

The University of Southern Mississippi
Staff Council Minutes
Tuesday, June 3, 2008
R.C. Cook University Union Rooms B and C

- 1.0 Call to Order – John Hayman, President
 - 1.1 Called to order at 9:30 a.m.
- 2.0 Adoption of agenda by Mandy Nace and seconded by Kay Bruening and the agenda was approved with a minor correction to adding Standing Rules to 9.1.
- 3.0 Call for Proxies

Melissa Carpenter for Verlee Breland
Susan Bone for Tracy Robinson

Members present were Rusty Anderson, Tyia Brooks, Kay Bruening, Amy Byxbe, Susan Bone, Melissa Carpenter, Scott Carr, Dianne Coleman, Ida Coleman, J.J. Crawley, Tommy Dye, Patrick Foley, Tina Griffin, John Hayman, Kathy Hayman, Sharon Hughes, April Jordan, Larry Lee, Keith Long, Paul Lott, Mandy Nace, Andrea Phillips, Pam Posey, Amy Thornton, Mary Virgil, Cory Williams and Patience Wise.

Margaret Firth, Jin Joo McClendon, Vassie Owens and Sharon Meyers were absent without a proxy.

- 4.0 Approval of Minutes
 - 4.1 May Proposed Minutes
 - Rusty Anderson made a motion to approve the May minutes; it was seconded by Cory Williams. The minutes were approved. Melissa will send minutes to Amy Thornton for the Web site.
- 5.0 Officer's Reports
 - 5.1 President's Report - John Hayman – No report.
 - 5.1.1 Action Items
 - *Action Item #13* was given to Tracy Robinson and the University Relations and Cultural Diversity committee. The action item read: We believe that the university should fund a campus wide recycling program. The School of Science and Technology has started a recycling program for their building and we believe that these recycling bins should be in every building. Tara P. McCrink-Burcham organized the program. She ordered the bins through a company and we believe that we can institute a campus-wide recycling program for a reasonable price.

- Larry Lee reported:
 - A presentation will be given to Dr. Saunders on June 12.
 - Four items will be presented
 - American College and University President’s Climate Commitment short form
 - Proposal to create SouthernGreen Initiative and the Office of Sustainability
 - Funding possibilities
 - Recycling Program
 - While all are important and time sensitive the recycling program could probably be considered the most important. Studies show that a strong recycling program is vital to a positive perception of any other sustainability programming among university campus constituents. This program will be universal (every space on campus – everyone gets a can!), comprehensive (metal, paper, plastic), single-stream (all materials in one container) and desk-side (will be collected by custodial and Office of Sustainability staff).
 - This program will only be rivaled in the entire nation by GeorgiaTech’s current recycling efforts – we should be very, very excited.
 - If Dr. Saunders gives approval to move forward on one or all of the presentation points we will begin immediately.

5.2 President-Elect’s Report – Mandy Nace

May 2008 IHL Meeting Highlights:

- The Board of Trustees of State Institutions of Higher Learning (IHL) approved for first reading annual resident tuition increases ranging from \$157 to \$214 per year to offset inflationary costs and an increase in state funding of only 1.2 percent for the 08-09 fiscal year. The following annual resident tuition increases were approved by the Board for 30-day review:
 - Alcorn State University:** \$175 (4.0%) increase to \$4,498 annually
 - Delta State University:** \$201 (4.7%) increase to \$4,449 annually
 - Jackson State University:** \$157 (3.5%) increase to \$4,634 annually
 - Mississippi State University:** \$172 (3.5%) increase to \$5,150 annually
 - Mississippi University for Women:** \$214 (5.1%) increase to \$4,423 annually
 - Mississippi Valley State University:** \$158 (3.6%) increase to

\$4,575 annually

University of Mississippi: \$173 (3.5%) increase to \$5,107 annually

University of Southern Mississippi: \$181 (3.7%) increase to \$5,096 annually

- The Board approved the allocation of state appropriated funds among the universities based on the Board's funding formula. The Board also approved a priority list for facilities needs to be submitted to the 2009 legislature. The needs include fire suppression systems at Mississippi University for Women, a campus security project at Jackson State University, and various building renovations throughout the system.
- The University of Southern Mississippi requested approval to issue revenue bonds to finance the construction of a 900-bed freshmen housing project on the Hattiesburg campus with plans for it to be operational by FY 2010. However, the board staff recommended this to remain pending for further financial analysis.
- Dr. Cecil Burge, vice president for Research and Development for Southern Miss, made a brief presentation on the headway Southern Miss made in the area of research. Southern Miss brings in approximately \$100 million a year in research, and runs it like a business gaining \$500 million in sales. His presentation focused on three main research areas: marine aquaculture at GCRL, hydrography at Stennis, and hybrid plastics with the School of Polymers.
- Joey Beachum, a Mississippi State University alum, won the top prize, \$100,000, in the College Championship on the game show, Jeopardy. He graduated this May with a 4.0 GPA in political science. He was in the ROTC at MSU, and is now second lieutenant in the U.S. Air Force.
- Southern Miss Athletics was recognized for continued outstanding graduation rates. The Baseball program received special recognition by the NCAA for being in the 90 to 100 percentile for its sport. Our program was one of just two programs in the state of Mississippi to earn special recognition by the NCAA.

May Faculty Senate Meeting Highlights:

- Senate meeting is scheduled for Friday, June 6.

5.3 Secretary's Report - Melissa Carpenter

- Melissa sent out e-mail reminders to Staff Council members and reserved parking spaces for Gulf Coast, GCRL and Stennis members.
- Melissa read thank you card from Ida Coleman.

- Special thanks to Rusty Anderson, Susan Bone, April Jordan, Mandy Nace and Amy Thornton for submitting their reports prior to the meeting.
 - Assisted with the May 29 New Staff Council Orientation
 - Melissa sent out Staff Council Service Award information to the Southern Miss community.
 - Collecting new or used paperback books for the “Book Drive for our Troops.”
- 5.4 Secretary-Elect’s Report – Tina Griffin – No report.
- 6.0 Unfinished Business
- 6.1 No unfinished business
- 7.0 Standing Committee Reports
- 7.1 Constitution and Bylaws – Pam Posey – No report
- 7.2 Legislative - Margaret Firth – No report.
- 7.3 Nomination Committee – Sharon Hughes
- Sharon will have ballots at the July meeting for members to vote for president and secretary elect positions on the Council. She has received two nominations for the president position and one for the secretary-elect position.
- 7.4 Salaries and Benefits - Rusty Anderson – No report
- 7.5 Technology and Training – Amy Thornton
- The new Web site is up and running.
- 7.6 University Relations and Cultural Diversity - Tracy Robinson
- The deadline to nominate someone for the Staff Council Service Award is July 1. Applications have been sent out to the Southern Miss community.
- 8.0 Liaison to The University Committee Reports
- 8.1 Department of Parking Management - April Jordan – No report
- 8.2 Fundraising - Sharon Meyers – No report.
- 8.3 IT Advisory Board - John Hayman – No report.
- 8.4 University Strategic Planning Committee – Rusty Anderson – No report
- 8.5 Wellness Program - Susan Bone – No report

9.0 New Business

9.1 Amendments to Constitution and Bylaws and Standing Rules

- Pam Posey presented the proposed changes from the Committee to the Council to vote on the constitution, bylaws and standing rules (see attached documents for detailed proposed changes).
- Constitutional overall changes included: numbered pages and put a revision date footnote on each page; editorial changes or slight wording changes for better clarification; deleted “of the Constitution” and replaced with “and Constitution” where appropriate.

Division II. Article 1. Section 2. Bullet #8 (appears on page2)

- Deleted word “Aquarium” and added “Gulf Coast Geospatial Center”

Division IV. Article 2. Section 1.

- Bullets were out of sequence – renumbered “10, 11, 12” to “1, 2”;
- Deleted bullet #3 (formerly 12): Ad Hoc Committees.
Rationale: Other committees are addressed in the following Section 2 and are not necessary in the Constitution. Ad Hoc Committees is addressed in the Bylaws, Division IV. Article 3. Division VII. Article 1. Section 1.
- Deleted words “it is voted on” and reworded to “a vote is taken.”

The Constitution was presented as a group. The Council approved the proposed Constitution as presented.

- Bylaws overall changes included: numbered pages and put a revision date footnote on each page and removed hyphen from word “bylaw”; most of the changes were primarily editorial changes or slight wording changes for better clarification; deleted “of the Constitution” and replaced with “and Constitution” where appropriate.

Division 1. Article 1. Section 3.

- Changed order of words “review annually” to “annually review”

Division 1. Article 1. Section 4.

- Inserted words “shall”: Members...shall complete.....

Division 1. Article 2. Section 1.

- Deleted last sentence.
- Added Section 2 (last sentence of Section 1 becomes part of 1st sentence) to read:
“Only positive responses shall be listed on the Interest Inquiry Survey. If an EEOC category does not receive sufficient number of positive responses for a complete ballot, then all names shall be

listed on that EEOC category ballot. A notation of explanation shall be made on the official ballot for that category where all names are listed.”

- Renumbered remaining sections “2,3,4,5” to “3,4,5,6”

Bylaws, Division I, was presented as a group. The Council approved the proposed bylaws as presented.

- Division II. Article 1. Section 1.
 - Changed order of sentence for clarity to read:
“The Nomination Committee shall receive “*the membership list for the new year*” from the President of the Council.”
 - Added sentence to read:
“The Committee shall follow procedures as outlined in Division IV, Article 2 of the Bylaws.”

Division II. Article 1. Section 2: Reworded for clarity to read:
“The ballot shall be “*presented to the membership at*” the July organizational meeting and shall include a space for write-in candidates for each office.”

Division II. Article 1. Section 3: Deleted
Rationale: Unnecessary; ballot is included in the July organizational meeting as directed in Division IV. Article 2 of the Bylaws.

Division II. Article 1. Section 4: Deleted
Rationale: Unnecessary; ballot is included in the July organizational meeting and is the responsibility of the Committee to prepare a ballot.

Division II. Article 1. Section 5 and Section 6
- Renumbered to Section 3 and 4

Division II. Article 2. Section 1:
- Bullet #8, inserted word “University” for clarity

Division II. Article 2. Section 1:
- Bullet #4, clarified the reference to the Constitution

Division II. Article 2. Section 3:
- Bullet #2, changed word “Read” to “Present”
Rationale: Current practice is to present and not read minutes at meetings.

Division III. Article 2. Section 2:

- Bullet #1, reworded sentence for clarity to read:
“Study and review “as needed” the salary and benefits package of the University as related to staff and make recommendations to Council for further study”;

Division III. Article 2. Section 3:

- Deleted section
Rationale: No longer a practice.

Division IV. Article 2. Section 2:

- Deleted words “each of”, “following” for clarity to read:
“It shall be the responsibility of the committee to provide a list of candidates for the offices of President Elect and Secretary Elect.....”

Division V. Article 1. Section 1:

- Inserted word “on” to read:
“The Council shall meet *on* the first working Tuesday.....”

Bylaws, Division II through Division V, was presented as a group. The Council approved the proposed bylaws as presented.

- The Standing Rules were presented as a group. The Council voted to approve the Standing Rules as presented with three minor corrections. They are:
 - Section F. #6, change “application form” to “nomination form”;
 - Section G. #3, should read as follows:
“Any current Staff Council member *whose employment position becomes* outsourced shall remain on *the* Council until their term expires, if agreeable with the outsourced unit’s CEO.”
(second sentence of section remains same)
 - Section G. #4, should read as follows:
“*Any representative of an outsourced unit* shall serve as an *auxiliary member* (see Bylaws, Division I, Article 6) *providing* assistance to committees as needed and determined by the Staff Council president.”

9.2 No issues and concerns

10.0 Announcements

- 10.1 Staff Council Luncheon Tuesday, June 3 at 11:30 a.m. in the Thad Cochran Center, Room 218.
- 10.2 Executive committee meeting with chairs – Tuesday, June 17 at 8:30 a.m. at Forrest County Hall, Room 201G.
- 10.3 Next Staff Council meeting Wednesday, July 9 at 8:30 a.m. in the R.C. Cook University Union, Rooms B and C.

10.4 New Staff Orientation Thursday, July 31 at 9 a.m. in the R.C. Cook University Union, Rooms B and C.

11.0 Adjournment

- Mandy Nace made a motion to adjourn at 10:30 a.m.; it was seconded by Scott Carr.

End of the Year Reports:

Mandy Nace, President Elect

- 2007-08 has been a very productive year for Staff Council as a whole. Under my leadership as president-elect, Staff Council hosted its first ever New Staff Orientation in January as a service to Southern Miss and our new staff members hired. These orientation sessions are held once a month, seven months out of the year: January, March, May and July through October. Sessions have been averaging seven to ten new employees with positive feedback being received at each session held thus far. Russ Willis, director of Human Resources, has agreed to support Staff Council in this venture by splitting the overall costs associated with hosting the orientation sessions including printing costs of the booklets provided, room and equipment rentals. and refreshments for those participating.
- Throughout 2007-08, Mandy has also attended reported on the monthly IHL and Faculty Senate Meetings, and was also appointment to the College of Arts and Letters Dean's Search Committee as the staff representative for the College and University. The search committee went through very extensive processes with phone interviews, reference checks and on-campus interviews, which ended in the selection of Dr. Denise von Herrmann by the upper administration for the deanship.

Rusty Anderson, Salaries and Benefits Committee Chairman

- Committee members are [Rusty Anderson](#), Chair, [Verlee Breland](#), [Tyia Brooks](#), [Dianne Coleman](#), [Tommy Dye](#), [Paul Lott](#), [Mandy Nace](#), [Andrea Phillips](#) and [Mary Virgil](#).
- Six action items were presented to the Salaries and Benefits Committee during the 2007-08 year.
 - Question about a plan for cost of living rate increases for staff members.
 - Request to assist with the cost of daycare for university employees or to expand the center.
 - Request for loans to be factored into cost of living rate increases.
 - Request to waive undergraduate application fee for university employees.
 - Question about tuition waiver for dependents attending graduate school.

- Request to have policy in place where the coastal campus is given the same amount of time off as the Hattiesburg Campus.

April Jordan, Parking Management Representative

- The Parking Management Committee for this year was comprised of the following members: Dr. William Scarborough, chair, Faculty Senate; Lucy Bowens, Parking Management Department; Chief Bob Hopkins, University Police Department; Rusty Postlewate, Physical Plant; Jason Newell for Jean Skaggs, Student Government Association; Rodger Jackson, Safety; Dick Vogel, Athletics; Thomas Cullinan, Greek Life; Eddie Holloway, Dean of Students; and April Jordan, Staff Council.
- The scope of this committee is
 1. To be a higher appeal for traffic violations for faculty and staff
 2. To make policy and procedure recommendations for the Transportation Department
 3. To research similar institutions and use this research in policy recommendations
 4. To serve as a positive voice and buffer zone for the Parking Management Department
- This year the number of appeals that reached this committee level was approximately one to three appeals per month. The committee discussed and voted on each situation based on the information that was provided.
- In addition the committee discussed other events and items that impact the campus community, such as safety concerns, parking rules and regulations, and construction changes in relation to the impact on traffic flow.

Rusty Anderson, University Strategic Planning Committee Representative

- This committee was formed by President Saunders to utilize information obtained from the campus dialogue sessions and feed back from deans and chairs to implement a strategic plan for the University. The committee is comprised of faculty and staff representative of the university at large.
- The committee tasks:
 - Select, prioritize, cull, add key performance indicators - Committee as whole with input from constituencies (communication maintained throughout process)
 - Set goals by subcommittees within areas of strategic focus
 - Image development
 - Connection with community
 - Top-flight educational experience
 - Culture of healthy minds, healthy bodies
- Plan Strategies and Tactics – Departments and Colleges
 - Review draft plan – Committee as whole

- Approve plan
- Implement plan with ongoing review and formative assessment
- Full committee met for the final time before the summer on April 25, 2008, and final reports were presented. The committee members agreed we are on the right track and discussed next steps. The committee will not meet over the summer but agreed that we would reconvene in the fall to share our documents with the university community for additional dialogue. Dr. Saunders stated that she was extremely pleased with the work the committee had done.

Dr. Susan Bone, Wellness Committee Chairman

- Programs offered to the Southern Miss Hattiesburg campus:
 1. Biggest Winner: Fall and spring semesters
 2. Brown bag lunch health series:
 - a) Stress Management: Thursday, Sept. 6
 - b) Weight Management: Thursday Oct. 11
 - c) Smoking Cessation: Thursday Nov. 1
 3. My First 5 K – walking and running training with actual walk or run on Oct. 20, 2007 at the Gateway at the Long Leaf Trace.
 4. Rest, Relax, Rejuvenate on Wednesday's from 12:15 to 12:45 p.m. in the Union during the fall semester.
 5. Breast Cancer Awareness Activities-
 - a) Ceremony and Pink Pig Race – Oct. 4 at noon
 - b) Paint Southern Miss Pink Contest – Oct. 16 at 1 p.m.
 - c) Womanless Beauty Pageant – Oct. 16 at 5:30 p.m.
 6. Journey to Health Fair – February 27, 2008
 7. Nutrition Series:
 - a) Dine on a Dime: Ten tips to dine without disaster on Feb.19, 2008 discussed tips for healthy dining at restaurants or how to choose healthy foods without breaking the bank.
 - b) Grocery store tour on March 18, 2008 was a tour of Corner Market grocery store demonstrating healthy food options and food label reading instruction.
 - c) Weekend Warrior: Five meals for your busy week on April 1, 2008 showed you how to develop, shop and prepare easy meals for the week.
 - d) Marvelous makeover for your brown bag lunches: An apple a day on April 8, 2008 introduced easy and convenient ideas for bringing lunch to work and incorporating fruits into lunch meals.
- Outreach activities
 1. Adopted a fire family from the American Red Cross and Staff Council members provided gifts for a family of seven

2. Human Resources, APS Healthcare and Recreational Sports provided four sessions to assist the residence life housekeeping staff and physical plant staff with their Health Risk Assessment
3. Staff Council approved a letter to regarding opportunity for employees to have three hours per semester for activity time in lieu of taking an academic class. President of Staff Council to submit proposal to President Saunders and this was addressed through *Action Item #10*.

Work in progress

- We are continuing to work on a needs assessment to send out to the campus community. The new goal for sending this assessment out is in the fall 2008.