

The University of Southern Mississippi
Staff Council Minutes
Tuesday, July 7, 2009
Thad Cochran Center Room 216 – 9:30 a.m.

- 1.0 Call to Order – Mandy Nace, outgoing president
Called to order at 9:38 a.m.
- 2.0 Adoption of Agenda – Twillia Morgan moved to adopt the agenda and Kay Bruening seconded the motion. The agenda was approved by council members.
- 3.0 Call for Proxies – Amy Byxbe for Shannon Davis
Heather Brown for Mike Giles
Tina White for Brad Ward
Diane Mohn for Corrie Thompson
Bobbie Payton for Dorothy Mobley

Members present were Teresa Loveless Allen, Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Ruth Brooks, Heather Brown, Kay Bruening, Amy Byxbe, Candie Carter, Michael Chancellor, Dianne Coleman, Ida Coleman, Valerie Craig, James Daniel, Linda Dorsey, Tommy Dye, Tina Griffin, Jami King, Tim Laird, Larry Lee, Paul Lott, Bridgett May, Chris McGee, Twillia Morgan, Mandy Nace, Bobbie Payton, Andrea Phillips, Melissa Ravencraft, Cynthia Render-Leach, Susan Scott, Michelle Templeton, Patience Wise, and April Woodall.

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

Verlee Breland was absent without proxy.

- 4.0 Approval of Minutes
 - 4.1 Tina received revisions from Kay Bruening, Amy Byxbe, Cynthia Render-Leach, Dianne Coleman and Valerie Craig. It was unclear who moved to adopt the agenda in June. Amy Byxbe stated that she moved to adopt the agenda. It was also unclear who seconded the resolution for Action Item 7, grant vs. University-funded employees' pay. Dianne Coleman stated that she was the one to second the resolution. Mandy Nace stated that since there are a few changes to be made to the minutes, and since everyone was in agreement, June minutes would be tabled until August; to be approved with revisions at that meeting.
- 5.0 Officer's Reports
 - 5.1 President's Report – Mandy Nace
 - 5.1.1 Cabinet Meeting
 - There was not a cabinet meeting in June. The next meeting will be Monday, July 13 which will be attended by Rusty Anderson.

- Dr. Hank Bounds was selected as the new Commissioner for the IHL.
- Mandy, Faculty Senate President and Gee Ogletree from the Alumni Association attended the Q&A session. Many questions were submitted. Mandy thanked everyone for their questions. However, each person was only able to ask one question, and there were only a total of 6 questions asked. Southern Miss asked 3 of the 6, so the university was well represented. Mandy chose to ask an iTech question regarding being on the cutting edge of technology. Basically, there is no funding, but IHL is aware of the importance of technology funding. Dr. Bounds was asked how he plans to keep Mississippi from falling behind due to the surge in online classes and how it relates to students, class work, etc. He views online accessibility as a very positive way to provide classes to our students. We will be able to reach more out-of-state students. He would have to lobby for funding. He also did well paralleling his experience in K-12 to the issues he sees in Higher Ed such as personnel, etc. The Q&A session was via Webcast.

5.2 President-Elect's Report – Rusty Anderson

5.2.1 IHL Report

- Dr. Hank Bounds was appointed IHL Commissioner.
- There was not much to report from the meeting aside from the room and board and out-of-state fee increases. Most of the hour and 50-minute webcast was spent debating tuition increases and the funding issues in Mississippi, as well as how increases affect our students. They chose to hold tuition constant, so there will be no increase this year due to the fact that they don't feel they are able to ask any more from the students and parents.
- It was discussed that budgets will remain flat or in essence decrease due to the increase in utilities.

5.2.2 Faculty Senate Report

- Faculty Senate does not meet in the summer.
 - Their next meeting will be in September.

5.3 Secretary's Report – Tina Griffin

No report.

5.4 Secretary-Elect's Report – Andrea Phillips

5.4.1 New Staff Orientation

- Staff Council enacted an orientation for new staff employees that is separate from in-processing in Human Resources. New employees are informed of benefits of working on campus; Payne Center, etc. The orientations are done in January,

March, May, July, August, September, and October. The next one is at the end of this month. Four or five volunteers are needed. Each person will be assigned a few PowerPoint slides to present. Council members who are interested in more information should contact those who have helped before. Email Andrea.S.Phillips@usm.edu or call to volunteer. The sessions last about an hour.

- Mandy added that the orientations are not difficult; you are just relaying general knowledge that is beneficial to new employees outside of what they learn in in-processing. Andrea added that if a council member is more familiar with a particular topic, every effort will be made to assign those slides.

5.4.2 Committee Assignments

- There are several standing committees on the Council. Any time someone in the campus community has a concern about something that is happening on campus, they will submit an Action Item. The Executive Committee will assign the Action Item to a standing committee. The committee with the assignment will meet to determine what to recommend to the Council to resolve or address the matter in the Item. Committee Assignment Forms should be submitted by July 14. They can be turned in after the meeting or to Rusty Anderson any time before July 14.

6.0 Unfinished Business

6.1 Election of Officers 2009/10 – Linda Dorsey

Mandy asked that the nominees stand, tell something about themselves and why they are interested in the positions. Linda stated that the nominees are Dianne Coleman and Mike Giles for president-elect and Heather Brown for secretary-elect. Linda stated that she was the only Nomination Committee member present and she would need help counting ballots. Kathy Hayman and Tina Griffin volunteered to help.

- After Heather spoke, Mandy Nace called three times for nominations from the floor for Secretary-Elect. There were none and the nominations were closed. Since Heather was the only nominee, she was automatically elected to the position.
- After Dianne spoke, Mike Giles' biographical sketch was read due to his absence from the meeting. Mandy called three times for nominations from the floor for President-Elect. There were none and the nominations were closed.
- A question was asked by Linda Dorsey about how proxies should vote. Mandy explained that if the proxy is unsure how the Council member would have voted, they do not vote.
- Ballots were collected and counted by Linda Dorsey, Kathy Hayman, and Tina Griffin. Mandy stated that the results would be announced under New Business.

6.2 Action Item #1 from 2008-2009 – Mandy Nace

- Mandy e-mailed a summary of the compressed work week surveys to Council members. There was one typo on the first page that will be corrected. There were no other corrections. Mandy brought the summary before the Council for a vote. Since the results were brought forth from a committee, no motion was required. There was no further discussion. Vote was taken to post the summary to the Staff Council Web site. Vote passed. Mandy stated that the report will be added to the Web site after the correction is made.
- Cynthia Render-Leach asked what we will be doing with the summary. People have been asking her what the Council plans to do with the results; if a formal recommendation will be made, etc. Mandy stated that in discussions with upper administration, it was decided that it was not necessary to make a recommendation at this time. The results will be posted for future reference. The issue may need to be reviewed again.

7.0 Standing Committee Reports

- Mandy stated that a brief summary of the duties of each committee would be presented at this time. Rusty stated that new members can find the summaries in the binders they just received and returning members should have them. Rusty asked that as people hear the explanations, they consider which committee they would like to serve. If forms are not submitted by July 14, committee assignments will be made by Rusty.

7.1 Constitution and Bylaws – no report

7.2 Legislative Committee – no report

7.3 Salaries and Benefits – Dianne Coleman

7.3.1 Action Item #9 from 2008/2009 – Parking Decal increase

- This action item has been resolved by Dr. Saunders in her deferment of the increase of the parking decals.
- Mandy stated that the parking decal will go up in the 2010 year. The fee will be \$81 for employees making less than \$24,000 per year; the fee will be \$135 for employees making more than \$24,000 per year. The fee will be payroll deducted over 9 months. A question was asked about when the garage will be built. Mandy stated that construction on the parking garage is set to begin this fall. A question was also asked about how the increase would affect the Gulf Coast employees. Mandy stated that at this time, there has not been any reference regarding the Gulf Coast on this matter. Rusty stated that in the last meeting he attended, it was discussed that the increase

would not affect the Gulf Coast because those employees would not have access to the garage.

- 7.4 Technology and Training – no report
- 7.5 University Relations and Cultural Diversity
 - Staff Council has received nominations for the Staff Service Award for this committee to review. That will be this committee’s first order of business once committee assignments have been made.
- 7.6 Scholarship Committee
 - Scholarship applications have been received by the previous chair, Lou Ellen Williams, and those will be given to this committee as soon as committee assignments are made. The committee will review the applications and decide who gets the Fall Staff Council Scholarship.
- 8.0 Liaison to University Committee Reports
 - Rusty will be assigning these liaisons from the Committee Assignment forms.
- 9.0 New Business
 - 9.1 Announcement of New Officers 09/10
 - President-elect will be Dianne Coleman and secretary-elect will be Heather Brown.
 - 9.2 Officers Transition
 - Mandy Nace passed the presidential gavel to Rusty Anderson.
 - Rusty thanked Mandy for her service with a certificate and gavel plaque. Rusty thanked Mandy for her impeccable leadership and for being the voice of Staff Council on campus. Her leadership exemplifies the perfect example of leadership in that she doesn’t wait to be asked, she volunteers. She has been a good mentor and teacher. Staff Council executives will strive to attain the same standards in the upcoming year.
 - Rusty thanked the Council for the opportunity to serve as President and stated that he will strive to continue to be a voice for staff on campus. It is the individual Staff Council member’s responsibility to keep constituents informed and duly represent the employees you were elected to represent. Each member is encouraged to be active and participate as much as possible.
 - 9.3 Staff Council Orientation – Rusty Anderson
 - A mini-orientation will be held at this time, instead of the usual 8:30 orientation held before the regular meeting. This change

was made so that Gulf Coast members do not have to travel extensively early.

- Meetings typically last an hour to an hour and a half including any speakers. Rusty stated that he already has speakers in mind for the fall semester; campus planning, parking planning, etc. Suggestions for speakers are welcome.
- Everyone should have an updated packet of information for the upcoming year. Constitution and Bylaws are also included. Returning members should already have these documents.
- A membership list and calendar are included. Please note that the 15th of every month is the due date for Action Items to be covered in the next meeting.
- Coast meetings are still being finalized. Tentative dates for those meetings are October 6 and April 6.
- Christmas Open House is in December.
- Executive Committee meets mid-month, often with chairs.
- Rusty asked that everyone read through the Constitution. Article I details membership information.
- On this year's name plates, we are moving away from listing employees' departments because members are elected to 3 year rotations and departments might change while serving on the Council. Name plates can also be recycled and used when employees roll off the Council.
- Article IV in the Bylaws addresses absences and lists rules we need to adhere to. If you are elected to represent your constituencies and you miss meetings, it makes it very difficult to represent those who elected you. Rusty asked that everyone try to adhere to those policies. Vacancies will be declared in writing by the President after the third absence without a proxy, beginning with the July meeting. A proxy form should be completed for each missed meeting and does not have to be a fellow Council member. Rusty suggested that members attempt to obtain a non-member proxy from their EEOC category. Meetings are open to the public. Vacancies will be declared in writing by the President after the fifth absence with or without a proxy, beginning with the July meeting.
- In extreme cases, a President can nullify an absence. But, a good-faith effort to obtain a proxy should be made.
- Any questions about what a committee does or how much time is required for each committee will be taken by Rusty, Mandy, Tina, and Andrea after the meeting. Some committees are much more active than others.
- Meetings will be the first Tuesday of each month at 9:30 a.m. and will follow Roberts Rules of Order.
- Rusty asked that Pam Posey explain the Rules of Order. Pam stated that her job is to keep the meetings running smoothly and that rules are followed. Each new member should have received a red Parliamentary Procedure manual in their

packets. Andrea stated that some of the packets may be missing the booklet.

- Pam stated that for items of discussion, there should be a motion, a second, and then any applicable discussion. Then a vote will be taken. Depending on the item, informality is ok. But, not always. If an Action Item report comes from a committee, there is no motion needed. A body of members is on the committee and the report is ready for discussion. The Adoption of the Agenda does not technically require a motion and second; if there are no objections, the agenda will be adopted as presented. Rusty has stated that he wishes to continue this more formal practice.
- Pam distributed the Life of an Action Item diagram. It is important that constituents understand the process that an Action Item goes through when submitted to the Council. It is also important for them to know that anyone can submit an Action Item. When an Action Item is submitted to a Staff Council member, it is important to remember who submitted the item even if they do not wish to sign it so that a resolution can be reported to them. Everyone represents 44 or more people, so it is very important to consider every Action Item that comes forward. Each Action Item will be assigned to a committee. When a solution or recommendation is reached by the committee, it will be presented to the Council at the next meeting.
- Pam reviews the Agenda before the meeting and researches any potential controversial items. Rusty thanked Pam for volunteering her time to be Parliamentarian.
- The proxy form is available online. Andrea stated that she would try to email it with the minutes and meeting notifications.

9.4 Action Item #1 for 2009/10: “Prior to Hurricane Katrina, we (Sea Grant) had inquired of USM Hattiesburg about the possibility of daily backups to the main campus or to another offsite facility. We were told that this was being considered at this time, so we continued to perform our daily backups in house. I would like to know if the University iTech Department is still considering this vital daily procedure. Sea Grant designates 2 to 3 people to take backups with them when it is time to evacuate due to hurricanes but if we could have an offsite system in place, we would not have to send our files home with employees who don’t know what their outcome will be. I hope you are still considering this request.”

- Assigned to Technology and Training Committee.

9.5 Action Item #2 for 2009/10: “I am trying to find out if there is a consistent written policy about keeping/shredding/and or trashing of documents. I have asked around and I get different answers from different

people and no one seems to know for sure. It appears to me that there should be a policy written somewhere to guide us in the handling and disposal of documents. Also if there exists such a policy, then it needs to be disseminated throughout the campus so that everyone is on the same page (so to speak). Thank you.”

- Assigned to University Relations and Cultural Diversity Committee. Andrea stated that the committee may want to start with Internal Auditing. Information Management, Financial Record Keeping and Student Record Keeping will probably also need to be involved. All records kept should probably be included, even though it's not explicitly stated in the Action Item.

9.6 New Issues or Concerns: none at this time.

10.0 Announcements

10.0 Staff Council Executive Meeting will be Tuesday, July 21 in McLemore Hall Room 125 at 8:30 a.m.

10.1 Next Staff Council Meeting will be Tuesday, August 4 in TCC 216 at 9:30 a.m. Pictures will be taken on the west steps. Everyone should be there no later than 9:15 a.m. Meet in the lobby.

11.0 Adjournment

A motion was made by Amy Byxbe to adjourn the meeting; it was seconded by Kay Bruening. Motion carried.