

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

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Proposed Staff Council Minutes

November 3, 1998

Speaker:

Provost Myron Henry, our guest speaker on the Gulf Coast campus, discussed Strategic Planning . Since we cannot do everything at one time, we need to decide what we can do in 1-3 years. The challenge is to focus. We have to tie our aspirations to reality. Dr. Fleming has two high priorities – faculty salaries and staff salaries.

There will be a committee of approximately 15-20 people. The committee will be made up of faculty, staff, students, and administration. Their job will be to absorb the report and chart out the time frame, how to accomplish, and resources required. Dr. Fleming would like to have the completed report around April.

Agenda Highlights

* Assignment of Action Items

1.0 Call to Order

President Hill called the meeting to order at 10:20 a.m.

The following members were present: Victoria Adams, Terry Bethea, Patricia Brewer, Carolyn Cawthon, Ruth Chapman, Tommy Dye, Mary Ann Griffin, Kim Henson, Debby Hill, Becky Holder, Susan King, Virginia Kittrell, Phil McCready, Janeal McKee, Larry McMickle, Larry Posey, Pam Posey, Joyce Sanders, Ray Scott, Sam Thomas, Tracy Townsend, Ruby Waits, and Carole White.

The following members were represented by proxy: Wes Barrett by Ruth Chapman, Linda Bass by Virginia Kittrell, Carol Boleware by Becky Holder, Linda Davis by Janis Keith, Regina Knight by Susan King, Patricia Linton by Patricia Brewer, James Mackabee by Jessie

Person, Nelda Moree by Jackie Dunnigan and Cheryl Mowdy by Ray Scott.

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 with minor editorial corrections and the addition of Myrtice Chapman as attending in October.

5.0 Officers= Reports

5.1 President=s Report

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

*October 7 & 8 – Mississippi Association of Staff council Organizations quarterly meeting. Phyllis Shearer, Chair of MASCO, and I attended the meeting in Oxford. We discussed the insurance issues that USM=s staff council primarily brought forward. MASCO agreed to write a letter with the following issues included: preventive health care to include routine checkups and well baby care; dental and eye care coverage; re-examination of pharmacy card package. We are requesting that these issues be added to our base plan without increased costs in premiums and deductibles. Although premiums and deductibles were discussed, MASCO voted not to include our suggestion of discussing sliding scale premiums. We also discussed reorganizing MASCO=s structure and meeting arrangements to provide a stronger and more active voice for the staff throughout the state. Phyllis reported that she has started discussions with IHL to include staff in the HEADWAE recognitions yearly.

*October 12 – Cabinet (1) Dr. Fleming stated that he would be giving a proposal to IHL this week for expanding offerings on the Coast. (2) Dr. Henry gave information regarding class makeup days for the hurricane. (3)Dr. Ginn stated that a Committee on Diversity

would soon be formed and staff would have a representative. (4) Dr. Fleming reminded us that we should use the unique phrase ASouthern Miss@ whenever possible instead of USM on our publications. (5) Robert Sanders reported that the state SGA is trying to get IHL to extend residence hall visitation hours. (6) Jesse Palmer stated that Faculty Senate wanted to have more campus signage for information and Ayield to pedestrians@ signs to avoid accidents. (7) Dr. McGowan stated that campus postal fees would be increasing for the first time in quite a while. (8) Dr. Gilbert reported that campus job notices would now only be posted on the web and on the bulletin board outside Human Resources because posting on BULL requires double entry. I responded with concern because many staff still do not have access to the web. Phone number for job listings is 266-HRHR.

*October 14 – IHL Board meeting in Jackson. Some issues discussed were the expansion of Gulf Coast programs and football games among the state=s big 3. The decision regarding football games was delayed until next month.

*October 21 – Summer school meeting. The committee is drafting a proposal to expand offerings at a variety of times and to study students= preferences in summer school offerings.

*October 22 – Meeting with Dr. Fleming. Some of the topics discussed: status of Upward Feedback Project, Holiday Survey, Perk list from 1996–97 Staff Council; Evaluations of Personnel System Resolution, Examination of Compensation Schedule for specialized certifications. Dr. Fleming encouraged us to continue with these issues.

*October 22 – Creating Tomorrow=s Learner–Centered Environments--Today Seminar facilitated by Royce Pierce and OTR. USM Administrators discussed how our campuses can be enhanced to provide a learned–centered environment.

*October 26 – Cabinet. (1) Dr. Fleming thanked all those involved with homecoming festivities and congratulated them on their successful efforts. (2) Jesse Palmer gave an Environmental Resolution passed by Faculty Senate. The resolution recommends a comprehensive plan for management of its lands according to the Commission Report and the formation of a university–level,

university-wide committee to review development projects for consistency with the comprehensive plan. The resolution also recommends a substantial increase in operating budget for the Physical Plant to assist in their growing demands.

*October 28 – Brown Bag Seminar. An architect specialist discussed the environmental planning and review of both campuses. The question was raised as to why we do not offer competitive sports such as swimming and soccer. Dr. Paul stated that we are restricted because of NCAA regulations regarding gender equity and limited facilities. Dr. Fleming announced that Dr. Gilbert has started working on a transportation study to look at parking concerns.

*October 28 – Evaluation of Personnel System meeting with Dr. Gilbert and Salaries & Benefits Committee – discussed how we can proceed with re-evaluating the personnel system. We plan to look at the classification system, position evaluation plans, personnel policies and procedures, and the market-base salary structure for staff positions.

*November 2 – Expanded Cabinet. Dr. Fleming distributed copies of the dual campus proposal given to IHL earlier this month. Ken Hayman announced that a bid has been selected for our travel agency, and a contract should be in place by January 1, 1999. Dr. Fleming expressed his appreciation to everyone for their patience and understanding while we implement our new technology.

SPECIAL NOTE: Employee Appreciation Day – HATS OFF to the Food Services and Physical Plant crew who worked diligently last Friday during the Employee Appreciation Day. It was a lot of fun for all!!

5.2 President-Elect's Report– Sam Thomas

*October 16 – Faculty Senate meeting

(1) There was a long discussion held concerning the selection of a new university travel agency. The university is currently seeking bids from local agencies. Pro Travel in Hattiesburg has received that bid. The university is not going with the agency used for the entire State of Mississippi due to problems experienced in the past. (2) Faculty Senate discussed the holiday schedule. They voted to

change not having Labor Day as a holiday but adding the Wednesday before Thanksgiving. The vote was very close.

(3) Dr. Scarborough talked about parking and said the idea of a multi-level parking facility is being looked at again. The location would probably be in the parking lot north of the Chain Technology Building.

5.3 Assignment of Action Items – Sam Thomas

Assignments were as follows:

#39 University Relations – New employee has not received his Insurance card after 3 months of employment.

Parking Committee – Parking at the football games – blocking access to buildings.

6.0 Old Business

6.1 Tents at Football Game – Sam Thomas

We have workers for the November 14 game. Sam expressed his appreciation to those that volunteered their time to work at the games in October.

6.2 Bylaws Change – Carolyn Cawthon

Motion from the committee to make the change that only those individuals interested in serving on the Council will be included on the election ballot. Passed.

6.3 Christmas Party – Virginia Kittrell

The Christmas party will be Wednesday, December 16, 1:30 – 3:00 p.m. in Union Room C. We will be contacting the legislators to come and join us.

6.4 Holiday Survey–

Received 332 replies from the staff – 168 wanted to leave holidays the same, 104 want to give up something for Memorial Day, 41 to

give up something for the Wednesday before Thanksgiving, 13 want Memorial Day and the Wednesday before Thanksgiving, other variety of changes.

President Hill will forward this report to Dr. Paul.

7.0 Committee Reports

7.1 Constitution & Bylaws – Carolyn Cawthon – No report

7.2 Legislative – Patricia Brewer – Contacted Dr. Ginn=s office and he thought it was a good idea to invite the legislators to the Christmas party. The committee will proceed with May for the legislative meeting.

7.3 Salaries & Benefits – Becky Holder – Becky gave a report on the following action items:

#16 Flu Shots – Because of the response, Dr. Crawford has agreed to offer a discount price of \$7.50 to everyone.

#22 Contracts for Staff Employees – Committee felt since it is a board policy that employees do not receive contracts, that this item be closed. Motion passed.

7.4 University Relations – Tracy Townsend – The following report was given concerning action items:

#7–Staff Memorial Fund Scholarship– We must collect and maintain \$10,000 to pay the scholarship from the interest. Committee made motion to pursue the scholarship fund without survey. 1 yes; 3 no; 14 abstain

Motion from Carole White to put out a survey and see who is interested in contributing to this scholarship. Second by Pam Posey. 14 yes; 6 no; 2 abstain.

#30 – Proposed resolution on child care –There are 250 students trained to observe 50–60 children. There is not enough room or children to meet the hours needed in a week. The observation seems to be the main purpose of the child care facility; therefore, it seems to be more of an academic issue instead of a staff issue. It

was discussed that there are people with children in the day care that are no longer employed or students at Southern Miss. Mrs. Cheryl Mueller reported that due to some special circumstances, there were only 2 children belonging to alumni currently enrolled. Faculty/staff/students will have priority for child care as a benefit of the university. There is no outside recruitment for children to attend the child care facility. (Minutes correction from December council meeting.) Motion from Carolyn Cawthon to come up with our own resolution for staff. Kim Henson second. Passed with one abstaining.

#33 Employee Appreciation Day – After discussing the guidelines with Human Resources, employees must be at least 20 hours a week, permanent part-time employees to receive a t-shirt, but any employee of USM can partake in the food offered on that day. There are approximately 400 temporary employees which would cost about \$2000 more for t-shirts to be distributed to those employees. This issue will be discussed at the January appreciation day committee meeting and results will be reported to the Council.

#35 Dates on salads at Seymours and McCain courtyard – Seymours makes salads daily and does not carry food over until the next day.

Ken Kerr, manager of Stones Throw and the trailer in McCain courtyard said that salads were color coded by date so that the employees would know how long the salads had been there. Ken said that salads were made fresh daily and only kept for 24-hour periods. Employees may be overlooking the color coding, but that he would follow-up and make sure this was not a problem in the future.

After talking with Mr. Bob Lowe, Director of Food Services, he checked three days in a row to see how the salads looked and did not find a problem. Since he could not find a problem, he requested the staff member who submitted the request to come forward to give him more details. Mr. Lowe reminded us that comment cards are available at all eating locations and he encourages employees to submit complaints to him so that he can fully investigate the situation. Committee feels no further action should to be taken. Passed.

#37 Upgrade Phone Systems – Mr. Shows stated on October 30 that Communication Resources is working on upgrading the existing telephone system, but that the upgrade would not include circle dialing. The present phone system has circle dialing rates, but they are used when a long distance code is input. Mr. Shows said that circle dialing as it exists in your home would never be an option on campus because it would be a tremendous expense to the University as a whole.

Committee feels no further action should to be taken. Passed.

7.5 Other Committee Reports

Parking Appeals – Linda Bass – No report

Parking Task Force – Regina Knight – No report

Technology & Training – Carol Boleware – No report

Upward Feedback – Pam Posey – There will be a meeting in the morning for a preliminary report. Dr. Jeff Kudisch will give his report to the Council in December.

8.0 New Business

Strategic Planning Document – President Hill asked the Council if they wanted to have a strategic planning document as they did for the Area Report for the Commission. After a discussion, the Council decided they did want to submit one to forward to the committee. President Hill asked for volunteers to assist in the writing stage. The committee will consist of: Debby Hill, Sam Thomas, Susan King, Virginia Kittrell, Patricia Brewer, Pam Posey, Phil McCready and Janeal McKee.

9.0 Announcements

Phil McCready said Dr. Grimes sends his thanks to the Physical Plant in Hattiesburg for helping with the clean-up after the storm.

10.0 Adjournment

Meeting was adjourned at 11:50 a.m.

Debby Hill, President
Susan King, Recording Secretary
12/7/98 sk