

The University of Southern Mississippi
Staff Council Minutes
Tuesday, March 3, 2009
Gulf Coast Research Laboratory – Auditorium
Tour of Gulf Coast Cedar Point Site – Ocean Springs, MS

Staff Council president Mandy Nace introduced our guest speaker, Dr. Tom McIlwain, project coordinator for Cedar Point at the Gulf Coast Research Laboratory Administration. Dr. McIlwain gave us a brief history of his career at GCRL. He was director of the research laboratory in the 1980s & 90s and retired in 1994. He went to work for the federal government in fisheries for the next ten years, retired again. The research lab asked him to come back and assist with the development of Cedar Point that had been acquired in the mid 1990s. Jackson County Board of Supervisors purchased the Cedar Point property and then deeded it to the laboratory for the development of a new teaching site.

Mission: To develop and transfer technology for

- management agencies,
- stock enhancement, and
- commercial development of Gulf of Mexico marine species.

Location

- Cedar Point site, Ocean Springs, MS
- Located on 241 acres
- Bordered by Davis Bayou and by Gulf Islands National Seashore

Facilities

- Six buildings completed or in progress including
 - Office/administration support
 - Maturation
 - Broodstock-rearing
 - Marine-shrimp grow-out
 - Finfish grow-out
- Basic utilities and roads installed
- 15-year master plan completed for the site

Research

- Focus of active research and development
 - Culture of marine shrimp
- Focus of proposed research and development
 - Culture of Gulf marine fish
 - cobia ◦striped bass ◦spotted sea trout
 - red drum ◦ red snapper ◦southern flounder
 - tripetail
 - Culture of marine invertebrates
 - shrimp ◦oysters ◦clams ◦crabs
 - Culture of marine algae
 - Health and genetics research

Current Status

- Five buildings are dedicated to marine aquaculture and include a marine shrimp commercial grow-out prototype.
- Approximately \$20 million is dedicated to construction of facilities on the campus. Potential funding available through the Department of Marine Resources and additional funding requests to the United States Congress more than double that figure.
- A master plan for the Cedar Point Campus was completed in 2004 and includes facilities for marine aquaculture.
- The Marine Aquaculture Visitor's Pavilion is currently under construction. The 11,000 square foot facility will house the spotted sea trout aquaculture and stock enhancement program and will provide a platform for demonstrating the principles and potential benefits of marine aquaculture to the lay public.
- An additional six buildings are funded and in various stages of development. These include five buildings for the culture of marine organisms; cobia, red snapper, striped bass, blue crabs and possibly others.
- The planned and funded buildings also include a 27,000 square foot office and laboratory building that will support marine aquaculture and fisheries research.

1.0 Call to Order – Mandy Nace, president
Called to order at 10:06 a.m.

2.0 Adoption of Agenda – Linda Dorsey made a motion to adopt and Shannon Davis seconded the motion. The agenda was approved by council members.

3.0 Call for Proxies – JJ Crawley for Teresa Loveless Allen
Susan Scott for Amanda Belsom
Cynthia Render-Leach for Christy Bjork-Elias
Patience Wise for Ida Coleman
Heather Brown for Mike Giles
Twillia Morgan for Lou Ellen Williams

Members present were Rusty Anderson, Verlee Breland, Heather Brown, Kay Bruening, Amy Byxbe, Dianne Coleman, JJ Crawley, Shannon Davis, Linda Dorsey, Tina Griffin, John Hayman, April Jordan, Bridgett May, Twillia Morgan, Mandy Nace, Andrea Phillips, Cynthia Render-Leach, Susan Scott, Amy Thornton, Mary Virgil, Cory Williams and Patience Wise.

Auxiliary member, Kathy Hayman, and parliamentarian, Pam Posey, were present. Pat Foley, auxiliary member, was absent.

Tommy Dye, Larry Lee and Paul Lott were absent without proxy.

4.0 Approval of Minutes

4.1 February Minutes – JJ Crawley moved to approve the minutes and it was seconded by Rusty Anderson.

5.0 Officer's Reports

5.1 President's Report – Mandy Nace

5.1.1 2008/09 Staff Excellence Awards

Since our last meeting some changes have been made to the way Staff Excellence Awards will be handled. First of all, the awards will be changed from a fiscal year award to a calendar year award. This year the awards will be for calendar year 2009. Also from this year forward, the awards will be presented at Staff Council's Holiday Open House event in December. Staff Council is only providing the venue to hold the awards. Human Resources will continue to make the call for nominations, oversee the committee that selects the recipients and present the awards.

The recipients of the 2008 Staff Excellence Awards (that were awarded at our Holiday Open House in December 08) will be announced at the Founders' Day celebration this month on Monday, March 30 and listed in the program. They will also be announced in the spring at Convocation.

5.1.2 Academic Planning Group (APG) Meetings

Mandy stated that the Stimulus Bill may provide USM with a one-year fix to the budget challenges, even though we may face similar issues for FY2011. The bill is buying us time to look at academic and non-academic units and our core mission.

To review all of the APG meeting minutes go to www.usm.edu/provost/budget_planning/apg.

5.1.3 New Action Item # 7

Action Item # 7 submitted online on 2/20/09 reads as follows: "Are grant staff different in the way their time is accounted for than university paid staff? We have grant people that work two days (not even whole days) a week and get paid for a full week because their supervisor said it was ok for them to work from home the other three days. Following this allowance another grant paid staff member was allowed one day off a week (with full pay) to address health issues. I think this sets a bad precedent and that university paid employees feel like this is unfair treatment and also much of the work burden falls on those who are at their desks every day."

The action item was assigned to the Salaries and Benefits Committee.

5.1.4 New Action Item # 8

Action item # 8 submitted online on 2/20/09 reads as follows: "I would like Staff Council to ask Parking to allow GCRL and Stennis staff to be allowed unlimited visitor passes instead of the current limit of one per semester and barring that then 5 passes max or something more reasonable for the staff. We never know when we will be sent up for training or meetings and it seems unfair to purchase a pass (that is of no real use to us) just so we can

obey the one visitor pass per semester. Please see if this exception can be made. Thank you.”

The action item was assigned to the University and Cultural Diversity Committee.

5.2 President-Elect’s Report - Rusty Anderson

5.2.1 IHL Meeting

Presentation

Dr. Ronald Mason, President of Jackson State University, gave a presentation about the university’s *Path to Greatness*.

2009 Black History Month Recognition

Dr. Stacy Davidson, Chair of the Black History Month Committee, noted that each year the Board recognizes one individual from each public institution of higher learning who has contributed significantly to the positive advancement of diversity on his/her campus and in the community.

Dr. Davidson thanked the members of the committee, Dr. Neely, Ms. Robinson, Mr. Smith, Dr. Rouse and Ms. Pearl Pennington, who is the IHL Director of Student Affairs, for their time and effort. He gave special thanks to Ms. Clotee Lewis, IHL Coordinator of Public Affairs, who has coordinated the efforts of this committee for the past nine years.

Dr. Davidson congratulated all of the nominees and presented them with a Certificate of Recognition for their outstanding vision and dedication, as well as serving as role models and strong advocates for the advancement of diversity at their respective universities and in the surrounding communities.

Dr. Davidson announced Dr. Eddie A. Holloway, Dean of Students and Assistant Professor of Psychology, at The University of Southern Mississippi, as the Black History Month Educator of the Year. Honorable Charles L. Young, Sr., Mississippi House of Representatives, Universities and Colleges Chairman, was recognized as the special community honoree. Dr. Holloway and the Honorable Charles Young were each presented with a resolution and plaque commemorating this award.

Approval of Other Real Estate and Facilities Requests

USM - IHL 208-286, Parking Structure

Professional Services Contract: N/A

This project was approved for initiation in April of 2008. After discussions among university personnel, designers and contractors, this appears to be a project well suited for execution under the authority granted in *Miss Code Ann.*, 37-101-41, as amended, for the alternative dual phase design-build process for constructing auxiliary facilities with private funding.

The project would be for a parking structure with a capacity of 900 to 1200 spaces, be privately funded for design/construction, and be leased back to the university for a period not to exceed 31 years. The revenue stream to cover the lease payments would be generated by increasing parking permit fees, ticket surcharges on athletic and performing arts events on campus and by instituting a visitor parking fee. The design-build approach is considered desirable for this project since it would preclude the need to acquire the initial construction funding; a parking structure is a relatively straightforward type of facility, with no complex utility or environmental control requirements; it would provide a more timely project execution, which is needed due to the reduction of campus parking spaces; and there will be a funding stream to support the lease payments.

The University of Southern Mississippi request approval:

- to pursue the dual phase design-build process for construction of a parking structure on the University of Southern Mississippi campus.
- of the site. The proposed project site location is in accordance with the campus master plan approved by the Board in 2008.

Staff Recommendation: Board staff recommends approval of Items University of Southern Mississippi

GS 108-235, College Hall Renovation: The Board staff approved the Schematic Designs as submitted by Dale and Associates, project professionals. The Board staff requested approval from the Bureau of Building, Grounds and Real Property Management. The total project budget is \$6,252,302.68. Funds are available from SB 3197, Laws of 2002, and SB 2988, Laws of 2003.

Project Professional: Dale and Associates, Jackson, MS

General Contractor: N/A

GS 110-089A, Research Office/Lab Facility - Cedar Point Campus Phase II: The Board staff approved the award of a contract to C. Perry Builders, Inc. of Sumrall, Mississippi. Approval was requested from the Bureau of Building, Grounds and Real Property Management. The total project budget is \$9,041,697.88. Funds are available from SB 2010, Laws of 2004; Mississippi Department of Marine Resources and a National Oceanographic and Atmospheric Administration Grant (GRO 02733).

- 5.3 Secretary's Report – Tina Griffin
No report.

5.4 Secretary Elect's Report – Andrea Phillips

5.4.1 Election of New Staff Council Members for 2009/10

Interest Inquiry Surveys were mailed on Friday, February 27. The surveys were mailed only to Hattiesburg EEOC categories, as no new members will need to be elected for our Gulf Coast areas. The vacancies that will need to be filled for the Hattiesburg campus are: 7 professional, 3 clerical/secretarial, 3 technical and 2 service maintenance/skilled craft. The deadline for surveys to be returned is Friday, March 13. Andrea thanked the Office of Professional Development and Educational Outreach on campus for assisting with the survey mail out.

5.4.2 Cabinet Meeting - February 9

Campus Hub

- Will go live in March and serve as a hub for student information.
- They will log in and be able to access financial information, SGA, societies on campus, campus events, class information, WEB CT, Soar, etc.

New Marketing Strategy for the Arts

- All art departments will be working together instead of individually.
- They are changing the way they market internal events (student and small faculty recitals).
- They are cutting mail outs by two thirds.
- They will have a new model similar to iTunes where you can click on something you like and it will tell you what else you might be interested in, instead of you getting overwhelmed with information.
- Looking to focus on individuals 45 and younger.

VP for Research

- Looking into grant proposals for programs included in the federal stimulus package.

VP for Student Affairs

- There was some worry about the new residence hall being on track because of problems with bond financing, but everything is ok and it is set to open in 2010.

CFO: Academic Planning Group

- Getting budget cut recommendations together.
- We are expecting to have to cut 10-12% for FY10, but don't know exact percentages for sure.
- There will be a website available with meeting minutes as well as a suggestion box for cost savings.

Chad Driskell

- We are building a \$20 million, 100,000 square foot office building in Innovation Park. It will be the nicest office building in Hattiesburg.
- The tuition cap proposal has been stopped.
- Rebalancing of the appropriations formula has been put on hold. The formula was to be put in place slowly over six years. They're not sure if that means IHL will be using FY08 formula or the FY09 formula which uses the first part of the new formula. Dr. Saunders hopes they're using FY09 because if they use FY08, it includes our enrollment figures for Katrina.

Sustainability

- We are in league with University of Florida and Auburn on Recycle Mania.
- Most schools are targeting 2050 for their Climate Neutrality plans. We will be starting to work on ours shortly.
- Sustainability expects a 50% drop in budget next year due to the drop in expenses and they will begin writing grant proposals.
- Market crashed in October, so we are lucky to have a recycling vendor.
- They are working on curriculum that is sustainability minded.
- They are going to be working on communicating energy management mitigation and getting people to change their lifestyles.
- There are currently 30 bikes in the eco-bike program. They are looking to eventually have 50.
- There will be sustainability speakers during the centennial.
- They are looking to eventually have an organic garden where students can grow and sell organic produce.
- The week of Earth Day, April 20-24, we will be having Earth Week with various programs.
- An architect will come soon and build something out of one day's recycling.
- We are currently recycling 33,000 pounds of trash per month. They think we can reach 50,000.

Becky Woodrick's office

- There has been an increase in complaints about religion in the work place.
- Russ made it clear that you have a right to your beliefs, but we need to be sensitive and not overt.

- For example, complaints include prayers before staff meetings and faculty giving their opinions, morals, and beliefs in classes that don't call for it.
- Dr. Saunders said she's gotten complaints both ways: that we're not religious enough and that we're too religious.

Human Resources

- Informed cabinet of new Caregivers Support Group.
- Also, students expressing emotional or psychological issues can contact Deena Crawford for a confidential referral.

MS School for Math Science typically has students going to Ole Miss and State.

- One of the directors is impressed with the program at Southern Miss and Dr. Saunders, Dr. Paul, and Dr. Davies are going there this week to promote our program and talk to the students.

5.4.3 New Staff Orientation – March 26

Andrea has requested the new hire list from Human Resources. Once she has received the list we will decide if we move forward with the next orientation.

6.0 Unfinished Business

6.1 Staff Council Scholarship Committee

Twillia Morgan, proxy for committee chair Lou Ellen Williams, presented the council with the following proposed changes to the Staff Council Scholarship application and process. The proposed changes along with the new application form were sent to all council members on February 26 via email. The proposed changes are as follows:

1. Increase the number of awards to accommodate fall and spring rather than just one time during academic year. *Giving two \$100 scholarships each semester* instead of three for the year.
2. The criteria was kept the same except we propose one last addition: *Have not been awarded the Staff Council Scholarship within the last year.* This will give more people a chance at receiving the scholarship, and still give previous recipients another chance down the line at receiving the award again.
3. We propose that the application be available to submit electronically. This would hopefully make for a better applicant response. Also, goes

along with the Go Green Initiative by reducing paper applications to a minimum.

4. We changed the three questions on the application to give us a better focus on why they merit the scholarship. The three main questions are in regard to: leadership inside and outside the University, how the scholarship would make a difference and any previous scholarship awards from Staff Council.
5. Make the Scholarship Committee a permanent committee and have the committee make/propose future changes and determines scholarship recipients.

President Nace explained to the council that in past years the process for staff scholarships has had little or no constraints. The funds are not in an endowment account. They are set up in an “in and out” account, meaning what funds are put in, we can take out. With the proceeds we received from the Comcast Golf Classic Tournament the account now has over \$2,000.00. This will fund the scholarships for several years and hopefully additional funds will be added each year. She asked the committee to look at the process so that funds could be distributed in a more timely matter in conjunction with the golf tournament.

Mandy asked Amy Thornton if she could help with getting the new application form set up electronically. Amy stated that she could. Mandy opened the floor for any discussions. Pam Posey, council parliamentarian, stated she had not received the proposed changes and asked when it was sent out? It was sent via email to all staff council members on February 26. She also stated if the Bylaws were changing, the Constitution and Bylaws Committee would have to send an addendum to all council members three weeks in advance before the next meeting in order for the council to vote on its inclusion in the Bylaws. Mandy then asked the council to vote on items one through four of the proposed changes and the Constitution and Bylaws Committee would take care of the addendum to the Bylaws at our April meeting. The proposed changes to the scholarship process and application form was approved by the council.

- 7.0 Standing Committee Report
 - 7.1 Constitution and Bylaws – Amy Byxbe
No report.
 - 7.2 Legislative Forum–Mike Giles
No report.
 - 7.3 Salaries and Benefits – Dianne Coleman
 - 7.3.1 Action Item # 5 – The committee met with Russ Willis, director of Human Resources and he provided a copy of the current Smoking Policy which states:

“Smoking is prohibited in all indoor areas. Also smoking is prohibited in outdoor areas that are shared in close proximity by the public. These outdoor areas include: building entrances, stadium seating areas, and university owned vehicles. Residence hall smoking floors are designated and smoking is prohibited other than on these floors.

This policy primarily relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. Observance of this policy is the responsibility of all members of the University of Southern Mississippi community.

Complaints regarding violations of this policy should be referred to the immediate supervisor, or in the case of students, to the appropriate student affairs administrator for resolution.”

The committee brought forth the following recommendations:

“Although we feel that progression should be made toward a healthier, tobacco-free campus, we recognize that the timing of this progression should be carefully considered. Thus, the committee’s recommendations at this time are:

1. Semi-permanent signs be placed at all building entrances identifying the areas as non-smoking areas.
2. Each building on campus have an easily identified (sign) and accessible, designated outside smoking area not to be located near an entrance or in an area highly visible by general traffic.
3. Cigarette extinguishing receptacles of a more convenient design for ease of use (not single tiny hole for cigarette insertion) be provided. The receptacles be placed at additional sites on campus, including near all campus entrances.
4. Additional efforts be made to educate the campus community on the smoking policy and smoking cessation programs provided by the university.

President Nace opened the floor for discussion. Several council members had comments such as: concern about the receptacles be placed in front of building entrances and people smoking in front of building entrances, who takes care of maintenance of receptacle and fires in receptacles. After more discussions and concerns, Mandy explained that the recommendations from the committee would be sent forward to upper administration. She also stated this issue and the university moving towards a “smoke free campus” is going to be an on going process and is something that can not happen overnight. She feels this recommendation from the council is definitely a move in the right direction. Then it will be up to our administration as to where they will go with it. The council

voted and approved for the recommendations to be sent forward to our upper administration.

7.4 Technology and Training – Amy Thornton

7.4.1 Web Committee

- Public Relations now has Google Analytics which will allow you to run statistics on your Web site. You must have a g-mail account to get access. You can e-mail Aaron Green in Public Relations at Joseph.Green@usm.edu for more information.
- They also have Google Appliance which will allow customized searches. If your department has a particular customized search you would like to have included, Public Relations is in the process of creating a form online to submit your request.
- A subcommittee is looking at a new policy to assist with ADA Compliance.
- Web Access Meeting March 6 in OMH Room 125 at 2:00 p.m. where they will be talking about any concerns faculty, staff or students may have.
- Working on a new Web site design.
- New Dreamweaver template is available from Public Relations..

7.5 University Relations and Cultural Diversity – JJ Crawley

7.5.1 Action Item #1 – Compressed Work Week

Data has been collected and committee will be meeting soon.

8.0 Liaison to University Committee Reports

8.1 Department of Parking Management – April Jordan

The Parking Management Committee met on February 26th. There were no ticket appeals to review, but the committee was asked to bring recommendations to the April meeting for a committee chair to replace Dr. William Scarborough who is retiring. Parking for the Trent Lott building was discussed and while it has not been approved there was mention of a gated lot and designated space for visitor parking. At this time the plans for that building has the Foundation housed on the third floor, the Center for Economic Development on the second floor, and a few classrooms on the first floor. The newly elected SGA Attorney General, Zoe Beckham, was introduced to the committee members and she will officially start attending meetings in the fall.

8.2 Fundraising – Twillia Morgan

No report.

8.3 IT Advisory Board – John Hayman

No report.

- 8.4 Wellness Program – Heather Brown
Susan Bone is working on a summary from the wellness survey participants. This summary will be sent to Dr. Saunders to back up the proposal that was presented to her in January.

- 8.5 Strategic Planning Committee – Rusty Anderson
The committee went over the strategic plan to help Dr. Saunders look at the graphs and how she wants to present it in her annual report.

- 9.0 New Business
 - 9.1 Garage Sale & “Green Initiative – Saturday, May 16
Mandy explained that this was brought forth at the beginning of the year as a fundraiser/service project. We are going to ask Residence Life to work with us on gathering items left by students at the end of the semester in order to have a garage sale. Tina Griffin is going to contact Residence Life to see if they will work with us on this project. She will contact the council members via email as soon as preparations are made. Mandy asked all members to please mark you calendar for Saturday, May 16.
 - 9.2 New Issues and Concerns
No new issues are concerns at this time.

- 10.0 Announcements
Mandy asked everyone to look over the announcements.

- 11.0 Adjournment
Motion was made by April Jordan to adjourn meeting; it was seconded by JJ Crawley. Immediately following the meeting the council members received a tour of the Cedar Point site.