

The University of Southern Mississippi
Staff Council Minutes
Tuesday, September 1, 2009
Thad Cochran Center Room 216 – 9:30 a.m.

Preceding the September meeting, a presentation was made by Karen Reidenbach, Kevin Sellers, and Emily Thornton regarding the implementation of Campus Hub. Ms. Reidenbach began the presentation by stating that Campus Hub is a portal that is currently being rolled out to campus. The main focus in the beginning will be students, followed by faculty and staff. The goals are to 1) better communicate meaningful and timely information to the student audience, faculty and staff; 2) distribute more timely and relevant information. It is a consortium of over 278 universities worldwide. The hosting vendor will take care of the system itself. iTech will be the administrator of the portal. Customers (users) across campus will be able to design communities by adding/deleting profiles and portlets. iTech is responsible for the intranet. University Communications is responsible for www.usm.edu. iTech will be responsible for the portlets maintained on the intranet (Campus Hub). Anything that needs to be seen by the greater population outside the university will be on www.usm.edu. Campus Hub is a web 2 enterprise portal. It is built on a LifeRay Open Source environment. Users will be in control. It is not difficult to populate portals with information. Pages can be made public or private. Membership can be assigned to portlets to see messages; this would be an example of a private portlet. What does Campus Hub do? For students, it will be a course tool, community message board, provide campus-specific web communities set with personalized user accounts. Users can sign on to Soar, Soar-Fin, email, and Blackboard. Students won't have single sign-on to e-mail. But, once you are in Campus Hub, you can click on an icon for Soar or Soar-Fin and it will take you right to the software.

Mr. Sellers stated that Campus Hub is a web-based application that can be accessed from anywhere. The log-in screen can be accessed through campushub.usm.edu. Log-in is the same Empl ID and password used for Soar, email, etc. on campus. Once logged-in, the home page is displayed. This is the page everyone will see when they log-in. There are links for My University, My College, and My Life. These are the three main areas of Campus Hub. There are tabs for Home, Academics, Finances, Advancement, The Hub, Help; these are broken down by main VP areas. The Finances tab is basically Joe Morgan's area, for example. Dr. Joe Paul's area is on the Student Life tab. Non-students will not have this tab displayed. They are based on roles as faculty, staff, or students. Staff members enrolled as students will be able to see the tabs specified by those roles.

Everything is broken down into portlets. Text, hyperlinks, graphics, links, etc can be inserted. Links can take you to other areas of Campus Hub. All of the information on www.usm.edu that does not need to be public will be put into Campus Hub instead, because it is a secure environment. The www.usm.edu presence will be more streamlined. Campus Hub will secure information that needs to be directed to the students, staff, etc.

Ms. Reidenbach added that each page can be made public or private. Each page will have an Owner, an Administrator, and a Proxy. The Owner is ultimately responsible for the content of the page. The Administrator is the person who has the right in Campus Hub to add portlets and change information within those portlets. Journal articles can be added to a portlet with a go-live date and expiration date attached. The system will automatically post and take down articles according to those dates. You can also add a review date to an article. The review date can be set for a future date (i.e. six months) on

which you would like to be reminded to review the information in the article to make sure it is still current data. You don't have to be a web designer, graphic designer or know special code to be able to populate communities with information. Ms. Reidenbach went on to state that iTech would be communicating with departments on campus to move their information from www.usm.edu to Campus Hub. For example, the general public does not need to see the university's travel policy, etc.

Mr. Sellers stated that the My College link will take a student to the particular college in which they are enrolled. This information is stored in Soar and will be used to drive the student directly to the page for their major. Upcoming information will therefore be readily available to the student. Other colleges are accessible to the student as well. Currently, double majors will only be driven to the college of their primary major. The My Life link is similar to MySpace and Facebook for campus. This is the area that allows chat, installation of Google applications, etc. For example, applications for the Washington Post can be added to allow display of current headlines, stock reports, etc. Applications are also available when creating communities. The tool is very flexible. Campus Hub is scheduled to roll out this semester for students. iTech has worked diligently with the SGA to set up the system. They came up with the name Campus Hub. The consortium calls it My Campus. The SGA will assist in informing the students. Valerie Craig stated that it is her job to market the information and there will be a significant effort to inform the students. The colleges have also been involved in the process. Admissions, Registrar, etc have also been involved because this is how all areas on campus will communicate with students. Emily Thornton stated that it is her job to go to the different departments to assist them with creating communities, portlets, etc. April Woodall asked if Campus Hub would be accessible via cell phone. Mr. Sellers stated that yes Campus Hub will be accessible by cell phone if the phone has internet access.

Mr. Sellers explained the portlets as small applications designated by boxes. There are different types of portlets such as web articles, web content, blogs, wikis, message boards, google gadgets, polls, surveys, feedback, calendars, navigation, breadcrumbs, and site map. The system can get information out and get information back in. So, it is two-way communication with students. Web content basically means that it is a web-based document editor. Blogs are similar to the President's blog. Blogs can be created inside communities to tell people what is going on. Wiki is a way of creating something in different document types. There will be a message board to sell, buy, post items, etc. Ms. Reidenbach stated that as an example this could take the place of usmtalk. Items could be posted on the message board and buyers and sellers could search the board instead of receiving emails. Polls can be used for voting. The student would get one vote. Therefore, if you target the freshman group and you know there are 2,000 freshmen, getting 1,800 responses to your poll means 1,800 students responded. Feedback is available to give feedback on services. Calendars should be helpful in aggregating the different university calendars for subscribers. Calendars can also be added to individual communities. Navigation, bread crumbs, and site maps can be added to communities so that people don't get lost in Campus Hub.

Mr. Sellers went on to explain that My University is the Home Page. This is the page that will be displayed upon log-in. Messages, articles, university-wide announcements, etc. will be displayed on this page. University Communications will maintain this page.

Ms. Reidenbach stated that Staff Council should begin considering what information needs to go to the university community as well as how we will communicate internally. Emily Thornton is the Business Analyst dealing with Campus Hub. Valerie Craig's team is working on documentation to make the process less intimidating. Learning Enhancement Center will be assisting with training. Skeleton pages can be created for

departments to populate. Ms. Thornton stated that if you contact her, she can assist you with what portlets should be used. Valerie Craig stated that it is important to remember that no knowledge of specialized software is required. Cynthia Render-Leach asked how Campus Hub will be delineated between Hattiesburg and Gulf Coast campuses. Ms. Craig stated that there are five colleges and those are where the students will be directed. She also stated that it would be a good idea for the two campuses to coordinate their efforts in order to get the information to the students. Right now, students are not delineated based on which campus they are enrolled. Christy Bjork-Elias asked how the Student Services departments will work between the colleges. Ms. Craig stated that iTech has been working with the different Vice Presidents in order to work out the requirements of all areas. Ms. Reidenbach stated that all Student Affairs information would be on one page and individual portlets would be added for Gulf Coast-specific information. The communities are being created however the departments decide. A Steering Committee has been formed and is representative of each of the university's interests. The question has been brought forward on whether to delineate or not. Ms. Craig stated that she would be sure to pass the question on to the Steering Committee to be sure students are well-informed about what information actually pertains to them.

Amanda Belsom came forward to present the Staff Council Scholarship. Each recipient will receive \$100 towards their education and two recipients have been selected for the Fall semester.

The first recipient has been an active member of the Association of Office Professionals for 11 years and is currently serving as their president. She is also active in her community here at Southern Miss. She has maintained a 3.2 cumulative GPA. Tomi Burnette is the first recipient of the Scholarship, but was unable to attend today's meeting.

The second recipient has been an active member of the Southern Miss Alumni Association, Kappa Delta Alumni Association, National Scholars Honors Society, Kappa Delta Pi, and the Association for Childhood Education International. As a doctoral student in Curriculum, Instruction, and Special Education, she has maintained a 3.988 cumulative GPA. The second scholarship is presented to Alicia Westbrook.

Rusty stated that many applications were received and he thanked the Scholarship Committee for their hard work.

Tim Laird came forward to assist Rusty in presenting the Staff Council Service Award. Many applications were received for this award as well.

Rusty highlighted some of the remarks made about the recipient of the Staff Council Service Award: "Any of the three chairs under which she has served will confirm that without her presence and talent, the management of the department would have been a more difficult task and the success of the department would have suffered. Her proactive as opposed to reactive approach to dealing with the department's business has made performance of her own job an exemplary performance and has contributed greatly to any success enjoyed by the department and its faculty over the years." "Her continued professional growth fostered by these educational development efforts and supported by her personal qualities and work ethic have helped make her a leader of the staff, not only within her department, but within the university as a whole." "Contributions have given

life, breadth, and depth to the message and vision of USM, the BSC department, and organizations she gifts with her talents.” “During my time here, I’ve come to realize that this individual is one of the most reliable people I know. One thing I really respect about her is that she always does what she says she’s going to do.” “Believe me, each of us brought different leadership styles to the department when they were talking about merging departments and I can only imagine how much patience it required to educate the three of us in how to manage the department.”

Rusty stated that he is very pleased to present today Patricia Brewer as the Staff Council Service Award recipient for this year. Her supervisor Dr. Frank Moore accompanied her to the meeting. Rusty presented her with a Career Services bag, 2 tickets to the Memphis football game, Barnes and Noble coffee mug, and a gift card from Eagle Dining. Dr. Moore stated that everything that was said about Ms. Brewer is true. She really is a leader in the department of Biological Sciences in addition to activities on campus and across the state.

- 1.0 Call to Order – Rusty Anderson, president
Called to order at 10:15 a.m.
- 2.0 Adoption of Agenda – Rusty added 10.6 to discuss Work Study needs on campus, and 10.7 for Upcoming Presentations at the November and December meetings. Linda Dorsey moved to adopt the agenda with changes and Twillia Morgan seconded the motion. The agenda was approved by council members.
- 3.0 Call for Proxies – Elayne Lockett for Teresa Loveless Allen
Amy Byxbe for Kay Bruening
Brad Ward for James Daniel
April Woodall for Kathy Hayman
Tommy Dye for Patience Wise

Members present were Rusty Anderson, Amanda Belsom, Christy Bjork-Elias, Ruth Brooks, Heather Brown, Amy Byxbe, Candie Carter, Michael Chancellor, Dianne Coleman, Valerie Craig, Shannon Davis, Linda Dorsey, Tommy Dye, Mike Giles, Jami King, Tim Laird, Larry Lee, Paul Lott, Bridgett May, Chris McGee, Twillia Morgan, Andrea Phillips, Melissa Ravencraft, Cynthia Render-Leach, Susan Scott, Michelle Templeton, Corrie Thompson, Brad Ward, and April Woodall.

Parliamentarian, Pam Posey was present.

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

- 4.0 Approval of Minutes
 - 4.1. Andrea received revisions from Heather Brown, Rusty Anderson, Dianne Coleman, Kay Bruening, Teresa Loveless Allen, and Pam Posey for the August proposed minutes. Motion was made by Mike Giles to accept the August minutes. Second was made by Valerie Craig. Minutes were approved.
- 5.0 Officer’s Reports
 - 5.1 President’s Report – Rusty Anderson

5.1.1 Cabinet Meeting

- An emergency meeting was called for the cabinet.
- President Saunders reminded everyone that the university is still facing some significant budget challenges. We need to cut \$12 million from the 2010-2011 fiscal year. We are also looking at the possibility of mid year cuts. These cuts will be in the 4.5% - 5% range in addition to what has already been cut.
- There are many variables in the budget formula that will be affected by any additional stimulus money that might become available. Tuition increases may also affect the budget.
- President Saunders reminded everyone that \$3.7 million is contracted as fixed cost increases each year; such as utility increases, minimum wage increases and general university costs.
- Tuition increases are the wild card and the IHL board will look at it very seriously.
- They are using a targeting solution instead of diluting across the board for budget cuts. The APG will be going through thoughtful processes of evaluating programs and have found \$11.2 million out of the \$12 million we need to cut. \$7.2 million came from academic support areas, \$4 million came from administrative and institutional support.
- In the proposed reductions, if you have questions about how they will affect your job, it is important that you contact your supervisor or your chair or dean. If your question is still unanswered, then it can be directed to your Vice President.
- For budget models in the future, they will focus on productivity. We need to remember that we will get through this budget situation.
- Enrollment is up. Final figures will be released from the IHL.
- We need to be mindful; not only of increasing enrollment, but of retaining the students once they are here. We are all responsible for the morale on campus and for how students feel about Southern Miss.
- We need to continue to be Creative, Bold, Determined, and brave.
- Any faculty member who was tenured or tenure-track has been notified if their contract will not be renewed for the 2010-2011 year.
- For staff affected by budget cuts, employees will be notified in the spring of any position cuts. They will be looking at transitions, economic factors, possible tuition increases, stimulus money, etc.
- Notes from this meeting are posted on President Saunders' blog site.

5.1.2 Academic Planning Group

- Reports from this group were included in the Cabinet Meeting.

- This group is now two groups: Academic and Non-Academic.
- The Non-Academic side has already turned in their budget cut requests and that information has been released to the campus community.

5.2 President-Elect's Report – Dianne Coleman

5.2.1 IHL Report

- A meeting was held on August 19 and 20 in Jackson.
- Academic Affairs:
 - Annual report on faculty tenure & post-tenure review was presented.
 - Of faculty hired by IHL in 2002-03 (174 total tenure-track), 64% were awarded tenure in 2008-09.
 - Of the 24 faculty hired by Southern Miss, 13 (54%) were granted tenure.
 - In 2008-09, 99% of all full-time faculty received an annual evaluation. At Southern Miss, 658 of the 666 faculty received the annual evaluation, with one tenured faculty member triggering a post-tenure review process.
 - 7 faculty members were terminated during the academic year prior to their evaluation and 1 was not evaluated due to an ongoing grievance problem.
- Real Estate:
 - Board approval for the lease-purchase of the parking garage construction project for no more than 35 years, and not to exceed \$17 million.
 - Real Estate items approved subsequent to the June 17-18, 2009 meeting included:
 - an Information Technology room upgrade at Stennis Space Center.
 - a change in plans for the tennis court relocation to add concrete bleachers, steps, handicapped accessibility & fencing to some areas.
 - a change in order for the dormitory construction, due to unforeseen conditions.
 - a credit from the cost of the Data Center Upgrade.
 - design development documents for the Chain Technology HVAC upgrade.
 - design development and contract documents for the post-office build-out, Cochran Center, and the request to advertise for bids.
 - contract documents, request to advertise for bids and award of contract for Commons Building demolition.

- approved on the Cedar Point Campus --
 - contract award for the Red Snapper Building
 - contract award for “Infrastructure Project Phase II”
 - Design Development documents for the Red Snapper Grow-Out Facility, the Aquatic Wet Lab Facility, and the Fish Health Building.

5.2.2 Faculty Senate Report

- No report

5.2.3 University Club Planning Committee

- Distributed a survey of interest to all faculty and professional staff.
- Survey response (207 / 40% faculty & 60% staff) 81.2% indicated an interest in participating.
- Committee felt it would be unrealistic to build or establish a permanent site for the club at this time, given the financial situation. A temporary site would allow time to build support, add services and memberships.
 - Considered for temporary sites:
 - old Barnhills Restaurant
 - back room of Alumni House Bar & Grill
 - few houses near campus owned by Southern Miss
 - Conestoga Steak House banquet building
- Bobby Chain recently purchased the Conestoga building and is willing to work with us to use the facilities on a temporary basis.
- Preliminary intentions are to host weekly functions on Tuesdays from 4:30 - 7 p.m., beginning September 15, and on Fridays prior to home football games. Initial interest may make it possible to have light appetizers, non-alcoholic drinks and appetizers provided free. Beer, wine and premium drinks would be available at a discount. Some level of dues will be necessary, but nothing solid has been established.
- With this agreement, other perks are possible, such as discount rates for departments to host events in the building and discounts provided to members for dinner/drinks at the Conestoga Steak House.
- The Committee does support the vision of a permanent, University-owned University Club on or close to campus in the future.
- Rusty responded that there has been a University Club twice before.

5.3 Secretary’s Report – Andrea Phillips

- Andrea stated that she had no report. However, she wanted to thank Rusty Anderson, Heather Brown, and April

Woodall for assisting with the New Staff Orientation session in August.

- There were 5 attendees.

- 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
- The committee has drafted the changes to the Constitution and Bylaws. They were sent out to the Council members.
 - Amy reminded everyone that the Council will be voting on the changes at the October meeting at Stennis. If you are unable to attend the meeting, write your vote on your proxy form so that your proxy will know how to cast your vote.
- 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
- No report
- 7.5 University Relations and Cultural Diversity – Tim Laird
- 7.5.1 Action Item #3: Parking fine revenue
- Tim stated that the committee has contacted Lucy Bowens in Parking Management. She is working on the issue and the committee will report to the Council soon.
- 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
- April stated that she has contacted five of the nine sponsors from last year's tournament. Out of the five, one will not be able to participate this year. One will participate, and two are 95% sure they will participate.
 - April asked for help raising the \$100 in door prizes; they should each be at least \$25 in value.
 - Sponsorships are due by September 18.
 - The tournament is October 10 and volunteers are needed. Shifts are available from 10:00 am – 1:00 pm and 4:30 pm – 8:00 pm. Please let Chris McGee know if you are able to volunteer.
- 8.2.2 Fundraising ideas
- Last year, candles were sold to raise funds for the Staff Council scholarships and expenses.

- If anyone has different ideas, please contact April. Whatever the Council decides, she would like to start the effort this fall at the October meeting.
- Last year, the Council's budget was reduced \$2,000 and fiscal year 2010's budget has been reduced by \$1,000.
- Cynthia Render-Leach asked if the funds in the Council's budget roll forward each year. Rusty stated that the E&G budget funds do not roll forward; however, there is a balance in the Foundation account where fundraising and tournament funds are deposited and those roll over. There is also a small balance at the USM Credit Union. These funds are used for plaques, etc. Rusty stated that the current balance in the Credit Union account is \$831.

8.3 IT Advisory Board – Valerie Craig

- No report

8.4 Web Committee – Melissa Ravencraft

- No report

8.5 Wellness Program – Heather Brown

- Susan Bone and Mike Giles presented a wellness proposal for employees to Dr. Saunders a few months ago. She asked for more time to consider funding and extent of the program. She asked that they develop a pilot program. She is reviewing the pilot program. Since the budget cuts have become an issue, this program is temporarily on hold. However, she is very much in favor of it as it would improve health and well-being of faculty and staff. Funds are just not available at this time. No final decision has been made.

8.6 Communications Council – Susan Scott

- No report

8.7 Emergency Management Grant – Jami King

- No report

9.0 New Business

9.1 The October meeting will be held at Stennis

- Bridgett May is coordinating the meeting.
- We need to know who is attending, whether or not you plan to drive your own vehicle, whether or not you are staying for lunch, and whether or not you are staying for the tour.
- Vans will leave the Payne Center parking lot at 7:30 a.m. Two vans will be taken, so it is not necessary that you take your own vehicle.
- Bridgett needs to know in advance if you are attending. If your name is not on the list, you will be left at the gate.
- Foreign nationals need more time for clearance. Bridgett will also need copies of passports, etc.
- Proxies must also be on Bridgett's list for clearance.
- There will be a presentation before the meeting. Then we will eat at the cafeteria. One van may return to campus if enough people need to return to Hattiesburg. After lunch, there will be a tour of Stennis. The tour should last approximately an hour.

9.2 Food Pantry

- In the past, the Council has collected food for two Southern Miss families.
- However, we do have options. We can continue to do this. The Executive Committee felt that perhaps we can help more people by collecting food in conjunction with other groups on campus.
- The Office of Community Service Learning and Athletics collect for Edwards Street Fellowship and Christian Services.
- Each person could bring what they could. In the past, people have been assigned food items, and the Council has purchased turkeys in addition to those items.
- After discussion, the Council unanimously decided that supporting two Southern Miss families would better represent our mission to support Southern Miss.
- Andrea stated that she would work on identifying two families. A food item assignment list will be sent to Council members. The items will need to be brought to the November meeting.
- Rusty stated that the fundraisers will pay for the turkeys.
- If you would rather donate money, Rusty will collect the funds and purchase the food items.

9.3 Fire Family

- Each December, the Council adopts a family who has lost everything in a fire.
- It was suggested that perhaps the Council could raise money for a struggling family.
- Andrea stated that in the past, we have adopted a family and were able to get specifics about what they need. However, if the will of the Council is to collect funds, we can do that too.
- Heather stated that the items we provided last year were given to the family for their Christmas. Items were bought for the kids as well as the parents.
- After discussion, the Council decided to adopt a family and do what we can.
- Valerie Craig asked if Council members need to relay this information to constituents as well. Rusty stated that yes, constituents can be informed about what the Council is doing and let them know they can assist if they desire.

9.4 New Issues and Concerns

- Larry Lee stated that the Office of Sustainability is beginning Event Recycling at the football games. Cans will be provided upon request to tailgaters for recycling of appropriate items.
- Cynthia Render-Leach asked if it is necessary to remove lids from plastic bottles before recycling. Larry Lee stated that it is determined by the contract with the recycling service providers. Removing lids is not necessary in Hattiesburg, but may be on the coast campuses.
- Jami King stated that flyers for bar promotions are not authorized to be on campus. If you notice people distributing the flyers, please contact UPD and they will be

escorted off campus. They are not affiliated with any campus group and are not to be distributing their materials.

- Tommy Dye stated that a concern has been brought to his attention about the application for parking decals. People are being required to enter their social security numbers. The question was raised to him regarding why employee ID numbers cannot be used instead. Rusty stated that he would write up the issue as an Action Item.

10.0 Announcements

- 10.1 Staff Council Executive Meeting with Chairs will be Tuesday, September 15 in McLemore Hall Room 125 at 8:30 a.m.
- 10.2 Next New Staff Orientation will be Thursday, September 24 in Union B from 9:00 a.m. to 11:00 a.m. Volunteers are needed.
- 10.3 Next Staff Council Meeting will be Tuesday, October 6 at Stennis at 9:30 a.m.
- 10.4 Heart Walk is September 26. If you are looking for a team, there are several teams on campus. Heather Brown, Rusty Anderson, and Dianne Coleman have teams and several of the Vice Presidents have put together teams for their areas. T-shirts are being sold for \$10. \$5 will go towards the goal of the individual team and the remaining \$5 will go directly to the American Heart Association. Donations are being collected in the Payne Center as well. The walk starts on Pride Field.
- 10.5 Rights and Benefits of Laid Off Employees:
- Department of Human Resources will work with affected individual to identify other job openings on campus. Affected employees may apply for any open position on campus. However, there is no guarantee of future employment.
 - Payment of up to 240 hours of unused personal leave.
 - Will qualify to apply for unemployment benefits with the Mississippi Department of Employment Security.
 - Can elect to stay on the state's health insurance through COBRA for up to 18 months. Under the provision of the American Recovery and Reinvestment Act (ARRA) of 2009, the employer will pay 65% of the premium for up to 9 month of continuation coverage. Contact the Department of Human Resources for specific premium amounts.
 - Can elect to enroll, free of charge, in academic courses offered by the University. This benefit shall be limited to two semesters and one summer term beginning with the semester following the notification of layoff, and shall exceed no more than a full academic load per semester.
 - Please feel free to contact either Russ Willis or Wanda Naylor in the Department of Human Resources at 266-4050 to discuss in more detail.
- 10.6 Work Study Needs: If you need Work Study students, please contact Sharon Hughes in the Student Employment office. There are numerous students looking for work on campus.
- 10.7 Upcoming Presentations: Joe Paul and Joe Morgan will give a presentation regarding Parking before the November meeting.

11.0 Adjournment

A motion was made by April Woodall to adjourn the meeting; it was seconded by Shannon Davis. Motion carried.