

The University of Southern Mississippi
Staff Council Minutes
May 1, 2007

- 1.0 Called to order @ 9:35am
- 2.0 Adoption of Agenda
 - 2.1 Motion by Melissa Carpenter and seconded by Susan Bone
 - 2.2 Accepted as is
- 3.0 Call for Proxies
 - 3.1 100% attendance
 - 3.2 Proxy list
 - Pam Posey for Keith Long
 - Susan Bone for Tracey Robinson
 - Melissa Carpenter for Melissa Coker
- 4.0 Approval of Minutes
 - 4.1 Motion of approval of minutes for the month of March by Tina Griffin and seconded by Pam Posey
 - 4.2 Accepted unanimously. Motion of approval of minutes for the month of April by Tina Griffin and seconded by Mandy Tilley.
- 5.0 Officer's Reports
 - 5.1 President's Report
 - 5.1.1 Wynde Fitts explained that faculty senate is working to secure salary increase. *How might that work? Here is one possibility advocated by Faculty Senate officers. If \$40,000 is the entry level salary, and the pool for raises is 5% of the personnel budget, then $(0.5)*\$40,000 = \$2,000$. Virtually all faculty would receive \$2,000 as the base merit adjustment regardless of their salary level (thus the base merit adjustment for someone earning \$40,000 is then 5%, whereas the base merit adjustment for someone making \$100,000 is 2%). This approach would still leave a notable amount in the raise pool for more exceptional merit, equity adjustments, and market considerations. Are there other "algorithms" to determine a base merit adjustment? Of course. But from a Faculty Senate point of view, the key is to identify some measurable base merit adjustments. For staff it is hard to determine what the "mean" will be for staff. It would be nice for us to determine the base amount for staff. Everyone would*

receive a cost of living raise and then a merit raise after that is established. We discussed options that the Staff Council can do to help assist of the increase amount. It was proposed by Wynde to establish a statement. It was motioned by Jin Joo McClendon and seconded by Steve Coleman with further review by council. Motion passed unanimously.

5.1.2 Dr. Saunders has been in and out of town ever so often. Her first day will be May 21, 2007. We will send her a card from Staff Council to welcome her to campus. The card will be coordinated by Melissa Carpenter. We are going to ask her to be a guest speaker at the June meeting.

5.1.3 Staff Excellence awards are on the Human Resources Web site. The application is in depth but we really need to make sure we have nominations. Please look to skill and craft and make sure you can nominate people for Jesse Morrison. This is for someone who has been at the university for 20+ years. You can nominate for any category and as many times as possible. We want to recognize them at the June meeting. Melissa will send out form. Staff Council send message on Southern Miss talk to encourage nominations. John will e-mail to Student Affairs listserve.

5.2 President-elect's Report- John Hayman (John please fill in the whole where necessary) -

John Hayman explained that Faculty Senate stance on raises. The Faculty Senate wants to work with Rachel of the Hattiesburg American on the last five years reflection.

John will _____ numbers ___ shortcuts that are in each college graduates. IHL approved upgrade to data center; this will include a new cooling system for Data Center.

IHL no child left behind please update this section.

IHL approved new ISP contract- please update.

The board has hired an outside firm for auditing the Institution.

IHL approved new land purchasing for Hattiesburg campus. Please send addresses.

New football scoreboard @ 2.7 million.

The new location for Gulf Coast campus has been announced.
Please fill in where needed.

- 5.3 Secretary's Report- John Burks: No Report
 - 5.4 Secretary-elect's Report- Melissa Carpenter: announced Day in the Park to address childhood obesity.
- 6.0 Unfinished Business
- 6.1 Development Committee- Rachel Lowery will be doing some fundraising via telephone for staff council. Susan Bone proposed implementing a competition between staff council raising funds for our foundation account.
 - 6.2 Election Committee- Tina was congratulated for doing a wonderful job by President Fitts. Tina will need for you to add any additional comments for your report.
 - 6.3 Town Hall Meetings- Wynde requested that Tyia and Michelle look into getting a room on coast. They requested moving it up a week or doing it Friday, May 18, or Monday, May 21. Wynde gave an overview of what the meetings are going to be about. Sign in sheet was passed around. Hattiesburg town hall meeting will be at 9 a.m. and 3 p.m. May 21-24.
 - 6.4 Outsourcing Constitutional changes- This was discussed by Pam. Have Pam send report. Motion has been made. Wynde called for discussion- no discussion. Passed with 24 votes.
 - 6.4.1 The bylaws changes were reviewed and explained to council. No discussion was made. Passed with 23 votes. All Changes will be made and posted on Web Site.
- 7.0 Standing Committee Reports
- 7.1 Constitution & Bylaws- Keith Long Constitutional & Bylaws - In Keith Long's absence, Pam Posey went over the Constitutional and Bylaws changes.

Background

The Constitution & By-Laws Committee (CBLC) was tasked with reviewing and making recommendations about the documents that govern the activities of The University of Southern Mississippi Staff Council. Specifically, the CBLC shall

1. Review and update the Council Constitution and Bylaws and Standing Rules annually;
2. Study and make recommendations on agenda items as assigned by the Executive Committee;
3. Receive written recommendations from the staff for revisions to the Constitution and Bylaws and Standing Rules;
4. Draft recommended amendments, bylaws, and standing rules; and
5. Present recommendations to the Council for approval as prescribed in Division VII of the Constitution.

One of the tasks facing the CBLC 2006-2007 was the incorporation of appropriate language into Staff Council governing documents to reflect actions taken by last year's Staff Council regarding outsourced employees at Southern Miss. The specific recommendations were approved by a majority vote of the Southern Miss Staff Council during the 2005-2006 year:

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 outsourced representative's length of term of service will be at the discretion of the outsourced unit that appoints him/her to membership on the Council.
3. The appointed representative shall serve as a liaison between the Partner Company and Staff Council and, as such, are welcomed to bring issues before the council and to participate in Council discussions.
4. These representatives shall not have voting, standing committee service, or Council officer privileges. However, the President may appoint these representatives to ad hoc committees or to serve other functions as deemed in the best interest of Staff Council and the University.

This committee has reviewed those actions taken by the Staff Council as well as the Staff Council Constitution, Bylaws, and Standing Rules. This report summarizes our recommendations to the full Staff Council with regard to that review, and will additionally make a minor recommendation regarding an item in the Staff Council Standing Rules.

In reviewing the Staff Council governing documents, the issue of composition and election of Staff Council members was reflected in several different places. This committee weighed various ways to change the language of the documents that would best reflect the intentions of the Staff Council yet make the changes in the most streamlined and efficient

manner possible. We made recommendations for both the Constitution & By-Laws with regard to the outsourced issue; we found no changes necessary to the Standing Rules as it pertained to the outsourcing issue.

Since the documents had been distributed several times over the last two months and there had been no further discussion, Pam stated that we would vote on each document instead of each change.

Constitutional changes are as follows:

1. With regard to the Southern Miss Staff Council Constitution, we recommend that the following item be added as Division II (Composition and Election of Officers), Article I (Composition of Membership), Section 6:

In addition to regular Staff Council membership, the Staff Council President shall also extend an auxiliary membership to each non-University (i.e., outsourced) company operating on the University campus. Each outsourced company may, if they so desire, appoint one (1) employee to serve as an auxiliary member of Staff Council. These outsourced representatives may participate in Council discussions and bring issues before the Council, but may not vote, serve on standing committees, or serve as an Officer of the Council.

With regard to the Southern Miss Staff Council Constitution, we recommend that the following item be added as Division II ((Composition and Election of Officers), Article II (Composition of Membership), Section 4:

The length of term for Auxiliary Members (as defined in Division II, Article I, Section 6) shall be left to the discretion of the appointing outsourced unit.

On behalf of the Committee, Pam made a motion to accept the proposed changes to the Constitution as distributed and discussed. Coming out of committee, no second is required. There was no further discussion and the motion passed.

Bylaws changes are as follows:

1. With regard to the Southern Miss Staff Council Bylaws, we recommend that the following items be added as *Division I (Composition and Election of Council Membership), Article 6 (Auxiliary Membership), Sections 1 - 3:*

Division I, Article 6, Section 1:

In addition to regular Staff Council membership, the Staff Council President shall also extend an auxiliary membership to each non-University (i.e., outsourced) company operating on the University campus. Each outsourced company may, if they so desire, appoint one (1) employee to serve as an auxiliary member of Staff Council.

Division I, Article 6, Section 2:

Auxiliary representatives may participate in Council discussions and bring issues before the Council, but may not vote, serve on standing committees, or serve as an Officer of the Council. The Southern Miss Staff Council President may - if in the best interests of the Staff Council and University - invite auxiliary members to serve on ad hoc committees as deemed appropriate.

Division I, Article 6, Section 3:

The length of term for auxiliary members shall be left to the discretion of the appointing outsourced unit.

2. With regard to the Southern Miss Staff Council Bylaws, we recommend that Division II (Officers), Article 2 (Duties of Officers), Section I (The President), Item 10 be re-worded from this sentence:

(The President shall) Make other appointments as business may require, and

to the following sentence:

(The President shall) Contact each non-University (i.e., outsourced) company operating on the Southern Miss campus and invite them to appoint an Auxiliary member to Staff Council as defined in Division I, Article 6 of the Southern Miss Staff Council By-Laws; make other appointments as business may require, and

On behalf of the Committee, Pam made a motion to accept the proposed changes to the Bylaws as distributed and discussed. Coming out of

committee, no second is required. There was no further discussion and the motion passed.

- 7.2 Legislative- Margaret Firth: No report
- 7.3 Salaries & Benefits- Mandy Tilley- Packet is at proofreader will launch in June.
- 7.4 University Relations and Cultural Diversity- Tracy Robinson: No report
- 7.5 Technology and Training- Steve Coleman: Steve has contacted Sheri Rawls to see how people use the Learning Enhancement Center.

8.0 Liaison to University Committee Reports

- 8.1 Department of Parking Management- Cory Smith & April Jordan: See e-mail
- 8.2 Wellness Program- Susan Bone: See email. Pam Posey thanked Susan from the staff for doing a great job.
- 8.3 IT Advisory Board- John Hayman - No Report
- 8.4 Master Facility Planning Committee- Margaret Firth - The consultants have presented the committee with a draft of the final report for review. Committee members read the report and request some revisions or additions to the draft. All revisions will be submitted and a final report will be forth coming. As a whole the committee was in agreement with the draft.

9.0 New Business

- 9.1 Issues and Concerns- none to announce

10.0 Announcements

- 10.1 Executive Committee and Committee Chairs Meeting- May 30 at 8:30 a.m. in Bolton Hall
- 10.2 Announce College of the Arts and Letters Tina Clark concert this weekend.
- 10.3 Adjournment