

**The University of Southern Mississippi**  
**Staff Council Minutes**  
**Tuesday, August 5, 2008**  
**Thad Cochran Center Room 216**

Preceding the August meeting Staff Council members met at the west entrance of the Thad Cochran Center in order to have a group photo taken. Also, standing committees and executive members had pictures taken.

Staff Council president Mandy Nace introduced our guest speaker Jennifer Payne, Centennial Celebration coordinator for the University. Ms. Payne is from Pearl, Miss and alumni of Southern Miss. She received a bachelor's degree in speech communication in 2004. In 2007 she received a master's degree in higher education administration from Florida State. Since then she has been the national consultant for Chi Omega Fraternity and also the coordinator for the Florida State University Institute on College Student Values.

Ms. Payne stated that she would love to come back in about eight months to share some actual plans with us, but today, she will take this opportunity to let us know what the 100 year anniversary in 2010 is all about and how the plans are going to unfold. She began her position at the University about a year ago and she met with Dr. Saunders at great lengths to talk about what exactly they wanted to accomplish with the celebration and the centennial. She stated that some of the council members may have been at the university when the 75<sup>th</sup> anniversary was celebrated back in the 80s and the 50<sup>th</sup> anniversary, but she doubted that anyone was here when the 25<sup>th</sup> anniversary was celebrated.

Ms. Payne has had the distinct pleasure of going through a lot of the University's history and putting together a Web site with some timelines. She was amazed at the amount of progress that has been made in 100 years. We have done a lot and made a lot of strides. Southern Miss has made its mark on education in this region and in the nation.

Dr. Saunders established a steering committee of 50 people. The committee is made up of internal and external individuals; faculty and staff, some retired faculty and staff members, administrators and alumni, and community members as well. On the committee there are three chairs; Dr. Lucas is serving as the honorary chair, Dr. Williams (former dean College of Business) and Rex Kelly (former president of the Alumni Association) is from the coast. There are five subcommittees and they have been charged with deciding what it is that they actually want to do. The subcommittees are Arts, Academic, Athletics, History and Tradition and Founder's Day.

The initial plan is to celebrate the entire year, beginning in January and wrapping up in December of 2010. Also included in the plan is to have an event every month with three main events; Founder's Day (which will actually be a week of activities), Spring Commencement in May and Homecoming in October or November. These three main events will be the cornerstones, but also the steering committee wants to take annual events that we do so well already and give them a centennial spin.

The theme for the centennial celebration will be “A Treasured Past, A Golden Future”. If you can remember the 75<sup>th</sup> anniversary there was a great book written by Chester M. “Bo” Morgan. He has been asked to come back again and he is working on a centennial edition and it will be titled “A Treasured Past, A Golden Future”.

This summer the subcommittees were meeting to discuss ideas. They will present to the steering committee the top five or top 10 lists of things they would like to see based on the main events she mentioned earlier. In the next month and half the committee is challenged with trying to figure out what will be done with all the great ideas they received from the campus conclaves that were held back in March and April and also how to pay for them.

Ms. Payne encouraged the council to look at the centennial Web site that went live about two weeks ago. They have worked really hard with archives to produce an interactive timeline. There are photos organized by decades and some oral history clips from each decade. On the “Share the Memories” page anyone can contribute archives from past generations. They are trying to make the website a “one-stop shop” for all centennial information.

In closing, she thanked the council for asking her to speak and opened the floor for any questions. Mike Giles asked, “When will we roll out the centennial logo and when will we be able to use logos on letterhead, etc.?” It will be Founder’s Day, March 2009. Also at that time, banners will be displayed on campus and in the community. Mandy Nace expressed to Ms. Payne that if Staff Council can be apart of the celebration in any way to let us know. She also stated Rusty Anderson will be next year’s council president and he is excited about being a part of the centennial celebration. Ms. Payne thanked the council again and also shared some of the new centennial editions of *The Drawl* with us.

- 1.0 Call to Order – Mandy Nace, president  
Called to order at 9:45 a.m.
- 2.0 Adoption of Agenda – Rusty Anderson moved to adopt and Cory Williams seconded the motion. The agenda was approved by council members.
- 3.0 Call for Proxies – Paul Brayfield for April Jordan  
Amanda Belsom for Susan Scott  
Andrea Phillips for Larry Lee  
Kay Bruening for Verlee Breland

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Heather Brown, Kay Bruening, Amy Byxbe, Dianne Coleman, Ida Lee Coleman, JJ Crawley, Shannon Davis, Linda Dorsey, Mike Giles, Tina Griffin, John Hayman, Bridgett May, Twilla Morgan, Mandy Nace, Andrea Phillips, Cynthia Render-Leach, Amy Thornton, Mary Virgil, Cory Williams, Lou Ellen Williams and Patience Wise.

Auxiliary member present was Kathy Hayman. Parliamentarian Pam Posey was present.

Tommy Dye and Paul Lott were absent without proxy.

#### 4.0 Approval of Minutes

##### 4.1 July proposed minutes

- Mandy explained to the council how the process for monthly minutes will be handled. Tina Griffin, secretary, will type up minutes after the meetings and present during the Executive Committee meeting in the middle of the month. From there Tina will send the minutes to the university proofreader. Once she has received corrections back from proofreader, she will send to members before the next monthly meeting. She explained how very important it is for all members to read over the minutes before each meeting, so that we do not have incorrect information, because other people do look at our minutes. They also keep up with what we do with our minutes. It is imperative that they be able to follow our meetings very closely.
- Mike Giles moved to approve July minutes with minor grammatical corrections; it was seconded by Shannon Davis. The minutes were approved by the members. Tina will make corrections and send to university proofreader.

#### 5.0 Officer's Reports

##### 5.1 President's Report – Mandy Nace

- Mandy handed down Committee Assignments for 2008-2009 (see Appendix 1). We still have two vacancies on our council's membership, so two more members will be added to the assignment in the future. She suggested that the committees meet soon to get organized and to talk about what you want to accomplish in the upcoming year. She has met with and given committee chairs different charges for things that she would like to see done. Mike Giles is the only chair she has not met with and will meet with him soon.
- The university's Travel Office has announced an increase in the mileage reimbursement rate as of August 1, 2008. The new rate is \$0.585.
- American Heart Walk will be held September 27, 2008, on Pride Field. Dr. Saunders has asked Staff Council to be a facilitating body in getting more staff of the university involved. She has asked to meet with the executive teams of both the Council and Faculty Senate at the end of this month to maybe drum up some friendly competition between the two groups. More information will be sent out by Mary Dayne Gregg regarding the event.
- Mandy had a meeting with Dr. Saunders. Several things were discussed and among them were the following:

Release Time for Wellness Activities (outstanding Action Item #10). Mandy had given the letter to Dr. Saunders before their meeting, but she had not had the opportunity to review.

Staff Appreciation Day in conjunction with Founder's Day.

Dr. Saunders was very excited about this idea. She has been asked several times about the campus party that was held on the lawn of Kennard-Washington Hall during her inauguration and when we would do that again. She is going to see about starting a tradition and having a Staff Appreciation Day/Spring Picnic. It may not be as elaborate as last year's event, but it will still be nice for our faculty and staff and their families.

Standing monthly meetings will be set with Staff Council Executive Committee and Dr. Saunders.

- July's New Staff Orientation was held on Thursday, July 31 and we had the largest crowd yet. Dr. Saunders has agreed to speak at each session, but was not able to attend July's session. Mandy thanked Dianne Coleman, Rusty Anderson, Linda Dorsey, Tina Griffin and Andrea Phillips for all their hard work. The next session will be August 28 at 9 a.m. in the Union Hall of Honors and volunteers are needed.
- Cabinet Meeting - August 4
  - Update on Strategic Plan – Vision statements for key indicators have been set along with some metrics. The VPs have been given the assignment to set benchmarks and report back to the committee as a whole. Please take time to view all updates and information via the Web site. Dr. Powell is constantly updating the site and you can link to it from the main page for the university.
  - Dr. Joe Paul gave numbers/statistics for new and returning students to Southern Miss for the new year; new students is up 11–12 percent and returning students numbers are up approximately 4percent since the beginning of the retention campaign. Southern Miss is looking at possibly 1,000 additional students for the fall 2008 term.
  - Dr. Cecil Burge happily reported that Southern Miss was awarded a \$476,000 Campus Security Grant from the Department of Homeland Security.
  - The Boy Scouts will be honoring Bobby Chain with a lifetime achievement award on August 12 here at Southern Miss.
  - Please be sure to spread the word to make sure that students know the difference between the add/drop deadline and the financial aid reimbursement deadline. It is imperative that we get the word out that they are two separate deadlines, and that they are prominently posted on the Academic Calendar via the Registrar's Web site.
  - Please be aware of Islamic and Jewish religious holidays, and remember we will have students, faculty and staff asking for time off to be excused from class. We should do our best to

accommodate if at all possible when it pertains to these religious holidays.

Mandy opened the floor for any questions concerning her report. Cynthia Render-Leach stated that the American Heart Walk for the coast campus will be held in October. Mandy said that the reason she had it listed in her report is that Dr. Saunders is chairman of the Lamar/Forrest County walk. The walk will be held on the Hattiesburg campus and she is asking for our support. Cynthia asked if the Staff Appreciation Day/Spring Picnic would include the coast campus. Mandy stated that Dr. Saunders had mentioned the coast campus and how Dr. Pat Joachim had her own thoughts about things to do on the coast. Mandy thought it would be a discussion that they would have at a later date.

#### 5.1.1 Action Items

- Item # 10 – Outstanding from 2007-08  
Mandy had reported on this Action Item in President's Report.
- Action Item # 2 – Mandy presented the action item to the council. It reads as follows:

“Due to the possibility of outsourcing the Physical Plant in 2006, employees were told by management and the Human Resources Department to use personal leave hours over 240 that they had accrued. They were also told by the supervisors to use all of the comp time that they had earned because they might not be paid for them. “Use them or lose them” was what they heard. Is it possible to be compensated for our hours since we were told wrong information and used both personal leave and comp time unnecessarily? Some of the employees retirement time was affected by the use of these hours.”

The action was brought forth to the executive committee by Staff Council member Patience Wise and was signed by 20 Physical Plant staff employees. The Executive Committee discussed the item and Mandy forwarded it to Dianne Coleman, chair of the Salaries and Benefits Committee.

#### 5.2 President-Elect's Report – Rusty Anderson

- Rusty had no report. Faculty Senate does not meet until August and the Institutions of Higher learning board has not met yet.

#### 5.3 Secretary's Report – Tina Griffin

- Update on the “Your Guide to Southern Mississippi” booklets. Received correction from Rec Sports, added to my list. Student workers are correcting all booklets by August 20. Delivered 125 booklets to Kameron Dale-Human Resources on July 24.
- Prepared for New Staff Orientation  
Sent out invitation on July 22

Contacted Mark Dooty, personnel supervisor at Physical Plant.

Contacted Dr. Chris Crenshaw, director of Student Housing Administration. Vassie Owens will be our contact person. Sent email to Bob Hopkins, Chief of University Police. No response.

Put together 30 information packages for new staff including the following:

The Guide

Credit Union – Black Canvas bags w/Union info

Melissa/Dawn Robertson

Hand-outs – ODA

Rec Sports

Gulf Coast “Useful Links”–Christy BjorkElias

The Drawl – Alumni Assn, Renee Trigg

Pens and Plastic Card Holders – Res Life, Vassie Owens

ADP – Pinebeltinbloom seeds – Mandy

The Aquila – The Magazine of the Student Printz – Mandy

Eagle Dining/Computer Meal Plans - Dianne Coleman

- Attended New Staff Orientation – July 31
- Prepared July Minutes – sent to council August 4
- Prepared agenda for August 5 meeting

5.4 Secretary-Elect’s Report – Andrea Phillips

- Andrea reminded the council about Freshman Move-In Day which will be August 15 from 8 a.m. to noon. She passed around a sign-up sheet.

6.0 Unfinished Business – no unfinished business.

7.0 Standing Committee Reports

7.1 Constitution and Bylaws – Amy Byxbe

No report. Committee will meet later this month.

7.2 Legislative – Mike Giles

No report.

7.3 Salaries and Benefits – Dianne Coleman

No report - will report back on Action Item #2.

7.4 Technology and Training – Amy Thornton

Amy emailed her committee about setting up a meeting. June minutes are posted on the Web site as well as 2008-09 Committee Assignments. She asked that members check the site for spelling and correct email addresses. Mandy also added our Staff Council calendar will be added to the Web site.

7.5 University Relations and Cultural Diversity – JJ Crawley

75.1 Action Item #1 – Compressed Work Week

The committee has met and put together a survey for the council to discuss and possible approval for the survey to be distributed to all staff employees. Some changes to the survey were suggested. Mandy added that she had talked with Dr. Saunders about the Action Item and she is all for it and she needs a proposal sent to her. Shannon Davis asked if we were going to also try to go from an angle of saving the university money. Mandy said that Dr. Saunders has asked that we proceed from this angle right now. Mandy has also talked with Larry Lee, director of the Office Sustainability, and he is all for the university going to a compressed four-day work week. Some office and entities within the university have already looked at it because of Governor Haley Barbour's announcement. Also, different areas of student services and how to handle classes is being looked at. Mandy wanted the council to know that this is how we have been asked at this time to move forward. Rusty Anderson suggested to JJ that Jackson State University runs a compressed work week during the summer. She may want to contact someone there to get some additional input. The council members approved the proposal from the committee on the survey, with some corrections/changes. JJ had a follow up question concerning sending the survey to full-time and part-time staff? Mandy said only full time. Diane Coleman asked about putting a deadline on the survey. Mandy suggested that we put a deadline of two weeks from the time it is mailed.

75.2 JJ has posted on usmtalk an announcement for the spring Staff Council Award. She will send a reminder later this month. Mandy stated that we were supposed to have presented the fall award at this meeting, but she is going to get applications to JJ and her committee so that we can present the award at our next meeting.

## 8.0 Liaison to University Committee Reports

8.1 Department of Parking Management–Paul Brayfield, proxy for April Jordan

No report. No meetings were held in the summer.

8.2 Fundraising – Twillia Morgan

Mandy stated that Twillia will be assisting her with the fundraising efforts.

8.3 IT Advisory Board – John Hayman

No report.

8.4 University Strategic Planning Committee – Rusty Anderson

No report.

8.5 Wellness Program – Heather Brown

Heather had information from Susan Bone concerning the American Heart Walk on Pride Field September 27.

## 9.0 New Business

9.1 Southern Miss Comcast Golf Classic – Saturday, October 18

Mandy is trying to get a head start on this event and she wants to meet with the committee chairs after the meeting.

- 9.2 Home Interiors Fundraising Sale  
Executive Committee has discussed having the fundraiser in September, but Mandy felt that we should postpone until October, especially in light of the Golf Classic and how we will need to be soliciting for that event in September.
  - 9.3 Gulf Coast Meeting – October 7  
We will meet in the Dining Hall at GCRL location. Kay Bruening has been assisting Mandy with the plans. Dr. Bill Hawkins, executive director, Department of Coastal Sciences will be our speaker and we will have a tour of the facilities after our meeting. There will be coffee and doughnuts during the meeting, but lunch afterwards is on your own. Cynthia Render-Leach suggested a restaurant where we could reserve a room and all have lunch together. She will get more information.
  - 9.4 Issues and Concerns – none.
- 10.0 Announcements
- 10.1 Freshman Move-In Day – Friday, August 15 from 8 a.m. to 12 noon
  - 10.2 Staff Council Executive Meeting with Chairs – Wednesday, August 20 at 8:30 a.m. in Southern Hall, Room 115
  - 10.3 New Staff Orientation – Thursday, August 28 at 9 a.m. in RC Cook Union Hall of Honors
  - 10.4 Next Staff Council Meeting – Tuesday, September 2 at 9:30 a.m. in Thad Cochran Center, Room 216
- 11.0 Adjournment
- Motion was made by Linda Dorsey to adjourn meeting; it was seconded by Dianne Coleman.

## Appendix 1

## 2008-09 Staff Council Committee Assignments

### **Constitution and Bylaws Committee**

Amy Byxbe (Chair)  
Kay Bruening  
Tina Griffin  
Cory Williams  
Patience Wise

### **Legislative Committee**

Mike Giles (Chair)  
Verlee Breland  
Tommy Dye  
Paul Lott  
Bridgett May  
Susan Scott  
Mary Virgil

### **Salaries and Benefits Committee**

Dianne Coleman (Chair)  
Heather Brown  
John Hayman  
April Jordan  
Cynthia Render-Leach  
Twillia Morgan

### **Technology and Training Committee**

Amy Thornton (Chair)  
Ida Coleman  
Linda Dorsey  
Larry Lee  
Andrea Phillips  
Lou Ellen Williams

### **University Relations and Cultural Diversity Committee**

J.J. Crawley (Chair)  
Teresa Allen Loveless  
Amanda Belsom  
Shannon Davis  
Christy Bjork-Elias  
Mike Giles

### **University Committee Representatives**

Fundraising - Twillia Morgan  
IT Advisory Board - John Hayman  
Parking Management - April Jordan  
Strategic Planning Committee - Rusty Anderson  
Wellness Program Representative - Heather Brown