

The University of Southern Mississippi
Staff Council Minutes
Tuesday, January 6, 2009
Thad Cochran Center Room 216

- 1.0 Call to Order – Mandy Nace, president
Called to order at 9:35 a.m.
- 2.0 Adoption of Agenda – Heather Brown made a motion to adopt and Rusty Anderson seconded the motion. The agenda was approved by council members.
- 3.0 Call for Proxies – Linda Dorsey for Kay Bruening
Mandy Nace for Bridgett May
Amy Byxbe for Cynthia Render-Leach
Ida L. Coleman for Patience Wise

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Heather Brown, Amy Byxbe, Dianne Coleman, Ida Lee Coleman, JJ Crawley, Shannon Davis, Linda Dorsey, Tommy Dye, Mike Giles, Tina Griffin, John Hayman, April Jordan, Larry Lee, Paul Lott, Twillia Morgan, Mandy Nace, Andrea Phillips, Susan Scott, Amy Thornton, Cory Williams, and Lou Ellen Williams.

Auxiliary member, Kathy Hayman, and parliamentarian, Pam Posey, were present.

Verlee Breland and Mary Virgil were absent without proxy.

- 4.0 Approval of Minutes
 - 4.1 December minutes were tabled until next month.
- 5.0 Officer's Reports
 - 5.1 President's Report – Mandy Nace
 - 5.1.1 Cabinet meeting
No meeting was held in December.
 - 5.1.2 Spring 2009 Initiatives
 - Spring Service Project – we will be looking at a service project sometime this spring. Probably an on campus project. She will have someone to get in touch with the Office of Community Service Learning (OCSL) and we will go from there.
 - Garage Sale – at the beginning of the academic year Mandy had suggested having a garage sale in May. We would collect items from students moving out of dorms. This could possibly be a fundraiser for our Staff Council Scholarship or funds for our account at the Credit Union.

Mandy asked if members had any suggestions for guest speakers or any ideas for spring meetings to let her know.

5.2 President-Elect's Report - Rusty Anderson

5.2.1 Faculty Senate Report – December 5

Dr. Robert Lyman, Provost Report

- Spoke of the budget cut plan for the 2 per cent this year. This is not a reduction in expenditures, it is a permanent cut.
- He stated we should expect cuts next year at 4 per cent. He is asking for plan from each academic unit at this time for the 2009/10 academic year.
- Two colleges are being reviewed for internal reorganization (College of Business & College of Education and Psychology).
- A new refund process for students will go into affect in January called the “Go Gold” card which is a debit card.
- A lengthy question and answer period regarding the purchase and use of the jet took place. Dr. Lyman indicated the jet would be partially purchased through the foundation and every office using the jet would have to pay for the use of this resource (in effect we are leasing the jet from the foundation office).
- A request was made for more information on the relationship between the foundation office and the university. Dr. Lyman indicated he would follow up and bring more information.
- School of Nursing has requested a separation from the College of Health in order to form the College of Nursing. This request is under review as to the impact it will have on the students, faculty, and staff.

Dr. Carole Kiehl, Dean of Libraries report

- We are not a research library. At this time, we are not able to provide the research resources and services needed. We do not have the funding to move to the next level.
- She discussed the ongoing processes of securing resources by working with vendors and using creative ways to find additional resources with a limited budget.

Dr. Steve Oshrin, Faculty Senate President Report

- A task force has been formed to review the budget allocation process and to recommend strategies for better ways to allocate budgets or to manage budget cuts. This is a recommending group to the administration.
- A review of Noel Levitz consultant's report on how to improve retention was provided. There is an action team working with these recommendations.
- Announcement: In conjunction with Staff Council, a legislative forum will take place December 11.

Dr. Jeffery Evans, President Elect report

- Thanks to those who have responded to the assessment survey. 139 members have replied.

Dr. Kate Green presented a resolution to fully fund the honors forum. Resolution passed and will be sent to the appropriate administrators.

5.2.2 IHL Meeting
No meeting in December.

5.2 Secretary's Report – Tina Griffin

5.3.1 Jerry Hoda donations – a total of \$409 was collected from our Holiday Open House and several Gulf Coast employees sent in donations. Mandy has deposited these funds in the Hancock Bank account for Mr. Hoda.

5.3 Secretary Elect's Report – Andrea Phillips

5.4.1 Andrea stated that she will be asking for volunteers for the next New Staff Orientation which will be held January 29.

6.0 Unfinished Business

6.1 Red Cross Fire Family – Heather Brown

With the donations of money and gifts she received, she was able to get every family member a clothing item and the children an additional item. She was also able to get several household items. Gifts were delivered on December 10 to the Red Cross.

6.2 United Way Campaign – Mike Giles

A final report was sent to Dr. Saunders with a campaign total finishing with of a little over \$110,200. He thanked everyone who participated and a special thanks to the Association of Office Professionals (AOP) Garage Sale which helped put the university in that dollar range.

7.0 Standing Committee Report

7.1 Constitution and Bylaws – Amy Byxbe

No report.

7.2 Legislative Forum–Mike Giles

Mike had received an email from Mandy. She was asking him if a specific question from someone who attending the forum was addressed. He was not sure so he was going to follow-up, so that the question could be addressed and a response sent to the attendee.

Also, the legislators seemed to enjoy the process of the forum. They recommended that another forum be held at the end of their session.

7.3 Salaries and Benefits – Dianne Coleman

No report.

- 7.4 Technology and Training – Amy Thornton
No report.
- 7.5 University Relations and Cultural Diversity – JJ Crawley
 - 7.5.1 Action Item #1 – Compressed Work Week
From the online survey – 87 per cent were in favor and 12 per cent were not in favor of a compressed work week. The paper surveys still need to be tallied. Mandy asked JJ to get with her committee and create a proposal and we would proceed from there. Staff Council will need to approve before anything goes to Dr. Saunders. Rusty Anderson asked how many surveys were received. Mandy stated that a little over eight hundred online surveys were returned and JJ said she had around two hundred paper surveys.

- 8.0 Liaison to University Committee Reports
 - 8.1 Department of Parking Management – April Jordan
Meeting was held December 4, but very little discussion. Six parking violations were reviewed.
 - 8.2 Fundraising – Twillia Morgan
No report.
 - 8.3 IT Advisory Board – John Hayman
No report.
 - 8.4 Wellness Program – Heather Brown
No report.

- 9.0 New Business
 - 9.1 Election of New Staff Council Members for 2009/10
This process will start in February, and Mandy will be asking some council members whose terms expire in June of 2009 to be on the Election Committee. Andrea Phillips, secretary elect, will be chair of the committee.
 - 9.2 2008-09 Staff Excellence Awards
Mandy has sent an email to Russ Willis and Kameron Dale in Human Resources to see what the time table will be for the spring awards. The awards will be presented at the Founder's Day picnic. Russ and Kameron were very excited about the number of nominations that were received in November for the 2007/08 awards. Mandy encouraged everyone to spread the word about the 08/09 awards.
 - 9.3 Spring Off-site Meeting
We will be going to Cedar Point in March or April. Mandy is going to contact Dr. Bill Hawkins to see what month is best for them.
 - 9.4 Staff Council Scholarship Committee Appointments
Mandy is thinking that she will make a motion for this committee to become a standing committee. A committee needs to be assigned to set forth specific criteria. She wants this committee set up in order to keep the selection for scholarship recipients fair and balanced. She will contact members to see if they are interested in serving on this committee.

9.5 New Issues and Concerns

No issues or concerns were brought forth to the council.

10.0 Announcements

Mandy reminded everyone about New Staff Orientation on January 29 and to get with Andrea to volunteer.

11.0 Adjournment

Motion was made by Dianne Coleman to adjourn meeting; it was seconded by Linda Dorsey.