

The University of Southern Mississippi
Staff Council Minutes
Tuesday, May 6, 2008
R.C. Cook University Union Rooms B and C
9:30 a.m.

Our guest speaker was Dr. David Wolf, vice president for advancement. Dr. Wolf comes to Southern Miss from Tuscaloosa, Alabama where he served as the assistant vice president for development at the University of Alabama. His career began Feb. 1 at Southern Miss and his duties entail overseeing Foundation activities and fund development. Dr. Wolf earned his doctorate from the University of North Texas and holds master's and bachelor's degrees from the University of Texas at Arlington. He is also a 2006 graduate of Harvard University's Management Development Program in the Graduate School of Education Institute for Higher Education. Dr. Wolf has served in a variety of university positions including director of university leadership gifts and director of athletic development at Alabama; vice president for development at Cameron University in Lawton, Oklahoma; and director of university development at University of Texas in Arlington. He and his wife, Ashli; have two children; Joseph, 7 and Ava Shaye, 2.

Dr. Wolf said that his wife and family have settled in Hattiesburg. Advancement is external relations, fundraising, marketing and communication and alumni relations. Southern Miss needs to tell their story. We have a good alumni association who wants to have 2000 members by 2010. We need to improve our fundraising efforts. There are three types of fundraising. First, major gift; second planned giving (estate, deferred, annuity and trust); and third annual giving (motivated giving). Dr. Wolf said that we are committed to making people feel good about giving and how their giving impacts the lives of our students. We need to focus on creating better annual fund giving. We have the Foundation, Athletics and Alumni. He opened the floor for questions and answers.

- 1.0 Call to Order – Mandy Nace, President Elect
 - 1.1 Called to order at 9:58 a.m.
- 2.0 Adoption of agenda by Cory Williams and seconded by Rusty Anderson and the agenda was approved.
- 3.0 Call for Proxies

Sharon Meyers for Amy Byxbe
Dianne Coleman for Margaret Firth
Mandy Nace for John Hayman
Rusty Anderson for Jin Joo McClendon
Andrea Phillips for Vassie Owens
Melissa Carpenter for Amy Thornton

Members present were Rusty Anderson, Verlee Breland, Tyia Brooks, Kay Bruening, Susan Bone, Melissa Carpenter, Scott Carr, Dianne Coleman, J.J. Crawley, Patrick Foley, Tina Griffin, Kathy Hayman, Sharon Hughes, April Jordan, Larry Lee, Keith Long, Sharon Meyers, Mandy Nace, Andrea Phillips, Pam Posey, Tracy Robinson, Mary Virgil, Cory Williams and Patience Wise.

Tommy Dye and Paul Lott were absent without a proxy.

- 4.0 Approval of Minutes
 - 4.1 April Proposed Minutes
 - Susan Bone made a motion to approve the April minutes; it was seconded by Rusty Anderson with two minor corrections. Melissa will add the information about special thanks to staff members at Stennis Space Center for a wonderful visit and correction to 8.6 to change wording to Susan Bone will send out the letter regarding Action Item 10 for Council members review. Then, Melissa will send corrected minutes to Amy Thornton for the Web site.
- 5.0 Officer's Reports
 - 5.1 President's Report - John Hayman given by Mandy Nace
 - June 3 Staff Council meeting at 9:30 a.m. in Union Rooms B and C and luncheon at 11:30 a.m. in TCC 218.
 - July 9 Orientation for new Staff Council members at 8:30 a.m. in Union Rooms B and C.
 - 5.1.1 Action Items
 - There were no action items.
 - 5.2 President-Elect's Report – Mandy Nace
April 2008 IHL Meeting Highlights

- IHL voted to rebalance the appropriations allocated to the universities beginning with the FY 2009 allocation. The Board's current funding formula, which accounts for institutional differences in mission, productivity and size, was adopted in 2003 to allocate funds; however, declining or stagnant appropriations have prevented implementation of the formula. As a result of the meeting, funding will be rebalanced in such a manner that after six years, all institutions will be allocated funds based on the Board's adopted formula.
- The Board received an update on the Mississippi EdNet Institute from Trustee Ed Blakeslee. EdNet was formed and received 20 channels to be used for education communication purposes. We retained 5 percent of the channels and then leased out the rest to create funds. IHL and Mississippi have to demonstrate to the FCC that the channels are used for education purposes by 2011. IHL's goal is to eventually have broadband to all of Mississippi since 47.7 percent of the people in Mississippi do not currently have an internet connection within their home.
- Dr. Jim Borsig, assistant commissioner of governmental relations gave the 2008 legislative session update. The bond bill is \$29,750,000. Southern Miss asked for \$14 million and received \$4 million, and Southern Miss Gulf Coast received \$500,000. Mississippi State University received four and the University of Mississippi received \$5 million.
- Dr. Kirk Schulz, vice president for research and economic development at Mississippi State University, provided the Board with an overview of the types of research activities taking place on campus. He further explained how the ongoing research activities are impacting economic development and creating high technology jobs in the state.
- Dr. Martha Catlette, director of nursing education in the IHL Office of Academic and Student Affairs delivered the 2007 Nursing Annual Report. In 2006, the state had a nursing vacancy rate of 9.3 percent which is higher than the national rate of 8.3 percent. IHL will confer 102 Associate of Science in Nursing degrees and 356 Bachelor of Science in Nursing degrees in May 2008 with 76 of the BSN degrees coming from Southern Miss. The board recommended approval of the continued accreditation of the Mississippi Nursing Degree Programs.
- The University of Southern Mississippi requested permission to initiate a project and begin the professional selection process for a parking structure on the Hattiesburg campus. The project budget is \$15,000,000. Funds are available from self-generated sources.
- There was no formal report given by the Gulf Coast committee, but it was said that the legislature has added additional monies to fully fund the planning of the Cross Creek Campus.

- Justin Poelma, a junior polymer science major from Ocean Springs, and Tyler McCleery, a sophomore physics major from Mobile, Ala., earned the Goldwater Scholarship and an honorable mention from the program, respectively. Both are Presidential Scholars enrolled in the university's Honors College. This is the 17th Southern Miss student to receive this honor, and the only Mississippi student for the 2007-08 academic year.
 - Board President L. Stacy Davidson Jr., recognized four outgoing Board members and thanked them for their combined 38 years of service. Trustees Thomas Colbert, Roy Estess, D. E. Magee Jr. and Virginia Shanteau Newton will conclude their terms of service on May 8. Also, Dr. Davidson passed the presidential gavel to incoming Board President Amy Whitten.
 - New Staff Orientation Update
 - Thanks to Rusty Anderson, Pam Posey and Melissa Carpenter for their help in leading the April session. All that attend are responding positively in the feedback received from the evaluations, and our next effort needs to be on how we can integrate this with the other campuses.
 - 2008-09 dates have been set, and the R.C. Cook Union Rooms B and C have been reserved for each session beginning at 9 a.m. The dates are as follows: July 31, August 28, September 25, October 30, January 29, March 26 and May 28.
 - The May session will be held at 9 a.m. on the 29th in Rooms B and C of the Union. Susan Bone, Rusty Anderson and Amy Thornton have volunteered to help lead this session. Any Staff Council member interested in helping out with the May session, contact Mandy Nace at amanda.tilley@usm.edu.
 - Staff Council and Human Resources will be teaming up for the 2008-09 academic year to help with the monetary expense of the orientation sessions. Human Resources will be covering all fees associated with the room and equipment rentals, and will also be splitting the cost of refreshments with the Council. A special thanks goes out to Russ Willis for all his support!!
 - May Faculty Senate Meeting Highlights
 - Senate meeting was held on the Gulf Park Campus. No report.
- 5.3 Secretary's Report - Melissa Carpenter
- Melissa sent out e-mail reminders to Staff Council members.
- 5.4 Secretary-Elect's Report – Tina Griffin – No report.
- 6.0 Unfinished Business
- 6.1 Southern Miss Family – Paulette Jackson
- Staff Council members raised \$185 for the Paulette Jackson family.
- 6.2 Member Elections

- Election of New Members Committee – Tina Griffin – Chair, Amy Byxbe, Dianne Coleman, Keith Long and Andrea Phillips.
- Follow-up from February and March activities:
- February 25 mailed 1113 Staff Council Interest Inquiry Surveys
 - 647 – Professional category – EEOC 3
 - 306 – Clerical and secretarial Category – EEOC 4
 - 118 – Gulf Coast campus
 - 42 – Stennis
- We need to fill the following positions:
 - Six professional members whose terms expire June 2008 are Susan Bone, Scott Carr, Sharon Hughes, Jin Joo McClendon, Pam Posey and one vacancy.
 - Three clerical and secretarial members whose terms expire June 2008 are Melissa Carpenter, Margaret Firth and Vassie Owens.
 - Two Gulf Coast campus members whose terms expire June 2008 are Tyia Brooks and one vacancy.
 - Stennis member who term expire June 2008 is Keith Long.
 - Tuesday, March 4 sent e-mail to Staff Council and usmtalk; reminder of deadline for “Surveys” is Thursday, March 6.
 - Interest inquiry surveys returned – Professional – ten, Clerical and Secretarial – nine, Gulf Coast – two and Stennis – two.
 - Friday, April 4 – mailed election ballots to following categories: Professional - 647, Clerical and Secretarial - 306, and Stennis - 42. Did not mail election ballots to Gulf Coast; since we only received two “surveys” and we needed to fill two positions. Deadline is Friday, April 18.
 - Election ballots returned – Professional - 140, Secretarial - 106 and Stennis - 34. Good response!
 - Monday, April 28 – committee met and ballots were counted. Spokesperson for committee will contact (via phone) elected members; in order for them to accept or not.
 - Tuesday, April 29 – Spokesperson for committee notified council president and president-elect that all newly elected members had accepted to serve.
 - Monday, May 5 – sent email to Tyia Brooks and she forwarded to Gulf Coast Staff. Congratulations to Christine Bjork-Elias and Cynthia Render-Leach, newly elected representatives for Gulf Coast campus.
 - Tuesday, May 6 – mailed “thank you notes” to all staff employees who showed an interest in Staff Council by mailing in an interest inquiry survey, but were not elected.

6.3 Sick Leave Policy

- Refer to Tuesday, April 1 e-mail sent at 3:52 p.m. from Mary Beth Applin. State Representative Toby Barker was contacted and he will introduce legislation in the fall.
- This is just a note to tell you that State Representative Toby Barker has kindly taken on the task of writing a bill to change the state's Sick Leave Policy requiring employees to use a personal leave day before using any of their sick leave
<http://www.mscode.com/free/statutes/25/003/0093.htm>. The bill will not get introduced until next legislative session but if you are as happy as I am about his willingness to advocate this issue on our behalf, I hope you will take a second to send him an email or mail him a note. His contact info is e-mail: toby@tobybarker.com
Hattiesburg Address:
P.O. Box 18822
Hattiesburg, MS 39404-8822
Website: <http://www.tobybarker.com>

7.0 Standing Committee Reports

7.1 Constitution and Bylaws – Pam Posey

- Pam will e-mail the Council the proposed revisions to the constitution and bylaws for vote at the June meeting.

7.2 Legislative - Margaret Firth – No report.

7.3 Salaries and Benefits - Rusty Anderson

- Report from *Action Item 12*: Have a process in place where the Coastal Campus staff is given the same amount of time off as the Hattiesburg campus. Several times throughout the year for various reasons, the offices in Hattiesburg close early. The Coastal campuses are denied the same time off and have been denied the time when requested to be given on a later date.
- Response: Russ Will was consulted. The Hattiesburg campus closes early on those occasions which affect the Hattiesburg campus while not necessarily affecting the other campuses. Russ specifically stated as an example a few athletic events over the past year that required closing the offices early during the week. Mr. Willis indicated this was necessary to allow for game day traffic to move and to clear parking for those coming to campus to attend the game. On those other few occasions, the offices closed so staff could participate in official university activities.
- Russ reminded Rusty of the closings of the coast campus during inclement weather and hurricane threats when the Hattiesburg campus remained open.

7.4 Technology and Training – Amy Thornton – No report.

- 7.5 University Relations and Cultural Diversity - Tracy Robinson – No report.
- 8.0 Liaison to The University Committee Reports
- 8.1 Department of Parking Management - April Jordan
- A stand-in attendee could not be obtained, therefore no report.
- 8.2 Fundraising - Sharon Meyers
- Mandy received fund agreement from Sharon for review.
- 8.3 IT Advisory Board - John Hayman – No report.
- 8.4 University Strategic Planning Committee – Rusty Anderson
- Full Committee met on April 1, 2008 to discuss subcommittee preliminary reports listing the key performance indicators and measures. At the conclusion of this meeting, Dr. Saunders assigned the subcommittee chairs the task of refining the documents.
 - Subcommittee on connection with the community met on April 18 to make a few corrections and additions for clarification.
 - Full Committee met again on April 25, 2008 for final reports. Each of the four areas presented (connection with the community, top flight education, image development, and culture of healthy mind and bodies). 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.
- 8.5 Wellness Program - Susan Bone
- On behalf of staff council, Susan wrote to suggest that The University of Southern Mississippi could simultaneously improve employee benefits and contribute to the health and wellness of the campus community.
 - At the November 30, 2007, Community-Campus Core Dialogues Presentation of Findings presented by the idgroup there were four areas of focus: Image Development, Connection with the Community, Top Flight Education Experience, and a Culture Promoting Healthy Minds and Bodies.
 - Susan is writing to address *Action Item #10* received by Staff Council which was inspired by the presentation on November 30, specifically “creating a culture to promote healthy minds and bodies.” This Action Item requests that the university administration consider allowing university staff release time in their daily work schedules in order to participate in some form of exercise or wellness activity. The

following policy is written in the University Human Resources Handbook:

- **Faculty and Staff Academic Policy states that a full-time employee may take up to six semester hours per term, but only one course may be taken during normal working hours. Employees taking week-long intensive courses must take annual leave while they are away from the office taking these courses. All part-time university employees on university benefits are eligible for one-half benefit up to three semester hours. Part-time employees will not be eligible to take their free course during their normal work schedule. All employees must maintain a 2.0 GPA.**
- To be consistent with the current academic policy noted above, Staff Council would like you to consider supporting this policy to allow staff to enroll in various classes related to promoting “healthy minds and bodies.” Such classes would include, but not be limited to, those listed below:
 - COH 100 - Wellness
 - HPR 100- Aerobics
 - HPR 101 – Weight Lifting
 - HPR 102 – Fitness Walking
 - HPR 119 – Volleyball
 - HPR 130- Racquetball
 - HPR 134- Golf
 - HPR 140- Bicycling
 - HPR 141- Tennis
 - HPR 160 – Beginning Swimming
 - HPR 163 – Aquatic Aerobics
 - DAN 101- Modern Dance Technique
 - DAN 102-Ballet Technique
- Thank you for considering this staff council action item.
- Dianne Coleman made a motion to accept the letter; it was second by Tina Griffin and letter approved.

9.0 New Business

9.1 Officer Elections

- Susan Bone, Tyia Brooks and Sharon Hughes were elected to serve on the Nominations Committee and Sharon Hughes will serve as the chairman.

9.2 Issues and Concerns – No report.

9.3 Other

- An article on Scott Carr appeared in the Sunday, May 4 Hattiesburg America. See the article at <http://www.hattiesburgamerican.com/apps/pbcs.dll/article?AID=2008805040326>.
- Ida Coleman raised \$10,000 for the Mother of the Year Contest. Staff Council purchased an ad in the program booklet. Ida won first place in

the large church division for the Forrest County NAACO Branch Alice H Burns Freedom Fund Banquet.

10.0 Announcements

- 10.1 Dr. Gene Wiggins Retirement Reception Wednesday, May 7 from 3 p.m. to 5 p.m. in the Thad Cochran Center, Room 218.
- 10.2 Dr. Alvin Williams Retirement Reception Thursday, May 8 at 4 p.m. at the Power House Courtyard.
- 10.3 Graduation ceremonies Friday, May 9 at Reed Green Coliseum at 1:30 and 6:30 p.m. for the Hattiesburg campus.
- 10.4 Gulf Park Graduation Saturday, May 10 at 10 a.m. at the Coast Coliseum.
- 10.5 Executive Committee Meeting – Tuesday, May 20 at 8:30 a.m. at Forrest County Hall, Room 201G.
- 10.6 New Staff Orientation May 29 at 9 a.m. at R.C. Cook University Union, Rooms B and C.
- 10.7 Next Staff Council meeting Tuesday, June 3 at 9:30 a.m. at R.C. Cook University Union, Rooms B and C. and the luncheon at 11:30 a.m. in the Thad Cochran Center, Room 218.

11.0 Adjournment

- Scott Carr made a motion to adjourn at 11 a.m.; it was seconded by Rusty Anderson.