

The University of Southern Mississippi
Staff Council Minutes
Tuesday, March 4, 2008
R.C. Cook University Unions B and C
9:30 a.m.

Dr. David Wolf, vice president for advancement, was scheduled to be our guest speaker today, but unfortunately, he was not able to attend.

- 1.0 Call to Order - John Hayman, President
 - 1.1 Called to order at 9:35 a.m.
- 2.0 Adoption of agenda by Tina Griffin and seconded by Keith Long and the agenda was approved.
- 3.0 Call for Proxies

Kay Bruening for Verlee Breland
Sharon Hughes for Margaret Firth
Amy Byxbe for Larry Lee
Andrea Phillips for Jin Joo McClendon
Susan Bone for Tracy Robinson
Sherry Finneran for Amy Thornton
Pam Posey for Cory Williams

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

Sharon Meyers was absent without a proxy.

- 4.0 Approval of Minutes
 - 4.1 January Proposed Minutes
 - Rusty Anderson made a motion to approve the January minutes; it was seconded by Keith Long. The minutes were approved with revisions to change the word “through” to “below” in the fourth sentence in the second paragraph on the first page; capitalize “C” in Coast in 5.2 bullet #6; take out the words and managed in 5.2 bullet #7; and add the word not in 9.1. Melissa will send corrected minutes to Amy Thornton for the Web site.

- 4.2 February Proposed Minutes
 - Susan Bone made a motion to approve the February minutes; it was seconded by Scott Carr. The minutes were approved with revisions to add a comma after Betounes in 5.2 bullet #4 and add highlight headings throughout the president-elect's report to make it flow better. Melissa will send corrected minutes to Amy Thornton for the Web site.

- 5.0 Officer's Reports
 - 5.1 President's Report - John Hayman
 - Dr. Joe Paul talked about the Emergency Notification System. The Emergency Notification System as of now will be on Web, email and phone. Within 30 days it will be on a public address system, the first areas to receive this will be 14 dorms, Thad Cochran Center and the Payne Center. The cost of this system is \$200,000. The second phase of ENS will be purchasing a text messaging system to include the Gulf Coast campus. Third phase will be to finalize the Comcast contract, at that time the emergency notifications will be broadcast on television monitors around campus. There will be a design for training and this will be rolled out campus wide.
 - The emergency security measures meet twice a year with local police to discuss security issues and concerns.
 - Southern Miss is leading all universities in the number of community college students that transfer to state universities.
 - Several people from the university traveled to The University of California-Davis and University of California-Merced. They gathered information from these universities to help us on starting up our Coast campus at Cross Creek.
 - There were 82 presidential scholar students on campus Feb. 15 this was one of their largest classes to ever visit.
 - The university Strategic Planning Committee had their second meeting on Feb. 22, they are still in the beginning stages.
 - Robert Lyman has been named the new Provost and will begin July 1, 2008.

 - 5.1.1 Action Items
 - *Action Item #11* will be assigned to a committee at the executive committee meeting Tuesday, March 18. Office paper and cardboard recycling at Gulf Coast Research Lab were discussed. Hurricane Katrina removed the bins to collect office paper and cardboard at the GCRL. In addition, all of the local waste removal companies have stopped the pick up of white office paper in the area due to the absence of a convenient paper recycling plant to deliver the paper to. While staff and students of the GCRL community have begun collecting and voluntarily delivering other types of recyclables to the local waste management facilities, office paper and cardboard continue to not be

recycled and are either piling up or being needlessly thrown away. To my knowledge, there is no collection of these materials east of Gulfport, transport of these materials to another Southern Miss campus that has the capacity to forward them to a waste management facility that will recycle them is needed at GCRL. Many other staff, faculty and students on campus have expressed this need.

5.2 President-Elect's Report – Mandy Nace
February 2008 IHL Meeting Highlights:

- AT&T was recognized for their donation of 57,000 to improve a search tool to be developed on the Institutes for Higher Learning (IHL) Website to help all students and parents in searching for any and all financial aid available. The search options will be broadened and user friendly so anyone will be able to utilize this search tool for their benefit.
- Black History Month Educator of the Year is Dr. Sheila Davis from the University of Mississippi Medical Center. The Community Honoree is song artist and singer Ms. Ora C. Reed from Greenville, MS a Jackson State University alum.
- Dr. Alice Clark from the University of Mississippi presented to the board on University Research Enterprises and how investing in non-profit is profitable for Mississippi and its economic development. IHL has a large economic impact on the state by employing almost 28,000 employees and overseeing a budget of approximately \$2.5 million.
- University research:
 1. Produces jobs—3,000 jobs among the eight public universities
 2. Increased revenues—\$450 million statewide
 3. Encourages knowledge—intellectual property (new drugs, better healthcare,
 4. Produces more entrepreneurs—35 spin-off companies in Mississippi due to research
 5. Improves our state's image.
- The following list of programs at the various institutions were granted approval of modification to their existing academic programs:
 - Delta State University—deleting the Bachelor of Science degree in general studies in history
 - University of Mississippi—renaming the Doctor of Philosophy degree (Ph.D.) in music education to Ph.D. in Music
 - University of Mississippi Medical Center—deleting the Bachelor of Science degree in occupational therapy
 - University of Mississippi Medical Center—deleting the Master of physical therapy

University of Mississippi—requested the creation of a School of Journalism.

- Institutes and centers information brought forth to the board as information only Jackson State University established the Center for University-Based Development; University of Mississippi has renamed the Center for Health Promotion and Health Behavior to the Center for Health Behavior Research within the School of Applied Sciences.

- 2008 Headwae Honorees:

INSTITUTION	FACULTY	STUDENT
Alcorn State University	Pamela T. Felder	Antonio Cooper Jr.
Delta State University	Shelby B. Polk	Deborah Katherine Brick
Jackson State University	Carrine Harris Bishop	Thomas LeRoy Wallace
Mississippi State University	Rayford B. Vaughn	Jeremy Lamar Johnson
Mississippi University for Women	William Glynn Bidy	Bolanle Atinuke Bukoye
Mississippi Valley State University	Ademola Omishakin	Andrea Nicole Haywood
University of Mississippi	David E. Willson	Lee Andrew Taggart
University of Mississippi Med Center	Lisa Arender Haynie	Lynn Marie Jackson
The University of Southern Mississippi	Frank R. Moore	Hilliary Layne Walters

- The University of Southern Mississippi has permission to initiate a project and to appoint Landry and Lewis Architects of Hattiesburg, Mississippi as project professionals for the renovation of the old Textbook Center for use as an academic space. Funding is available in the amount of \$35,000 for the initial programming and design effort from self-generated sources.
- Southern Mississippi was granted authorization pending approval from the Attorney General’s office to execute the Development Agreement of The University of Southern Mississippi Research Foundation to allow the development of a research and development park proposed to be situated on approximately 500 acres formerly used by the University Golf Course.
- The IHL Strategic Plan for Higher Education has been launched for 2008. Two hundred and fifteen faculty and staff came together from the institutions to take part in various workshops on how to increase

the number of degrees in the state. A SWOT analysis was done in the sessions and the institutions have been asked to present goals based on this analysis by sometime in March.

- The IHL outsourced their Financial Aid collections area and the state is now bringing in about \$74,000 more a month than before. These additional funds being collected allow FA to reward to students who are in need of the financial assistance.
- The Commissioner asked each university representative to speak briefly of how their institution is working to combat the escalating problems of violence occurring in the various schools and communities and how they would respond to an emergency on their specific campus. A Campus Emergency Communications Update was sent out to the Southern Miss Communication via Southern Miss mailout on Feb. 20, 2008 to keep everyone abreast of the efforts and strides Southern Miss is making to keep all faculty, staff and students of the institution informed, aware and safe.
- January Faculty Senate Meeting Highlights: No report. Unable to attend the meeting and efforts to obtain a copy of the minutes for their February meeting was unsuccessful.

5.3 Secretary's Report - Melissa Carpenter

- Melissa sent out e-mails reminders to Staff Council members.
- March is Women's History Month. Please contact Melissa if you would like a poster for your department.

5.4 Secretary-Elect's Report – Tina Griffin

- Tina reported to the Council the outcome of *Action Item #3*. This was the action item we received in September 2007 submitted by Cheryl Burnette asking for staff employees to get spring break off. We agreed that we would let it sit, until after the first of the year. Jan. 28 of this year Tina sent an e-mail to Dr. Saunders explaining the action item and requesting her consideration.
- Dr. Saunders responded by e-mail on Feb. 28 stating that as she understands it, IHL Board policy specifically allows fifteen days as holidays throughout the year. We are already at the max. Any variation from that policy would require specific Board approval. Dr. Saunders was told that the situation in 2001 was a unique one and not likely to be viewed as a precedent. Still, she will be prepared to share this proposal with Dr. Meredith and get his advice.
- Tina responded on March 3 and thanked her for her response. Tina forwarded a copy of all e-mails to Melissa Carpenter to be filed with

other action items. Tina contacted Cheryl Burnette via e-mail to let her know the end result of the action item.

- Tina reported the election of new Staff Council members to the Council on Feb. 25 that she has mailed out a total of 1,113 Staff Council Interest Inquiry Surveys to EEOC Category 3 (Professional), Category 4 (Clerical/Secretarial), Southern Miss Gulf Coast and Stennis. Also, she sent an email to all staff council members letting them know that surveys were in the mail and to please talk to their individual departments' personnel about Staff Council. We will need to replace six professional vacancies, three clerical/secretarial, two Southern Miss Gulf Coast and one Stennis. As of today, she has received twelve surveys. She asked the council again to talk to their colleagues about serving on the council. The deadline for surveys was March 6.
- Tina volunteered to get a list for everyone to sign going to the Stennis Space Center visit. She had left the list at her office. John asked Mandy to start a list for everyone to sign. Tina told Keith she would take the handwritten list and transfer the information to a list that she could email to him.

6.0 Unfinished Business

6.1 Southern Miss Family – Paulette Jackson

- Dianne Coleman has been making deposits to the Credit Union for the Paulette Jackson family on behalf of Staff Council. As of today, she has deposited \$185.

6.2 Meeting at Stennis Tuesday, April 1, 2008

- Keith Long distributed a tentative schedule for our April 1 visit to Stennis.

6.3 Proxy and Absenteeism

- Please review your duties and responsibilities for serving as a member on Staff Council.

6.4 Other

- John Hayman has set up a meeting with Lucy Bowens regarding bicycle education.

7.0 Standing Committee Reports

7.1 Constitution and Bylaws - Pam Posey

- Committee is working on a draft to present to the Council within the next two weeks for a preliminary review.

7.2 Legislative - Margaret Firth – No report.

- 7.3 Salaries and Benefits - Rusty Anderson
 - The following is a list of ways the Staff Council's salary and benefits committee recommends promoting the waiver of the undergraduate admissions fee for faculty and staff. Russ Willis can delegate these tasks to the appropriate person to complete.
 - Faculty and staff listserv
 - Eagles Eye newsletter
 - Staff Council Web site (Staff Council will manage)
 - Create electronic form on the Human Resources Web site.
 - Bulletin Board posters in Physical Plant areas for those who might get e-mail.
 - Add to paper form in next printing (Kristi Motter or Admission representative will manage)
 - Electronic application (Kristi Motter or Admission representative will manage)
 - Human Resources Web site class waiver form (electronic version and paper version)
 - Add to paperwork and presentation checklist for new hires orientation
 - Online version of handbook under benefits
 - We appreciate the willingness for admissions to waive the fee and Rusty appreciates your efforts to help get the word out.
- 7.4 Technology and Training – Amy Thornton
 - Working on Web site
- 7.5 University Relations and Cultural Diversity - Tracy Robinson
 - Presented Staff Council Service Award to be approved (see attachment).
 - Susan Bone made a motion to approve the Staff Council Service Award application; it was seconded by Kay Bruening. The application was approved with revisions to remove the seal and change the dates for fall award to July 1 and spring award to Dec. 1.
- 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 Space Assessment and Utilization Task Force - Rusty Anderson – No report.
 - 8.5 University Strategic Planning Committee – Rusty Anderson

- University Strategic Planning Committee met in February and reviewed survey responses returned from faculty and staff regarding the ranking of Key Performance Indicators. The information was presented in a table format. A discussion followed as to the best way to move forward with the process of narrowing and focusing Key Performance Indicators.
- Four groups were formed and members were assigned based on preferences.
 1. Image development
 2. Connection with community
 3. Top flight education
 4. Culture of healthy minds and healthy bodies (Healthy Campus)
- Charge: categorize appropriate entries. Focus on developing an instrument to distribute to a great number of constituencies.
- Next meeting set for April 1, 2008.

8.6 Wellness Program - Susan Bone

- Susan Bone and Mandy Nace are working on a letter to go to President Saunders regarding *Action Item #10*.
- Grocery Store Tour scheduled for March 18 at Corner Market Grocery Store demonstrating healthy food options and food label reading instruction.
- Weekend Warrior: Five Meals for your Busy Week scheduled for April 1 shows you how to develop shop and prepare easy meals for the week.
- Marvelous Makeover for your Brown Bag Lunches: An apple a day scheduled for April 8 introduces easy and convenient ideas for bringing lunch to work and incorporating fruits into lunch meals.

9.0 New Business

9.1 Member Election

- Interest survey has been sent out to employees wishing to have their name placed on the Staff Council ballots for clerical, professional, GCRL and Stennis.

9.2 Issues and Concerns

- John Hayman spoke to Lucy Bowens regarding bike safety issues on campus.

9.3 Other

- Ida Coleman is running for “Mother of the Year” for her church. If you are interested in supporting her, please give her a donation.

10.0 Announcements

- 10.1 Executive committee meeting – Tuesday, March 18 at 8:30 a.m. at Forrest County Hall Room 201G.
- 10.2 Food Committee meeting Wednesday, March 5.
- 10.3 March 20 is the deadline to RSVP to tina.griffin@usm.edu for April 1 Stennis visit.
- 10.4 President Saunders Inauguration for community and campus celebration will take place Thursday, March 27 from 4:30 to 7 p.m. at Kennard-Washington Hall lawn.
- 10.5 Tickets required for the ninth President Installation of Dr. Martha Dunagin Saunders on Friday, March 28 at 2 p.m. in Bennett Auditorium with an inaugural reception to follow on the lawn.
- 10.6 Next Staff Council meeting Tuesday, April 1 at 9:30 a.m. at Stennis Space Center.

11.0 Adjournment

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
STAFF COUNCIL SERVICE AWARD
Nomination Application**

Purpose: To recognize a university employee for dedication, leadership, service and unselfish contribution of time and effort in the promotion of the mission and goals of the University.

Criteria for Nominee: Any part-time or full-time employee with a minimum of one year of continuous service to Southern Miss is eligible. A person may receive the award once in a three-year time period. No current Staff Council member can be eligible for the Staff Council Service Award.

- Receipt of the Staff Council Service Award does not replace or supersede a staff member's annual evaluation by their immediate supervisor.
- If a nominee is not selected, they must be re-nominated to be reconsidered. Nominations do not roll over to the next semester.

The Staff Council Service Award will be given twice each year – one fall award winner (August) and one spring award winner (January). **Nominations will be accepted at any time during the year**, however, the following deadlines have been set in order to give us ample time to consider all nominations:

Fall Award – Nominations due by July 1

Spring Award – Nominations due by December 1

All nominations must be submitted by a university employee by completing the following information:

Name of Nominee: _____ **Phone #:** _____

Department/Position: _____ **Years of Employment:** _____

Nominated by: _____ **Phone #:** _____

University Committees and Campus Involvement: _____

Please describe in an attachment the professionalism, reliability, customer service skills, job knowledge, communication skills and any other relevant information concerning the nominee which you feel distinguishes this individual as an honorable award recipient. Provide specific examples if possible.

Upon completion of the Nomination Application, please forward via campus mail to Staff Council, c/o Tracy Robinson, Box 10041, by fax to 6-6191 or by email to Tracy.Robinson@usm.edu