 8.2 President's Council- no report - No President Council Meeting until the next President is installed
- 8.3 Wellness Program- No report
- 8.4 IT Advisory Board- No report
- 8.5 Master Facility Planning Committee- No report
- 9.0 New Business
- 9.1 Issues and Concerns
- 9.2 Staff Excellence Awards- Tina Griffin- no change

Mandy suggested we create a file to explain history, location and amount. Wynde will call Russ Willis to get the information compiled. Tina asked for a financial statement of the account and if this could be submitted to the Council.

- 9.3 Change the staff of the month name- Tracy suggested that we present the award each semester and provide higher incentives from the Barnes & Nobles. Wynde suggested naming the award "Staff Council Service Award"
 - 9.4 Election Committee- Wynde announced that the committee must send out an interest survey this month before election occurs the first week in April..
 - 9.4.1 The following people were appointed to serve on the election committee:
 - Keith Long- Stennis
 - Mary Virgil- Service Maintenance
 - Cory Williams- Tech
 - Tina Griffin- Clerical
 - Amy Thornton- Professional
- Keith Long asked for a list of committee duties. It was explained that a letter must be sent out requesting names for nominations. Tina Griffin volunteered to be the chair of the committee. She will need to meet with Wynde on Friday.
- 10.0 Announcements
 - 10.1 Executive Committee Meeting/ Committee Chairs Meeting March 27, 8:15 a.m., Bolton Hall.
 - 10.2 All remaining meetings will be in video conference room. The location of the rooms will be mailed out prior to the meetings.
 - 10.3 Adjournment 12:10