

***** PROPOSED MINUTES *****

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

August 4, 1998

Speaker:

Shanna Walton, Co-Chair of Child Care Subcommittee of University's Committee on Resource Services for Women spoke on Child Care issues.

The committee has asked the university to appoint a task force to: (1) study how we can raise the money to build a 200-child care center to accommodate children and the students at USM and incorporate the academic mission; (2) to have a coordinator to deal with issues for students and staff in locating child care, keeping references and a list of people you can contact; and (3) to start keeping statistics on this information.

The child care issue is at the worst point it has been in a long time. There are 280 names on the waiting list. Our committee wants to make the issues real to the administration. Under the directorship of Dr. Susan Young, we started getting this information publicized across the campus by placing it in the newspaper, talking to the Commission on the Future, spreading the report around campus, and talking to any administrator that would listen.

Possible suggestions to take care of the child care problem would be co-op, sliding scale prices, endowment, etc.

Agenda Highlights

- * Assignment of Action Items
- * Year-End Report for 1997-98 Council

1.0 Call to Order

President Hill called the meeting to order at 10:08 a.m.

The following members were present: Victoria Adams, Wes Barrett, Linda Bass, Carol Boleware, Patricia Brewer, Carolyn Cawthon, Myrtice Chapman, Linda Davis, Tommy Dye, Mary Ann Griffin, Kim Henson, Debby Hill, Becky Holder, Judy Hutto, Susan King, Virginia Kittrell, Regina Knight, Patricia Linton, James Mackabee, Phil McCready, Cheryl Mowdy, Pam Posey, Joyce Sanders, Ray Scott, Sam Thomas, Tracy Townsend, Ruby Waites, and Carole White.

The following members were represented by proxy: Terry Bethea by Geneva Terry, and Janeal McKee by Carole White.

Larry McMickle was not present nor represented.

2.0 Adoption of the Agenda

Agenda was approved as printed.

3.0 Call for Proxies

4.0 Approval of the Minutes

Minutes were approved as printed.

5.0 Officers' Reports

5.1 President's Report

President Hill submitted a written report on her July Activities/Meetings.

*July 9 – MASCO quarterly meeting at Mississippi State University. Phyllis, Susan and I represented USM. Started procedures for ratification of MASCO Constitution. Discussed concerns with insurance.

*July 13 – Met with Faculty Senate past president and Credit Union. Discussed plans for activities for home football games.

Tentative plans are for Staff Council and Faculty Senate to share the tent with the Credit Union.

*July 13 – Monthly meeting with President Fleming. Discussed new Staff Council officers, constitutional changes and insurance concerns addressed by USM Staff Council as well as MASCO participants.

*July 14 – Brown Bag Seminar – Some issues addressed: (1) Next phase (Strategic Plan) – to begin early fall semester with input primarily from faculty, staff, and students; (2) Status of building plans; (3) Programs on the Gulf Coast; (4) Operating budgets; (5) Salary Structure Committee status; (6) School calendar and holiday schedule; (7) Changes in commencement. Encourage all staff to attend.

*July 15 – IHL Board meeting in Jackson. Consultants presented economic impact of football games between USM and MSU or Ole Miss. IHL recommendation expected in September. IHL approved 5 new programs for USM Gulf Coast.

*Cabinet. Dr. Fleming mentioned (1) reviewing the Organizational Chart once full cabinet is on board and (2) new Academic Dean on USM Gulf Coast – Dr. Joe Hill to begin September 1. Dr. Joe Paul stated that summer enrollment is down slightly but projected to be flat or slightly up for the fall term. Dr. Paul mentioned that the construction of the pedestrian plaza has been delayed until January due to MS Dept of Transportation. Dr. McGowan discussed next stages in PeopleSoft implementation. In my discussion of staff insurance benefits, Dr. Fleming brought up issues of optional retirement plans for staff as it is for faculty. He stated that he would like to look at this in the future. Mr. Reddan stated that interviews for the Alumni Director's position would be soon.

*July 29, 30, 31 – Open meetings with Alumni Director candidates. Decision expected very soon.

*August 3 – Council Committee Chair meeting.

5.2 President-Elect's Report– Sam Thomas – No report

Faculty Senate does not meet during the summer.

5.3 Assignment of Action Items

Sam Thomas made a copy of the log for committee chairs. He requested that the past committee chairs need to interact with the current chairs.

Assignments were as follows:

#31 Salaries & Benefits – Tenure for staff workers

#32 Salaries & Benefits – Scholarships for dependent children

#33 University Relations – Half-time employees do not receive a t-shirt for the Employee Appreciation Day

#34 Salaries & Benefits – Possibly adding Memorial Day for one of the holidays since the state recognizes this day. Currently we get 15 paid holidays, 9 of which are at Christmas.

#35 University Relations – Seymours and other food areas should date their food items such as salads.

#36 University Relations – Provide bottled water in the vending machines.

6.0 Old Business

6.1 Constitution, Bylaws & Standing Rules Changes

1. Committee made the motion to table Article 3 – look further into this. Passed to table.

2. Committee made the motion that the first sentence be replaced with in Article 4 . Ray Scott second; Passed

6.2 Committee Assignments

*The committee assignment sheet was distributed.

7.0 Committee Reports

Constitution & Bylaws – Carolyn Cawthon – No report

Legislative – Patricia Brewer – No report

Salaries & Benefits – Becky Holder – No report

There will be a brief meeting after Staff Council.

University Relations – Tracy Townsend – No report

There will be a brief meeting after Staff Council.

Parking Appeals – Linda Bass

This committee will meet Thursday.

Parking Task Force – Regina Knight

Decals will be raised in 1999. The Staff Council had voted to write a resolution letter to raise the parking tickets up \$5.00 as long as ASB agreed. ASB voted against this.

Upward Feedback – Pam Posey – No report

There will be a meeting today following Staff Council.

Technology & Training – Carol Boleware – No report

8.0 New Business

9.0 Announcements

*President Hill read a resignation letter from Cindy Lowe as of July 31, 1998.

*Commencement is Friday at 2:30 and 6:30. There will be no speaker. President Hill will represent Staff Council on the platform.

10.0 Adjournment

Meeting was adjourned at 11:00 a.m.

Debby Hill, President

Susan King, Recording Secretary

9/16/98 sk

Chair Shearer's 1997-98 Year-End Report to the President

The 1997-98 Staff Council was active not only in handling Action Items submitted by employees-at-large but also proactive in looking at issues that we believed would strengthen the work environment for staff at USM.

Some 1997-98 Highlights are:

1. Received 33 Action Items submitted by staff colleagues. We resolved twenty-three of these items either directly by the Council and/or by assistance from other segments of the University Committee structure. Ten items were forwarded to the 1998-99 Council for further consideration.

2. Passed four resolutions and forwarded them to the President for endorsement.

- o Support of TechnoGras 98 (unanimously passed & endorsed by President)

- o Relief for Home Department of Staff Council President (approved by President)

- o Re-Evaluation of the Personnel System (under consideration by President)

- o Staff Workloads Analysis (unanimously passed and under consideration by President)

3. Participated in the Inauguration Ceremonies for the President.

4. Hosted the "Meet your Legislator Day" on May 8. The Council reestablished an annual meeting with the local legislative delegation.

5. Submitted an Area Report for the Commission on the Future. We were pleased that the Commission accepted some of our views for inclusion in the Final Report to the President.

6. Convened a special committee, The Upward Feedback Committee, to conduct a discovery phase to determine whether an upward feedback system would be beneficial for the staff. This project is ongoing and the Council hopes to make a recommendation before the close of the 1998-99 year.

7. Requested additional budget support for general Council operation. Also requested financial resources for the Upward Feedback Project. The Council is grateful the Administration endorsed both budget requests.

8. Continued active involvement in the Mississippi Assoc. of Staff Council Organizations (MASCO). USM served as the administrative host institution during 1997-98. Chair Shearer also served as the Chair of MASCO in 1997-98.

USM hosted the January 98 quarterly meeting of MASCO at the Payne Center.

9. Established a Staff Council Web Site. Thanks to Martha O'Brian, the Council "brought on-line" a web page for staff to access minutes and various other Council documents.

Items 10 & 11 are on-going discussions:

10. Started conversation to establish a Salary Appeals Process for Staff similar to what is in place for faculty.

11. Continued conversation with the President on hosting the Council at his home on a yearly basis.

