

**The University of Southern Mississippi**  
**Staff Council Minutes**  
**Tuesday, November 4, 2008**  
**Thad Cochran Center Room 216**

Preceding the November meeting, council president Mandy Nace presented Staff Council Scholarships to Tiffany Kersten and Dessarai Brackman. Tiffany is readmissions evaluator in the Office of Admissions and her major is Sports Management with a minor in Business Administration. Mandy stated that she is a very outstanding individual. After overcoming a cervical cancer scare, Tiffany is active as a leading spokesperson and publicity chairman for the American Cancer Society. She has also experienced a personal domestic violence encounter and because this is such a huge problem in our society she feels that it is important to examine the nature of the violence and the teaching methods addressing this issue. She volunteers for the Women's Abuse Shelter in hopes of touching other lives. Tiffany was presented with a certificate from the council and will receive a \$100 scholarship that will be added to her account. Mandy also presented a certificate to Dessarai and she will receive a \$100 scholarship. Dessarai is the assistant to the dean of academic advisement and records in the College of Science and Technology. Her major is Child and Family Studies with a minor in Community Health Sciences. She is member of the Hattiesburg Meistersingers Singers, a Hattiesburg High School Band Booster Parent and a soccer and debate coach.

Rusty Anderson staff council president elect presented a video to the council. The video entitled "The Southern Miss Story" was shown at the Institute of Higher Learning board meeting that was held on our campus in October. In introducing the video Rusty included the IHL webcast where Dr. Saunders talks about the Strategic Plan at Southern Miss. The video was very informative and contained a lot of information about Southern Miss that we as staff council members might not be aware of.

- 1.0 Call to Order – Mandy Nace, president  
Called to order at 10:06 a.m.
- 2.0 Adoption of Agenda – Council member Heather Brown asked that 9.3 be added under New Business – Soles4Souls. Kay Bruening moved to adopt the agenda with that addition and Rusty Anderson second the motion.
- 3.0 Call for Proxies – Kay Bruening for Verlee Breland  
April Jordan for Dianne Coleman

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

Auxiliary members present were Pat Foley and Kathy Hayman. Parliamentarian Pam Posey was present.

#### 4.0 Approval of Minutes

4.1 September and October proposed minutes. Rusty Anderson moved to approve the minutes and it was seconded by Cynthia Render-Leach. The minutes have been approved by Southern Miss proofreader. Tina Griffin council secretary will send to Amy Thornton to post on website.

#### 5.0 Officer's Reports

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

###### 5.1.1 Cabinet meeting

- Possible 2 per cent budget cut this year and 4 per cent cut for 2009/10 – no anticipated layoffs
- Centennial events for calendar year 2010 :
  - Renee Fleming Gala in Jackson, MS at Thalia Mara Hall – January 26
  - Athletic Season Opener Celebration February 2010
  - University-wide Day of Service (all teaching sites) Spring 2010
  - Student Leader Reunion (Phi Kappa Phi Bowl winners) - Founder's Week March 2010
  - Pine Belt and Gulf Coast Community Celebration Inclusion – March 30
  - Centennial History Book by Bo Morgan release date March 30
  - Centennial Brick and Mortar Project Dedication March 30
  - Founder's Day Community Picnic – March 30
  - Concert at MM Roberts Stadium – March 30
  - Nationally Recognized Speaker Commencement
  - Academic Oral History Symposium – Summer 2010
  - Gulf Coast Centennial Project – Summer 2010
  - Southern Choral Reunion – September 2010
  - Centennial Homecoming – October 2010
    - Parade downtown
    - Football game with 5<sup>th</sup> quarter concert
  - Armed Forces/Veterans Tribute and Monument Dedication Ceremony – November 11, 2010
  - Centennial Logo Athletic Patch and Field Display Headquarters and Museum Exhibit
  - Centennial Lecture Series – six academic lectures
  - Centennial Marketing – March '09 – December '10
  - Centennial Art Exhibits

### 5.1.2 Golf Tournament Outcome

Mandy thanked the entire council for their diligent help in obtaining sponsors this year. We ended up with ten different sponsors and twelve golfers that played for Staff Council. Out of those players, one group won 1<sup>st</sup> place in the faculty/staff Las Vegas flight division and will be going on to play in the national tournament. We also had the 4<sup>th</sup> place faculty/staff team and 2<sup>nd</sup> and 4<sup>th</sup> place teams on the Joe Paul Flight. After all the expenses were taken care of, Staff Council cleared \$2,285.64 that will go towards our staff scholarship at the USM Foundation.

### 5.1.3 New Action Item # 4

Mandy presented a new action item to the council and it reads as follows:

“Since USM is going green I would suggest they take a closer look at the staff holidays for Christmas. The way the days fall we’re off on a weekend and come back to work for one day then we’re off for Christmas Holiday. The energy that is being used to turn the power on for the staff could be a savings. Example, in the Liberal Arts Building (LAB) there will be a total of 25 people but, the whole building will have to be turned on. The same thing on the Friday when our holiday ends and we are due to come back for one day.”

The Action Item dated October 13 was sent in by university staff member Gayle Anderson. The Executive Committee met on October 22 and discussed the action item. This action item is a duplicate of one submitted during the 2007/08 year and the state requirements have not changed. Thus, the executive committee gives the statement from Russ Willis, director of Human Resources: “The IHL Board allows for 15 days off a year. Any days off above the 15 must be submitted for prior approval.” Our response to the action item will be forwarded to Gayle Anderson.

## 5.2 President-Elect’s Report - Rusty Anderson

### 5.2.1 Faculty Senate Report – October 3

Guest Speaker Dr. Martha Saunders:

>Reminded members of open enrollment October 6-10 in McLemore Hall.

>Announced the Holbrook Award for the highest number of athletes graduating in our men’s programs in Mississippi.

>Addressed the football team members fight and response (the team has been banned from two clubs).

>Southern Miss finished Number 1 in the American Heart Association Heart Walk.

- >Articulation Agreement to consider common course # for transferring students is underway.
- >Southern Miss considered the most “friendly” transfer school in the state.
- >Movement to begin the planning process for the University Club is underway.
- >Currently developing a full annual and fundraising giving program. Discussion on how this fits into strategic plan.

Guest Speaker Dr. Bob Lyman:

- >Cross Creek being pushed by a developer surrounding the property for our plan. Challenge in funding remains.
- >Four day instruction program information given, not a four day work week, for students a cost savings, Fridays will have office hours, tutorials, some Friday classes and committee meetings.
- >Reestablishment of Graduate School during the next academic year, will support graduate studies, highest priority will be funding for graduate stipends.
- >IHL has placed several programs on probation and problems are currently being addressed.

Guest Speakers from Student Government:

- >The Big Event was discussed with its focus on a day of community service for students and is scheduled for March 25, 2009 theme will be “A Community of Learning to a Community of Serving,” goal is to get 1500 students to participate.

Guest Speaker Larry Lee (Office of Sustainability):

- >Ecoeagle and sustainability program

President Oshner Report:

- >Video conference in TCC for meeting will not be possible due to costs of equipment.
- >Proposal by Senator Davis to change the IHL structure was presented for discussion.
- >The Staff Excellence Awards were mentioned and encouragement to recommend was emphasized.

President Elect Evans Report:

- >Calendar Committee – academic calendar for next year approved by committee still needs to be approved by University President and Provost.
- >University Assessment Committee - 3 ½ years from now mid term report to SACS will be due.

Dr. Becker provided update on faculty awards committee and status of awards planning.

#### 5.2.2 IHL Meeting – October 16

Special thanks to USM family for making IHL welcome and the hospitality extended.

Dr. Saunders thanked faculty and staff for service. She also provided overview of four strategic initiatives for Southern Miss.

Dr. Lyman outlined the Math Zone with a 21 per cent increase in A, B or C grades for students using the Math Zone. Spoke about the sports and high performance program, the only one in the country. The DuBard School for Language Disorders and the national recognition received for excellence in effectiveness with children was discussed. A presentation followed on the School of Nursing simulation classroom and the 90 percent pass rate on the nursing exam on first try.

Dr. Pat Joachim presented Gulf Coast information. 2,797 enrollment reached for fall 2008. Overview of gulf coast sites presented. Credit was given for the enrollment surge due to team effort. Next enrollment goal is 3,000 students in the fall of 2009. Discussed new class schedule in the spring and also the executive degree programs.

Larry Lee provided overview of sustainability efforts at Southern Miss.

Melissa Cirino focused on moving forward by giving back. Emphasis was on service learning initiatives. Office of Community Service Learning partners with 64 agencies. Southern Miss students gave more than 43,000 hours to our community. Lucky Day program was highlighted.

Video *The Southern Miss Story* was shown. View at [http://www.mississippi.edu/board/webcast/emailform\\_081016.asp](http://www.mississippi.edu/board/webcast/emailform_081016.asp)

#### **University of Southern Mississippi – From real estate and finance committees**

GS 108-229, Reed Green Facility Improvements: The Board staff approved Change Order #4 in the amount of \$38,435 with an increase of sixty eight (68) days added to the contract of Finlo Construction. This change order is necessary for additions to the scope that include rain delays, starters to existing chiller plant, additional fiber optic cable, installation of a VCT in concourse

lobby and the addition of heating water change-over. The Board staff requested approval from the Bureau of Building, Grounds and Real Property Management. The total project budget is \$9,198,513. Funds are available from a bond sale of 2006 and SB 2010, Laws of 2004.

GS 108-230, Polymer Institute Product Processing Unit/Plant: The Board staff approved Change Order #4 for a credit in the amount of \$4,903 with an additional fourteen (14) days added to the contract of Mac's Construction. The Board staff requested approval from the Bureau of Building, Grounds and Real Property Management. The total project budget is \$26,800,000. Funds are available from SB 2988, Laws of 2003, a NIST Grant, and self-generated sources.

IHL 208-256, Pete Taylor Field Skybox & Press Box Additions: The Board staff approved Change Order #4 in the amount of \$104,579.47. This change order is required to provide for the addition of a concession stand and restrooms for the ball park. The total project budget is \$3,527,851. Funds are available from the USM Athletic Foundation.

IHL 208-258, MM Roberts Stadium Expansion and Renovation: The Board staff approved Change Order #16 in the amount of \$38,428.34. This change order is necessary for the addition of television requirements, lockable millwork in the suites, additional concrete steps and changes to glass doors and plates at the east end of the stadium. The project budget is \$32,171,670.38. Funds are available in the project budget from the USM Athletic Foundation.

IHL 208-267, Dormitory Replacement-Hattiesburg Campus: The Board staff approved the Contract Documents as submitted by Landry & Lewis Architects, PA. The Board staff also approved the request to advertise for the receipt of bids. The total project budget is \$45,000,000. Funds are available from EBC Bonds.

IHL 208-269, Commons Building: The Board staff approved Change Order #2 in the amount of \$15,356 for unforeseen conditions discovered during abatement of the Commons Building. The total project budget is \$500,000. Funds are available from self-generated sources.

IHL 208-283, Softball Complex Upgrade: The Board staff approves the Contract Documents and the university's request to advertise for the receipt of bids. The total project budget is

\$950,000. Funds are available from the USM Athletic Foundation and self-generated sources.

IHL 210-236, Marine Environmental Research Laboratory: The Board staff approved Change Order #3 in the amount of \$7,939. This change order is necessary for the addition of a gas line to service the facility generator. The total project budget is \$2,442,775. Funds are available through the Katrina Foreign Contributions Award (GRO2745).

IHL 210-236, Marine Environmental Research Laboratory: The Board staff approved Change Order #4 in the amount of \$4,264. This change order is necessary to upgrade all CAT 5 cables and devices to the current standards of CAT 6. The total project budget is \$2,442,775. Funds are available through the Katrina Foreign Contributions Award (GRO2745).

IHL 214-012, Replace Toy Library: The Board staff approved Change Order #1 in the amount of \$761,714.01 with an additional 337 days to the contract of J.O. Collins Contractor, Inc. This change order is necessary as a result of a change in scope facilitated by additional grant money acquired. The total project budget is \$2,332,187.50. Funds are available from the Mississippi Department of Rehabilitation Services.

#### USM – IHL 208-283, Softball Complex Upgrade

The University of Southern Mississippi requests approval to increase the budget from \$950,000 to \$1,500,000 for an increase in the amount of \$550,000. The increase is required for installation of an elevator for handicap access, a sprinkler system, subsurface conditions and detail designs of the project. Funds are available from self-generated sources and the USM Athletic Foundation.

#### USM – IHL 214-012, Technical Learning Center Replacement, Gulf Park Campus

The University of Southern Mississippi requests approval to increase the budget from \$2,332,187 to \$2,532,187 for an increase in the amount of \$200,000. The increase is required for an increase in scope for reconstruction of the Toy Library that was destroyed by Hurricane Katrina. Additional funding has been approved by a grant from the Mississippi Department of Rehabilitation Services. Funds are available from hurricane damage insurance and the Mississippi Department of Rehabilitation Services.

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

- 5.4 Secretary Elect's Report – Andrea Phillips  
Andrea stated that she has been charged to take over the New Staff Orientation Sessions starting in January 2009. She asked all members to consider volunteering.
  
- 6.0 Unfinished Business
  - 6.1 Thanksgiving Bread Baskets – Council members brought in food items today to be distributed to two families for Thanksgiving. Tina Griffin will take items to her office to separate and have ready to deliver before Thanksgiving. We have a family from the Gulf Coast and looking for a family from Hattiesburg.
  - 6.2 Staff Excellence Awards – Mandy reminded all council members of the November 7 deadline for nomination forms to be turned in to Human Resources. She also asked that the council encourage other university staff members to nominate.
  
- 7.0 Standing Committee Report
  - 7.1 Constitution and Bylaws – Amy Byxbe  
No report.
  - 7.2 Legislative –Mike Giles  
Mike met with Dr. Steve Oshrin president of the Faculty Senate and they are very eager to partner with us to provide a forum. The meeting will be called Legislative Forum. Mandy told Mike she would get with him in order to set up reservations for a room. Tina Griffin asked when the forum will be held. It will be Thursday, December 11.
  - 7.3 Salaries and Benefits – Dianne Coleman  
April Jordan served as proxy for Dianne. 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  
JJ has completed paper ballots from the Physical Plant area and would like to get with Mandy as for the statistics from the surveys (both online and paper).
    - 7.5.2 Action Item #3 – Bicycle Rack  
JJ contacted Lucy Bowen in Parking Management and found out that an email request could be sent to her for additional racks. Lucy would then forward the email to the appropriate person. Bicycle racks have been added outside to both Southern Hall and McLemore Hall.
  
- 8.0 Liaison to University Committee Reports
  - 8.1 Department of Parking Management – April Jordan  
Meeting was held on October 22. Dr. Scarborough complimented the Parking Management Department for doing a good job this semester. He said he can typically find a parking spot at any given time during the day and does not see many students parking in the wrong zones as much.

There were six ticket appeals that the committee reviewed. Most of them were from repeat offenders who are aware of the procedures, but choose not to follow them, thus all but one violation was upheld. The one that was not upheld was for a person with no decal who received two tickets in one day. A question was asked from a committee member where the money from parking fines goes to and Lucy stated that it goes to a budget that the VP for Finance controls, but most of the money is re-routed back to the Parking Management Department for various needs as requested. The next meeting will be held November 20, 2008.

Council member Linda Dorsey made a statement about a traffic issue in front of the dome. On Friday, October 31 (Halloween) when activities were being held on campus, car traffic was terrible. The car traffic was backed up because students and small children were walking in and out of traffic. She thought maybe there should have been policemen directing traffic. She also stated she has seen this happen before. April said that she would bring it up at the next parking management meeting.

- 8.2 Fundraising – Twillia Morgan
    - 8.2.1 Home Interiors Fundraising Sale
      - Envelopes were passed around for all council members to turn in there Home Interior orders. Mandy will let us know when the orders come in.
  - 8.3 IT Advisory Board – John Hayman
    - No report.
  - 8.4 Wellness Program – Heather Brown
    - No report.
- 9.0 New Business
- 9.1 Red Cross Fire Family – Heather Brown
    - Heather has talked with Allison Applewhite at the American Red Cross and we can apply for a family on November 15. She asked the council what size family we wanted to adopt. The council agreed on a family of 6 – 8 people. Heather will send out an email when she receives the information about the family.
  - 9.2 December Holiday Reception – December 2 at Barnes and Noble
    - Mandy is meeting with Kathy Hayman on Thursday November 6 to make final plans. The reception will be from 2 – 4 p.m. with a special presentation at 3 p.m. to present the Southern Miss Staff Excellence Awards.
  - 9.3 Soles4 Souls – Heather Brown
    - Recreational Sports and the shoe charity, Soles4Souls, will be collecting gently worn shoes to send to persons in need. The shoes are sent to a distributor in Alabama then forwarded to the people in need. They will be accepting donations until the end of November.

9.4 Issues and Concerns

Council member Larry Lee asked that we complete a first behaviors/issues survey coming via email for the Office of Sustainability. The survey should only take 30 seconds to complete and you will be in a drawing for a free Wii player.

10.0 Announcements

11.0 Adjournment

Motion was made by Linda Dorsey to adjourn meeting; it was seconded by Cynthia Render-Leach.