

The University of Southern Mississippi
Staff Council Minutes
Tuesday, August 4, 2009
Thad Cochran Center Room 216 – 9:30 a.m.

- 1.0 Call to Order – Rusty Anderson, president
Called to order at 9:46 a.m.
- 2.0 Adoption of Agenda – Linda Dorsey moved to adopt the agenda and Teresa Loveless Allen seconded the motion. The agenda was approved by council members.
- 3.0 Call for Proxies – Ruth Brooks for Candie Carter
James Daniel for Valerie Craig
Andrea Phillips for Twillia Morgan
Amanda Belsom for Susan Scott

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Ruth Brooks, Heather Brown, Kay Bruening, Amy Byxbe, Michael Chancellor, Dianne Coleman, Ida Coleman, James Daniel, Shannon Davis, Linda Dorsey, Tommy Dye, Mike Giles, Jami King, Tim Laird, Larry Lee, Paul Lott, Bridgett May, Chris McGee, Andrea Phillips, Melissa Ravencraft, Cynthia Render-Leach, Michelle Templeton, Corrie Thompson, Brad Ward, Patience Wise, and April Woodall.

Parliamentarian, Pam Posey, and auxiliary members, Kathy Hayman and Danny Maalouf were present.

Verlee Breland, Dorothy Mobley, and Bobbie Payton were absent without proxy.

- 4.0 Approval of Minutes
 - 4.1 June proposed minutes to be approved with revisions from July meeting: Motion from Melissa Ravencraft, second from Christy Bjork-Elias. June minutes were approved.
 - 4.2 Andrea received revisions from Heather Brown, Rusty Anderson, Dianne Coleman, Kay Bruening, Linda Dorsey, and Pam Posey for the July proposed minutes. Motion was made by Kay Bruening to accept the July minutes. Second was made by Shannon Davis. Minutes were approved.
- 5.0 Officer's Reports
 - 5.1 President's Report – Rusty Anderson
 - 5.1.1 Cabinet Meeting
 - The meeting was cancelled due to a lack of itinerary items.
 - The cabinet will meet again in August.
 - 5.1.2 Academic Planning Group
 - Rusty stated that the group he is a part of reports to Dr. Joe Paul and they have not been meeting. They are reviewing the budget cuts in a different manner than the academic group that reports to Provost Lyman. Faculty Senate has been reporting the progress that group has made. They sent President Saunders a list of approximately 30 questions.

The questions and responses are listed on the Faculty Senate web site.

- Andrea stated she received the list of questions from Mandy Nace and that email was forwarded to the Council. Council members stated they did not receive the email. Rusty stated he would send it to the list serv. Andrea stated the email that was forwarded contained a link to the web site, not an attachment. Rusty stated the answers are also on the president's blog. He invited everyone to look at the questions from the Faculty Senate and President Saunders' responses. The dialogue is very open; no one came into the process with an agenda. There is no deliberate secrecy; some items just cannot be discussed until a decision has been reached. All cuts are being made strategically considering revenue generation, tuition revenue generation, cost to the university and programs that are critical to the mission of the university.

5.2 President-Elect's Report – Dianne Coleman

5.2.1 IHL Report

- The IHL meeting for July was subject to call and they did not have a meeting.

5.2.2 Faculty Senate Report

- Faculty Senate had two special called meetings.
- Faculty Senate President Jeff Evans reported that the Faculty Senate Executive Committee met with President Saunders. Topics discussed: parking fees, increasing communication at all levels, and the budget.
- The following information was brought forth at the first special called meeting on July 22:
 - IHL expects a mid-year budget cut and then a \$10 - \$11 million budget decrease (due to the loss of stimulus funds) for the Fiscal Year 2011 budget (2010-2011 Academic Year). President Saunders stated there would be no across-the-board cuts. The A-APG is working to identify where the cuts should be made. This is the academic part of the Academic Planning Group that reports to Provost Lyman. They are reviewing proposals from all of the colleges to see where the colleges are asking that budget cuts come from.
 - The Academic side of the university takes up about 3/4 of the budget.
 - 77 unfilled positions (half faculty/half staff) were offered up for previous budget cuts.
 - If all the cuts for the 2011 year were made from faculty positions, this would be around 75.
 - With any loss of tenured faculty due to the cutting of programs, the faculty must be notified by Sept. 1 of this year. Although terminal contracts are revocable up until June 30.

- Once the list is prioritized by APG it will be released allowing any affected parties to respond/appeal.
- The President's Cabinet will not necessarily accept all of the APG's recommendations and any proposed program deletions will have to be approved by IHL.
- President Saunders noted repeatedly that everything is on the table and anything is possible. Even though we're going through all of these budget revisions, it is possible that something could take place to save the university from these cuts -- a tuition increase, additional stimulus funds, increase in enrollment, etc.
- The Senate voted to invite President Saunders, Provost Lyman, Joe Morgan and Russ Willis to address a meeting of the Faculty Senate within the next week and to have a follow-up meeting for the whole university. A list of questions from Senate members would be submitted to the administration in advance of the meeting with Faculty Senate.
- The following information was brought forth at the second special called meeting on July 27:
 - The minutes for this meeting are available on-line at the links on the email sent to the Staff Council list serv.
 - Special called meeting of Faculty Senate: Guests present were President Saunders, Provost Lyman, Vice President for Business and Finance Joe Morgan, Director of Human Resources Russ Willis and University Legal Counsel Lee Gore. An IVN link was established with the coast campus.
 - Much of the information covered in this meeting by President Saunders and Provost Lyman was information shared in the previous Faculty Senate meeting, including the workings of the A-APG.
 - Provost Lyman explained this past January the Deans were to identify programs that could use enhanced efficiency. Provost Lyman stated the university needs to trim programs and adequately fund programs and faculty so that the university can become competitive.
 - IHL will review the proposed cuts when they meet in September or October.
 - Meanwhile, we are to expect a \$4.5 million mid-year budget cut.
 - President Saunders reiterated "Everything is on the table" and that she believes IHL will see our presented cuts as right-sizing.
 - Provost Lyman commented that within two years there will probably be a reorganization, or a review of the university structure.

- Senate President Evans spoke with Staff Council President-Elect Coleman regarding holding a meeting which would be open to the university at large after their second meeting with President Saunders.
- Staff Council President-Elect Coleman suggested that the link to the Faculty Senate Web site and links to the audio recordings of the meetings be distributed university-wide through USM Mail.
- The Senate decided in lieu of hosting a university-wide meeting to cover this material, they would post audio of both of the special meetings and the written questions/answers on the Faculty Senate Web site.

5.3 Secretary's Report – Andrea Phillips

- Andrea stated that she had no report. However, she wanted to thank Dianne Coleman, Amy Byxbe, Larry Lee, and April Woodall for assisting with the New Staff Orientation session in July.
- There is another New Staff Orientation session at the end of August.
- Andrea distributed a listing of Staff Council membership that included EEOC category, term expiration, and committee assignments.
- Cynthia Render-Leach asked how many people attended the Orientation session. Andrea stated that 32 people were on the invitation list, 13 people indicated their intentions to attend and 8 actually attended.

5.4 Secretary-Elect's Report – Heather Brown

- No report.

6.0 Unfinished Business

- There were no unresolved issues or concerns at this time.

7.0 Standing Committee Reports.

7.1 Constitution and Bylaws – Amy Byxbe

- No report

7.2 Legislative Committee – Mike Giles

- No report

7.3 Salaries and Benefits – Corrie Thompson

- No report

7.4 Technology and Training – Valerie Craig / Melissa Ravencraft

7.4.1 Action Item #1: Systems Backup for GCRL

- Response as read by James Daniel, proxy for Valerie Craig: "A server with storage has been purchased for Gulf Coast Research Laboratory. It is part of the iTech Active Directory project and will be deployed by the end of this calendar year (2009). Customers will be able to store select file types and will have 5GB of storage space. The files can be backed up to Hattiesburg and eventually archived off-site, too. While the plan is to back the files up to an alternate site, it just may not happen when we first deploy the server. We will have to determine a start date for the

files to begin transfer to the Hattiesburg campus for alternate site storage.”

- 7.5 University Relations and Cultural Diversity – Tim Laird
 - 7.5.1 Action Item #2: Record Retention
 - Tim stated that the committee contacted Vijay Patel in Internal Auditing. A phone call from him was received stating that both he and Legal (Lee Gore) are working on this for the university. Each department has their own guidelines. VJ said this will take time and it will not be something you will see done fast due to all the different areas of the university.
- 7.6 Scholarship Committee – Amanda Belsom
 - Scholarship recipients have been selected, but the recipients have not been notified. Pam stated that we should probably wait until the September meeting to announce the recipients. Amanda stated that she would invite the recipients to the September meeting. Rusty stated that we could make the announcement at the same time we announce the Service Award recipient if that selection has been made.
- 8.0 Liaison to University Committee Reports
 - 8.1 Department of Parking Management – Chris McGee
 - No report.
 - 8.2 Fundraising – April Woodall
 - No report.
 - 8.3 IT Advisory Board – Valerie Craig
 - No report.
 - 8.4 Web Committee – Melissa Ravencraft
 - No report.
 - 8.5 Wellness Program – Heather Brown
 - No report.
 - 8.6 Communications Council – Susan Scott
 - Report as read by Amanda Belsom, proxy for Susan Scott:
 - Geoff LoCicero has been hired as the new Director of Web Services. There are a lot of things going on with the Web at the moment.
 - Marketing and PR has been officially renamed University Communications.
 - University Communications has created a Facebook page for the university; become a fan! There are currently 8,500 fans.
 - Hattiesburg Convocation is tentatively scheduled for September 30.
 - The new online business card ordering system is operational on the University Communications Web site.
 - Jana Bryant asks that if any department or unit has positive “back to school” stories (i.e. new initiatives for student success, etc.), please communicate those to her. University Communications is searching for some positive news to highlight in the media.

8.7 Emergency Management Grant – Jami King

- No report.

9.0 New Business

9.1 Action Item #3: Parking fine revenue: “I have worked on this campus since 1985. Almost from the time I started work, it was my understanding that the parking tickets that are being collected from parking violators would be set aside for the building of a parking garage. Where is the money now? How was that money spent? And who is responsible to the accountability of that money? If indeed, this money has been set aside for a parking garage, we should have enough money to build three parking garages with tickets being \$50.00 each. My suggestion is: If we do not have the money, don’t build one. Plain and Simple! Please do not build one at the expense of those that work here, those that have not had a raise in several years and are still below the salaries of other Mississippi universities. We have had to pay for increases in insurance, taxes and every other fee you can think of. We make less and less each year because of these increases. Please do not put another expense on those that undergird this university. Stand up for common sense. Don’t build one if we don’t have the money.”

- Assigned to University Relations and Cultural Diversity Committee.

9.2 Action Item #4: Proposed changes to Constitution and Bylaws: “The Staff Council Constitution currently states: **Division III, Article 1, Section 3. The President, at the expiration of term of office, shall become the past president. The past president will serve in an advisory capacity to the President and Council.** However, neither the Bylaws nor the Constitution provide for the immediate past president to remain in service on the Council to continue in this capacity. I propose that amendments be made to the Constitution and the Bylaws to state that the president, upon completion of term of office, remain on the Council for a one-year term of service as Immediate Past President.”

- Assigned to Constitution and Bylaws Committee.

9.3 Golf Tournament, October 10

- Each year Staff Council participates in the tournament by getting teams together. Rusty called for a volunteer to lead the effort in obtaining sponsors and players; the Council will need two students to play, a faculty/staff team and a community team. The Council already has sponsors from the previous years. Those sponsors can be contacted first. However, the more golfers we have, the more revenue generated for Staff Council. The funds are deposited into the Council’s Foundation account and are used for scholarships. April Woodall volunteered to lead the effort. Andrea stated she would get the prior year’s information to April.
- Rusty asked Chris McGee to remind the Council about the tournament for the benefit of new members. Chris stated that the tournament is a way to raise money for student development, faculty and staff development, and scholarships. Over the past five years, the university has grossed close to \$135,000. After expenses, an average of \$35,000 per year is distributed to the eight teams that

participate in fundraising. Staff Council did well and was one of the top three teams as far as fund raising last year. October 10 will be our local tournament. Six golf teams will be sent to Las Vegas to compete in the national tournament. Of the six golf teams that were sent last year, a faculty/staff team finished second in the nation and a couple of alumni teams finished in the top as well. In the first two years we went to nationals, a faculty/staff team from Southern Miss won the tournament. One year, one of our alumni teams won the overall tournament. We have one of the largest local tournaments in the country. At the national conference, Chris is frequently asked to stand up and talk about the Southern Miss program.

- Rusty stated the funds are important for scholarship generation as well as professional development on campus.

10.0 Announcements

- 10.1 Staff Council Executive Meeting with Chairs will be Tuesday, August 18 in McLemore Hall Room 125 at 8:30 a.m.
- 10.2 Next New Staff Orientation will be Thursday, August 27 in Union B from 9:00 a.m. to 11:00 a.m.
- 10.3 Next Staff Council Meeting will be Tuesday, September 1 in TCC 216 at 9:30 a.m. A Campus Hub presentation will be at 9:30 a.m. and the meeting will begin immediately following the presentation.
- 10.4 Freshman Move-In Day is Friday, August 14 and Saturday, August 15. Contact Melissa Carpenter for job assignments. Remember to sign-in for Staff Council so the Council can obtain credit for workers present.
 - Pam asked that all Committee Chairs please review the Constitution and Bylaws for specific details on their duties as well as the procedures of the Council. The Constitution and Bylaws are available on the Staff Council web site.

11.0 Adjournment

A motion was made by Melissa Ravencraft to adjourn the meeting; it was seconded by Dianne Coleman. Motion carried.