

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

July 7, 1998

Speaker:

Dr. Jeff Kudisch gave the council an update on the upward feedback process.

He distributed a handout to describe the discovery phase activities process and also the tentative discovery phase time line.

Over 80% of the Focus Group members (executives, supervisors and employees out of Dr. Joe Paul's organization (Student Affairs) responded to the request of participation. The reasons for the "focus groups" were to get the word out to others concerning Upward Feedback, what the context is, why the Staff Council is interested in doing this study, and the benefits of these kinds of systems. We need input from employees at the university to see what an ideal feedback system would look like if we were to have one. The comments from the participants were very positive.

We are currently at the survey development phase. We will take all of the data from the focus groups and put it in a survey that everybody in Dr. Paul's area will complete. The surveys will be completed anonomously.

We must remember that the feedback for managers is for developmental purposes only – not tied to the evaluation process. After the surveys are reviewed, the I/O team will prepare a report for the Council to determine if we want to make a recommendation to the administration for campus-wide implementation of an upward feedback system.

Agenda Highlights

*Election of officers

*Passing the gavel to Chair Hill

1.0 Call to Order

Chair called the meeting to order at 9:55 a.m.

The following members were present: Wes Barrett, Linda Bass, Terry Bethea, Carol Boleware, Patricia Brewer, Myrtice Chapman, Tommy Dye, Kim Henson, Debby Hill, Becky Holder, Susan King, Virginia Kittrell, Regina Knight, Patricia Linton, Phil McCready, Cheryl Mowdy, Pam Posey, Joyce Sanders, Ray Scott, Sam Thomas, Phyllis Shearer, and Carole White.

The following members were represented by proxy: Victoria Adams by Berniece Goudy, Cawthon Cawthon by Debby Hill, Linda Davis by Mary Albright, Mary Ann Griffin by Jessie Person, James Mackabee by Simmie Heidelberg, Janeal McKee by Jackie Dunnigan, Tracy Townsend by Becky Holder, and Ruby Waits by Phil McCready.

Judy Hutto and Cindy Lowe were not present nor represented.

2.0 Adoption of the Agenda

Phil McCready made a motion to adopt the agenda as amended. Sam Thomas second. Carried.

3.0 Approval of the Minutes

Ray Scott made a motion to approve the minutes with the following corrections:

- (1) Name misspelled for speaker – Coach Villareal
- (2) 4.8 Date changed from June 25 to June 26

Linda Bass second. Carried.

4.0 Officers' Reports

4.1 Chair's Report

Chair Shearer submitted a written report on her June Activities/Meetings.

*June 4, 8, 9 and 22 Sessions with the four finalists for the Vice President for Business and Finance. Dr. Lynda Gilbert was selected and should be on campus mid-August.

*June 6 Cabinet. The main issue of discussion were revisions to the Faculty Handbook.

*June 17 IHL Board Committee Meetings. Items of interest to USM included (1) continuing discussion of Year 2000 problem for computer systems and where each university was in handling the situation; (2) collaboration of K-16 schools and universities on Teacher Education; (3) Gulf Coast Study – part of this discussion centered around how other IHL institutions besides USM may offer courses and programs on the Coast; (4) Approval was given for the video scoreboard for the stadium; (5) Interim status report from the consultants on the Economic Impact Study of instate football games between USM, Ole Miss, MSU and JSU. A final report should be delivered in July; (6) Approval of FY 99 budget requests. Conversation continues about how salaries are lagging behind national averages. A couple of Board members specifically mentioned concern about STAFF salaries.

*June 22 Cabinet. The main issue of discussion were changes to the August graduation with possible changes for future graduation ceremonies.

*June 22, 25, 29, 30 Sessions with the four finalists for the Vice President for Research. Dr. Fleming should soon be announcing his selection for this position.

*June 25 Meeting with Dr. Fleming. (1) We discussed the Resolutions the Council passed in May and June. He was very receptive to our requests. (2) He asked about the Upward Feedback project. I relayed we were on the project and thanked him for financial commitment to this project. He has given us resources to help with the personnel time committed to this project by our experts in I/O Psychology. (3) We discussed the upcoming elections for Officers.

*June 29 Cabinet discussion included (1) Linda McFall discussed ways in which we may make the 'out processing' of employees easier; (2) Ways in which we may recognize the service of employees to the University; (3) Adoption of a new Faculty Handbook effective July 1; (4) Dr. Fleming announced that the 'Relief' resolution has been approved and resources will be provided to the home department of the Chair of Staff Council.

*July 6 Expanded Cabinet. Dr. Ginn introduced several 'new' members to the group (new deans, new officers for Faculty Senate and Staff Council, Registrar, Interim Director of Financial Aid). Some issues discussed (1) John McGowan gave an update on technology implementation, including the Year 2000, new web site for the University and the People Soft project; (2) Jim Hollandsworth relayed the changes to the August graduation ceremonies -- there will be two ceremonies: one at 2:30 for graduates in the Colleges of Education/Psychology, Business, Health and Human Sciences, and Nursing; the other ceremony will be at 6:30 for the Colleges of Liberal Arts, Arts, International Education and Science and Technology. There will also be a separate ceremony for "hooding" of doctoral candidates. Degrees will be conferred later at the graduation ceremonies. For the August commencement, there will not be a guest speaker; (3) Bud Ginn and Hugh West discussed plans already underway for budget requests for 1999-2000; (4) Curt Redden said the search was well underway for an Alumni Director and a decision should be made soon; (5) Joe Paul discussed the ongoing searches for Director of Financial Aid and Director of University Police.

General Information:

*I am pleased to report that our operating budget for Staff Council has been increased. Our previous budget was not sufficient to handle expenses such as printing and travel to meetings.

*A letter from Chancellor Khayat, Chair of Presidents Council, concerning his report to the Presidents Council endorsing our request was distributed to the Staff Council. MASCO asked the Presidents Council to forward our request to the IHL Board to look at market-based salaries for the staff at our public universities.

SPECIAL THANKS: (Letter distributed to Council)

Many people, too numerous to name all, have been very helpful this year as I have carried out the duties of Chair. A few special mentions include my colleagues at ORSP, Polly Odom, Larry LeFlore, Linda McFall, the Cabinet and Mike Giles. My appreciation to all who have supported this Council this year.

4.2 Chair-Elect's Report

*Dr. Art Kaul, the new President-elect from Faculty Senate, will be joining us this year as a part of his duties. The Faculty Senate will not meet during the summer.

4.3 Executive Committee Report

5.0 Old Business

5.1 Constitution & Bylaws – Ray Scott

Ray Scott presented the proposed changes to the Constitution and Bylaws and the Council voted on the following:

- Action Item #3 – Replace Chair and Chair-elect with the word President and President-elect. Passed

- Action Item #24 – Div II Art 2 Sec 2 – Council members elected President-elect in the third year of their term will have their term extended one year and will serve as President the fourth year. Passed

- Action Item #9 – Div III Art 1 Sec 3 – The President, at the expiration of the term of office, shall become the Past President. The Past President will serve in an advisory capacity to the President and Council. Passed

- Action Item #25 – Standing Rules B #6 – All action items must be brought to the floor for action within 90 days of the appropriate committee receiving them. Items not brought to the floor within the time limit will be included on the agenda by the President for the next Council meeting. Passed

5.2 Insurance Issues for MASCO

*At the MASCO meeting in April, Theresa Hanna from Dept of Finance and Admin. recommended that MASCO submit a letter to them about the insurance issues staff employees are concerned with. USM Staff Council discussed the following issues to be taken to the next MASCO meeting: (1) preventive health care; (2) optical benefits; (3) prescription plan; (4) premium charges for families with more than 3 children rather than flat rate.

6.0 Standing Committees & Special Committees Reports

7.0 New Business

7.1 Election of Officers – Jan Roberts

Jan Roberts presented the 98–99 slate of officers and the council voted by ballot. Jan Roberts and Pam Posey counted the votes and presented the following new officers:

Sam Thomas – President–elect
Susan King – Recording Secretary
Virginia Kittrell – Corresponding Secretary

7.2 Transition of the Chair's position

7.3 New Chair Address

*Chair–elect Hill thanked last year's council for support, with a special thanks to the Executive Officers. Hill presented a gavel plaque to outgoing Shearer in recognition of her dedicated service as Chair.

*As part of the Council committee assignment discussion, Hill discussed the new Technology & Training Ad Hoc Committee which will function as a trial run this year to determine if it should be added to the Council's standing committees. This committee will address the staff's needs with changes in technology and other staff development activities.

7.3a Committee Assignment Requests – distributed

*A sheet was distributed for the Council members to sign up for the Committee they would like to work with. The new committee members will be presented at the August meeting.

*Pending Action Items will be distributed when the new committee members are in place.

7.3b Member Information List – distributed

A list was distributed to be updated adding the new member=s information.

7.3c Meeting Dates – distributed

List of the meeting dates for the year was distributed to the Council.

7.3d Category Representative Selection

Chair Hill requested a committee be formed of one representative from each EEOC category for special needs throughout the year.

8.0 Announcements

9.0 Adjournment

Meeting was adjourned at 11:05 a.m.

Debby Hill, President

Susan King, Recording Secretary

8/4/98 sk