

**The University of Southern Mississippi**  
**Staff Council Minutes**  
**Tuesday, October 6, 2009**  
**Stennis Space Center – 9:30 a.m.**

Preceding the October meeting, a presentation was made by Clyde Dees, a Contracting Specialist with the Procurement Office with NASA. An overview of Stennis Space Center was given and a NASA video was shown. Rocket propulsion is NASA's main activity at Stennis. There are more than 30 major federal, state, academic and private organizations located on Stennis. Stennis serves as a model for government efficiency showing the American taxpayers positive returns on their investments. \$840 million has been contributed to the gulf coast through Stennis. Hancock County was selected as Stennis' site in 1961. The space shuttle will retire in 2010 and a new crew exploration vehicle will be developed by 2014. NASA has set a goal to develop the vehicle by 2012. The propulsion for the Ares 5 will be tested at Stennis. The Aries 5 will be ten times safer than the shuttle.

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- 1.0 Call to Order – Rusty Anderson, president  
Called to order at 9:58 a.m.
  
- 2.0 Adoption of Agenda – Linda Dorsey moved to adopt the agenda with changes and Teresa Loveless Allen seconded the motion. The agenda was approved by council members.
  
- 3.0 Call for Proxies – Heather Brown for Andrea Phillips  
Kay Bruening for Amy Byxbe  
Shannon Davis for Michael Chancellor  
Mike Giles for Twillia Morgan  
Chris McGee for Larry Lee  
Amanda Belsom for April Woodall  
Ida Coleman for Patience Wise  
Michelle Templeton for Tim Laird  
Susan Scott for Jami King

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Ruth Brooks, Heather Brown, Kay Bruening, Candie Carter, Dianne Coleman, Ida Coleman, Valerie Craig, James Daniel, Shannon Davis, Linda Dorsey, Mike Giles, Bridgett May, Chris McGee, Dorothy Mobley, Bobbie Payton, Melissa Ravencraft, Cynthia Render-Leach, Susan Scott, Michelle Templeton, Corrie Thompson, and Brad Ward.

Auxiliary Members Kathy Hayman and Danny Maalouf were present.

Verlee Breland, Tommy Dye, and Paul Lott were absent without proxy.

Rusty Anderson thanked Bridgett May for setting up the Stennis meeting. Her hard work is greatly appreciated.

- 4.0 Approval of Minutes

- 4.1. Shannon Davis stated that she was not reflected as present in the September meeting and her second of the adjournment was not included. She brought up the fact that, though she was late for the September meeting, frequently people leave during the meeting for long periods of time. Cynthia Render-Leach made a motion to amend the September minutes with changes to Shannon's presence and Rusty added that the minutes include second of the motion. Mike Giles seconded the motion; and the motion passed. It was suggested that a change be made to the Constitution and Bylaws addressing leaving the meeting once it has begun. Rusty stated that any change would need to be presented as an Action Item.
  - 4.2. Motion was made by Kay Bruening to accept the September minutes. Second was made by Ida Coleman. Minutes were approved
- 5.0 Officer's Reports
- 5.1 President's Report – Rusty Anderson
    - 5.1.1 Cabinet Meeting
      - Did not meet in September.
    - 5.1.2 Space Allocation & Utilization Committee
      - This committee meets every 2-3 weeks and has been broken into various sub-groups to decide how to assign space on the Hattiesburg campus. The committee is not addressing issues on the coast campuses. One sub-group is developing policies and procedures so that when space comes available there is an official procedure for assigning that space.
      - The committee is working on a web presence so that information can be submitted and access can be granted regarding space other than classrooms.
      - Every room in every building has been assigned to a committee member for measurement and assessment.
      - Corrie Thompson stated that some of that information may be available for comparison in the Office of Contracts and Grants Accounting.
      - Rusty stated that hopefully the process will be complete in the coming weeks since they already have space requests.
      - Corrie stated that use of space is very important as it affects the % the university receives for Indirect Costs.
  - 5.2 President-Elect's Report – Dianne Coleman
    - 5.2.1 IHL Report
      - A board retreat was held in early September to discuss the budgets.
      - There was another meeting later in September.
      - The IHL approved some academic department changes: rename the Department of Speech Communication the Department of Communication Studies; to reorganize the College of Arts and Letters by removing Interior Design faculty and associated resources from the existing unit and placing them in the College of Science and Technology; to rename the Bachelor of Arts, Master of Arts, Master of Science, and Doctor of Philosophy degrees in Administration of Justice to degrees in Criminal Justice

- They approved two new limited-scope centers: the Center for American Indian Research and Studies within the College of Arts and Letters and the Center on Aging within the College of Health; They approved renaming the Center for Community and Civic Engagement to the Mississippi Campus Compact.
- They approved Southern Miss to enter into an agreement with Blackboard to provide professional consulting services related to distance education programs for a three-year period from October 1, 2009 through September 30, 2012.
- They approved initiation of School of Nursing Building and the appointments of professionals for the design phase. Funding for the design phase in the amount of \$1,500,000 is available from a grant from the U.S. Department of Health and Human Services.
- Other Real Estate requests:
  - Southern Miss to grant a utility easement to the City of Long Beach for the replacement of a main sanitary sewer line on the Gulf Park Campus property.
  - Southern Miss to purchase property located at 3601 Azalea Drive, Hattiesburg for \$122,500 from Wilbur W. Bullock Jr.
- The IHL approved termination of two tenured faculty in the Department of Technology Education effective at the end of their current contracts in 2010 due to elimination of academic program-Bachelor of Science in Technical and Occupational Education.
- Based on insufficient graduation rates, 40 academic programs were evaluated to assess productivity potential, unnecessary program duplication, and contributions to general education core curricula.
  - IHL approved deletion of the USM Bachelor of Science in Family & Consumer Sciences Education and the Master of Science in Medical Technology will be continued with stipulation. It will be subjected to annual review for two years to assess progress toward future productivity.
- Southern Miss has suspended enrollment into the Bachelor of Arts in Geography, Bachelor of Science in Technical and Occupational Education, and Bachelor of Science in Business Administration in Economics.
- Southern Miss is offering programs online to expand student access by providing an alternative program delivery method to traditional classroom instruction.
- Real Estate items approved subsequent to the August 19-20, 2009 board meeting submission deadline:
  - College of Health Facility: The total project budget is \$31,020,250. Funds are available from the Bureau of Building, Grounds and Real Property Management Revolving Preplanning Fund.

- Dr. Hank Bounds gave a presentation:
  - Estimating our budget for next year to be 10% less than this year, and the following year cut yet another 10%.
  - Guiding principles in preparing for these cuts is staying student accessible focused and state focused while retaining a commitment to quality.
  - Bounds presented 12 efficiency strategies:
    - Consolidate 403(b) administration retirement plans for faculty & staff.
    - Consolidate cafeteria plans
    - Reduce cost of textbooks
    - Implement a reverse auction system. (method of purchasing like e-Bay)
    - Consolidate software and hardware purchasing
    - Consolidate Banner and back office operations—
      - i.e. Do we need 8 HR offices?
      - 8 purchasing offices?
    - System-wide mass notification system
    - Improve fire protection
    - Improve energy efficiency
    - Build a space inventory – leads to recommendations for new buildings
    - Undergo administration peer review (share best practices).
  - All institution presidents and the board complimented Bounds on his pro-active approach to preparing for the budget cuts.
  - President Saunders recognized Student Government Association J.R. Robinson on his campaign platform of student retention and his success in adopting an early warning system for the students.
  - President Saunders announced that The Pride has been invited to march in the Macy's Thanksgiving Day Parade.

#### 5.2.2 Faculty Senate Report

- Seasonal flu vaccine should arrive at the USM Health Services on September 21<sup>st</sup> and will be available to students, faculty and staff for \$20. (This is \$5 below Health Department charge). Health Services Director Dr. Ginny Crawford is in the process of applying through the Centers for Disease Control for the new H1N1 vaccine and expects arrival mid-October. Health Services plans to make arrangements to offer seasonal flu vaccines at USM Gulf Coast, and if possible H1N1.
- Provost Lyman stated that a national search is planned for Dr. Cecil Burge's position (Vice President for Research and Economic Development), as it is absolutely crucial to

the university.

- Summer Faculty Research Grants and Summer Grants for the Improvement of Instruction will not to be awarded this year.
- Key goals for the university:
  - a. Develop a climate of academic success
  - b. Community engagement and involvement
  - c. Image enhancement and development
  - d. Healthy minds, bodies, and campuses
- The next step involves discussing strategies for meeting and metrics for measuring these goals with units—college and departments.
- A responsibility-centered management model of budgeting was recommended to the cabinet, where the response was positive. Under that model, each unit (primarily colleges) will receive revenue based on tuition and external funding obtained. Some “bills” or a “tax” to cover administration would be applied, and legislative appropriations would still be allocated to central administration. Each unit could establish a contingency fund. The Colleges of Business and Arts and Letters plan to pilot-test the model for a year starting FY 2011.
- A new committee will be the University Budget Committee. Provost Lyman is drafting ideas for its make-up now.
- Only one motion passed at the meeting. The request to Dr. Saunders that she defer USM agenda items at the September IHL meeting concerning termination of faculty and elimination of academic programs until appeal hearings for those involved have been heard.

#### 5.2.3 University Club Planning Committee

- Heather Brown has been elected President of the University Club.
- A flyer was distributed to the Council members regarding the Open House to be held at the University Club.
- The University Club will be open the second and fourth Tuesday of each month from 4:30 p.m. to 6:30 p.m.
- It is located at the Conestoga Steak House annex building.
- Open House will be October 13 and membership dues are \$20 per month for faculty and staff.
- Non-university employee guests are allowed for a \$5 fee.
- Payroll deduction of the membership fee will be available. Otherwise, annual dues should be paid upfront.
- Dues will cover the facility costs and appetizers.
- If a university employee would like to access the club without a regular membership, the \$5 guest fee will apply.

#### 5.3 Secretary’s Report – Andrea Phillips

- No report

#### 5.4 Secretary-Elect’s Report – Heather Brown

- No report

## 6.0 Unfinished Business

- 6.1 Food Pantry: A list of assigned food items was distributed to Council members for collection for two Southern Miss families.
- 6.2 Parking Management: Social Security Numbers for parking registration were only required one year when the information was not pre-populated. Now, they are pre-populated and only the last four digits are required.
- 6.3 Fire Family: Information will not be available for the family until close to Christmas. If Council members would like to contribute, please provide cash or a gift card in any denomination. Those should be submitted to Heather at the November meeting. Rusty will check with Wal-mart and Target to see if the retailers will match the amount collected. Donations will be accepted from staff members not on the Council.
- 6.4 Unresolved Issues or Concerns: There were none at this time.

## 7.0 Standing Committee Reports.

- 7.1 Constitution and Bylaws – Amy Byxbe
  - The proposal for changes to the Constitution and Bylaws was distributed at the September meeting.
  - A question was asked about Division III, Article 1, Section 1 in the Constitution: Perhaps it is redundant to list the elected officers of the Council? The Immediate Past-President is not elected to that specific position.
  - It was explained that the list is given to explain that the Immediate Past-President is also subject to the Bylaws.
  - A motion was made by Cynthia Render-Leach and seconded by Ruth Brooks to amend the proposal by striking the word “elected” from the wording of the proposal. Motion passed.
  - A vote was taken to accept the proposals as amended. The vote passed.
- 7.2 Legislative Committee – Mike Giles
  - Mike spoke with Chad Driskell and it was decided that a letter will be drafted to the local legislators, committee chairs, House and Senate members, etc. in December.
  - A forum would then be set up similar to last year; hopefully for the end of December, around finals week. They will work on having it set up on IVN so that coast employees can view the session.
- 7.3 Salaries and Benefits – Corrie Thompson
  - No report
- 7.4 Technology and Training – Valerie Craig / Melissa Ravencraft
  - No report
- 7.5 University Relations and Cultural Diversity – Tim Laird
  - No report
  - Action Item #3 is being researched.
- 7.6 Scholarship Committee – Amanda Belsom
  - No report

## 8.0 Liaison to University Committee Reports

- 8.1 Department of Parking Management – Chris McGee
  - No report
- 8.2 Fundraising – April Woodall
  - 8.2.1 Comcast Golf Tournament

- \$1,750 has been secured for Staff Council.
- 8.2.2 Fundraising ideas
- Ideas should be submitted through email to April at Stefani.Woodall@usm.edu. A fish fry idea was presented, but not accepted.
  - Rusty stated that he would ask April to form a small committee to present a few fundraising options at the November meeting. Cynthia Render-Leach will try to get two suggestions together for the coast campuses.
- 8.3 IT Advisory Board – Valerie Craig
- No report
- 8.4 Web Committee – Melissa Ravencraft
- No report
- 8.5 Wellness Program – Heather Brown
- A flyer was distributed to Council members for the new Stress Management Series.
- 8.6 Communications Council – Susan Scott
- The Council is profiling Southern Miss people for the Southern Miss web site.
- 8.7 Emergency Management Grant – Jami King
- No report
- 9.0 New Business
- 9.1 Staff Excellence Award nomination information should be coming out within the next two weeks from Human Resources. They should be due back in mid-November. You can start putting documentation together now.
- 9.2 Cynthia Render-Leach distributed a flyer from the Affirmative Action/Equal Employment Opportunity Office. Several seminars and training sessions are being offered on such topics as Sexual Harassment Awareness, Disability Accommodations, etc.
- 10.0 Announcements
- 10.1 Corrie Thompson announced that if you hear of anyone who has received stimulus funds (from ARRA), please have them contact the Office of Contracts and Grants Accounting or email Corrie at [Corrie.Thompson@usm.edu](mailto:Corrie.Thompson@usm.edu). There are reporting rules that the university as a whole must follow even if the funds are not obtained through a grant.
- 10.2 Next Staff Council Executive Committee Meeting with Chairs – Tuesday, October 20 in McLemore Hall room 125 at 8:30 a.m.
- 10.3 Next Staff Council meeting will be Thursday, November 3 in TCC 216 at 9:30 a.m.
- 10.4 Food Pantry and Fire Family items are due at the November meeting.
- 11.0 Adjournment
- A motion was made by Shannon Davis to adjourn the meeting; it was seconded by Melissa Ravencraft. Motion carried.